



Fridley Public Schools School Board Work Session Agenda

Tuesday, June 16, 2020 at 5:30 PM

Virtual Meeting 8/4/2020

VIRTUAL MEETING

Join by phone

+1 406-686-1729, PIN 891 328 512# 55432

A. Signing Required Documents

B. **GOVERNANCE AND POLICY**

C. **OVERSIGHT OF OPERATIONS**

1. Legal, Staffing and Personnel Update

- a. New Contracts, Amendments, Leaves of Absence, Terminations, Resignations, and Retirements
- b. Reclassification of Dr. Bodey's position
- c. Superintendent Contract - Year 3 Salary
- d. 2019-2021 Nutritional Service Master Agreement
- e. 2019-2021 Paraprofessionals Master Agreement
- f. Negotiations Update

2. Finance and Operations Update

- a. FY21 Budget Updates
- b. Capital Projects Levy Renewal
- c. LTFM Ten-year plan for Intermediate 916

3. RESOLUTION: Minnesota State High School League Annual Membership

4. 2020-2021 Student-Parent Handbook

5. Model for Operational Effectiveness

6. Partnership Updates

- a. Association of Metropolitan School Districts (AMSD) Board Meeting held on May 22, 2020
- b. NE Metro 916 Board Meeting held on June 3, 2020

D. **BOARD GOVERNANCE POLICY**

1. Areas of Assistance in Leadership Across the School Board

2. Operational Plan by Budget

E. **INFORMATIONAL ITEMS**

1. Enrollment

F. **PUBLIC FORUM**

TAKEN FOR JUNE SCHOOL BOARD MEETING. Please see Lori Andler if you have further changes.

**Personnel Changes
2019-20 School Year**

New Contracts and Amendments per Master Agreements (2019-20)

First Name	Last Name	Assignment	Step/Lane/Salary	School
Nicole	Allen	Extended School Year Teacher	Schedule C	District
Jeren	Anderson	ALC Summer School Teacher	Step 3	ALC
Sarah	Anderson	Extended School Year Teacher	Schedule C	District
Susan	Baker	Summer Cook Manager	Step 5	FHS
Stephanie	Champeau	Summer Cook	Step 1	Hayes
Heather	Cole	Extended School Year Teacher	Schedule C	ECSE
Jenny	DeMars	ALC Summer School Teacher	Step 3	ALC
Ryusuke	Jono	Summer Cook Manager	Step 3	Hayes
Hellen	Keraka	Extended School Year Teacher	Schedule C	ECSE
Casey	Leasure	Extended School Year Teacher	Schedule C	District
Nicole	Moussette	ALC Summer School Teacher	Step 3	ALC
Jessica	Mularie	Extended School Year Teacher	Schedule C	District
Tammy	Packard	Summer Cook	Step 5	FHS
Jennifer	Pearson	ALC Summer School Teacher	Step 3	ALC
Jolly	Vue	Summer Cook	Step 1	FHS
Amanda	Woll	Extended School Year Teacher	Schedule C	District

New Contracts and Amendments per Master Agreements (2020-2021)

First Name	Last Name	Assignment	Step/Lane/Salary	School
John	Piotraschke	Director of Teaching & Learning – POSA	Per Master Agreement	District
Danielle	Peterson	Assistant Principal on Special Assignment	Per Master Agreement	District

Individual Contracts and Amendments (2019-2021)

First Name	Last Name	Assignment	Step/Lane/Salary	School
Valerie	Anderson	ECFE Coordinator	Individual Contract	FCC
Sarah	Burghardt	Communications Specialist	Individual Contract	District
Maggie	Chandler	Facilities, Adult Enrichment and Senior Programs Coordinator	Individual Contract	FCC
Lindsey	Crawford	Community Education Program Manager	Individual Contract	FCC
Christopheraaron	Deanes	Culture and Climate Coordinator	Individual Contract	District

First Name	Last Name	Assignment	Step/Lane/Salary	School
Seth	Hamm	Buildings & Grounds Coordinator	Individual Contract	District
Christine	Haubauch	Community Education Program Manager	Individual Contract	FCC
Camille	Herder	Community Education Program Manager	Individual Contract	FCC
S. Ike	Isaacson	Director of Human Resources	Individual Contract	District
Stephen	Keeler	Director of Community Education	Individual Contract	District
Sally	Leone	Tiger Club Childcare Coordinator	Individual Contract	FCC
Cindy	McKay	Transportation Coordinator	Individual Contract	District
Jael	McLemore	Director of Communications & Community Relations	Individual Contract	District
Lori	O'Dowd	Enrollment Coordinator	Individual Contract	District
Kari	Reiter	IB Coordinator – MYP	Individual Contract	FMS/FHS
Dan	Roff	Activities Director	Individual Contract	District
Susan	Samaha	Equity & Inclusion Coordinator	Individual Contract	District
Laura	Seifert-Hertling	Director of Special Services	Individual Contract	District
David	Webber	Communications Specialist	Individual Contract	District
Dan	Wold	Auditorium and Events Coordinator	Individual Contract	District

Request for Leave (2019-2020)

- Andrea Baker has requested a leave of absence from her finance specialist position at Fridley Public Schools, effective June 17, 2020 through July 10, 2020.

Resignations (2019-2020)

- Jeff Regan resigned his Director of Buildings and Grounds position at Fridley Public Schools, effective June 26, 2020.

Retirements (2019-2020)

- Barb Guille retired from her Accounts Payable position at Fridley Public Schools, effective June 30, 2020.

Terminations (2019-2020)

- Tamara Rottman was terminated from her para position at Fridley High School, effective May 28, 2020.



Master Agreement

Between

**Independent School District 14
School Board
Fridley, Minnesota**

And

NUTRITIONAL SERVICES EMPLOYEES

July 1, 2019 through June 30, 2021

**Fridley Independent School District 14
2019-2021 Master Agreement
Nutritional Services Employees
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THIS AGREEMENT, made and entered into as of the first day of July 2019, by and between the School Board of Independent School District 14 of Anoka County, Minnesota, hereinafter referred to as the Employer and School Service Employees Union, Local 284, hereinafter referred to as the Union.

**ARTICLE I
RECOGNITION AND DUES CHECK-OFF**

Section 1. Purpose

The employees herein classified of the Employer (Nutritional Services Employees) have elected to bargain collectively with their employer for said purpose a majority of same have affiliated themselves as members of the Service Employees International Union, Local 284, and have chosen said Union to bargain collectively in their behalf for wages, hours of employment and working conditions.

For the purpose of carrying out the intentions of the parties, it is mutually agreed upon as follows:

Section 2. Recognition

Recognizing that the Union is required by the provisions of the Minnesota Public Employees' labor Relations Act ("PELRA") to be the sole bargaining representative for employees of the bargaining unit covered by this Agreement, the School Board hereby agrees that it will not recognize or negotiate with any other person, association group, committee or entity other than the Union with respect to terms and conditions of employment. The bargaining unit shall exclude certain part-time employees, temporary employees, confidential employees, supervisory employees and essential employees, as defined under PELRA.

Section 3. Obligation

The Employer shall not enter into any agreement with Union Members individually or collectively which in any way conflicts with the terms and provisions of this Agreement, nor shall the employer discriminate against an employee because of membership in the Union. In consideration of the recognition herein granted, it is further agreed that during the life of the Agreement there shall be no strikes, stoppage or slowdown of work so long as the term and provisions of the Agreement are adhered to by the Employer. Neither the Employer nor the Union, its agents, officers, or representatives shall instigate any attempt to breach the Agreement, nor shall the Employer at any time instigate a lockout against the Employees.

The District shall make available to the Union a bargaining unit list of employees, including name, address, phone number, work hours, work location, position, wage schedule placement, date of employment, and work e-mail address.

Section 4. Authority of School Board

Nothing in this Agreement shall be construed as delegating to others the authority conferred by law on the Fridley School Board or in any way abridging or reducing authority. Except as limited

by the provisions of this Agreement, the Fridley School Board and/or its administrators has the sole responsibility for the direction of the work force, including the right to hire, transfer, discharge and discipline for proper cause. In addition, the work to be performed, the location of the work, the method and processes are the responsibility of the Board and/or its administrators.

Section 5. Union Dues

The District shall deduct union dues from members' payroll checks upon receipt of written authorization signed by the employee or receipt of online signup with digital signature, subject to any and all limitations and restrictions under state and federal law. Dues will be remitted to Local 284's business office at 450 Southview Boulevard South St Paul, MN 55075 not later than the 20th of each month.

Section 6. Anniversary Date

For purposes of determining eligibility for an experience increment wage increase, step advancement and District 403b plan, each employee's anniversary date will be adjusted to July 1 of the calendar year in which he/she was hired. If an employee's actual hire date is between July 1 and December 30, the anniversary date will occur July 1 of that school year. If an employee's actual hire date is between January 1 and June 30, the first anniversary will occur July 1 of the next school year. Examples follow:

Hiring date: January 1, 2019 through December 31, 2019

Anniversary Date July 1, 2019 (step 1 2019-2020 school year)

Step Advancement, first anniversary – July 1, 2020 (step 2 2020-2021)

District 403 (b) plan contribution – July 1, 2023

Experience Increment – July 1, 2029

Hiring date: January 1, 2020 through December 31, 2020

Anniversary Date July 1, 2020 (step 1 2020-2021 school year)

Step Advancement, first anniversary – July 1, 2020 (step 2 2021-2022)

District 403 (b) plan contribution – July 1, 2024

Experience Increment – July 1, 2030

**ARTICLE II
SALARY SCHEDULES AND WORK ASSIGNMENTS**

Sections 1 and 2. Wage Schedule, Certification Pay and Experience Increments: See Attachment A

Section 3. Step Placement

Each employee shall be given credit for previous years of employment in School District 14. New employees to Fridley ISD 14 may be hired up to step three based upon previous food service experience.

Section 4. Certification

SUBD. 1. All new employees will be required to complete a designated school food service fundamentals and sanitation/safety courses within one (1) year of employment. The Director of Nutritional Services will define the necessary coursework to fulfill this requirement. All courses must be pre-approved. The district will reimburse the employee for the cost of the pre-approved coursework under this subdivision once the employee has provided documentation of successful completion.

SUBD. 2. Once certified, all employees must maintain and keep certification current or may be subject to discipline. Failure to meet the renewal deadline will result in the suspension of certification pay. It is the employee's responsibility to pay for certification.

SUBD. 3. An employee promoted to a higher pay grade must obtain the requisite certification within one year of promotion. The district will provide the cook manager a one-time stipend of \$350 once the employee has provided proof of certification.

Section 5. Paychecks

Employees will be paid on a semi-monthly basis.

Section 6. Overtime

Overtime rate will be time and one-half. Overtime will be paid in accordance with the Fair Labor Standards Act. Overtime will be paid at the rate of double-time for all hours worked on a call back on Saturday, Sunday or holidays.

Any employee who replaces a cook manager or prep cook shall be paid at the cook manager or prep cook rate.

Section 7. Minimum Hours

Any work period shall be a minimum of two hours.

Section 8. Work Breaks

Work Breaks will follow Federal Labor Laws. In the event a situation arises that delays or does not allow a work break, then the missed break time shall be submitted on a timesheet, subject to overtime, where applicable. Employees will need to have prior approval from the Director of Nutritional Services or Designee to work through their breaks.

Section 9. Uniform Allowance

\$250 annually in each year of the contract for all employees who have successfully completed their probation period. This reimbursement may be used for the purchase of work shoes and clothing. The uniform must be approved by the Director of Nutritional Services and worn at all times while on the job. Reimbursement for current year uniform expenses must be submitted by March 31st of each year for payment.

Section 10. 125B Plan

A 125B Plan will be provided for all employees.

Section 11. Workshops

The School District will pay for all employee expenses to those who attend the summer workshops or schools.

Section 12. Extra-curricular Functions

Whenever nutritional services employees are needed to provide services outside of the regularly scheduled school day, the option to work the extra hours will be offered first to the building kitchen manager, next to building assistant managers, then, offered to other kitchen managers, and thereafter, to the most qualified employee as determined by the Director of Nutritional Services. Nutritional services employees will be paid for a minimum of two and one half (2.5) hours for extracurricular functions and shall be paid at 1.5 times the employee's hourly rate.

Whenever the food service facilities are used there must be a cook present during the part of the event that involves food preparation, the serving of food and the kitchen clean up. Any food service employee who must clean up or perform other duties related to the usage will receive additional hourly compensation for all time required to restore the kitchen to proper conditions for school meal service.

Section 13. Work Time Modifications

Any increase or decrease of time to a given position that will affect benefit eligibility other than sick leave, will be considered an elimination of the old position and creation of a new, vacant position, and will be posted accordingly.

SUBD. 1. Starting times and shifts will be determined at the beginning of the school year and will not change unless meal participation or scheduling changes in student schedules occur within the building. Any changes to a work schedule must be approved by the Nutritional Services Director.

SUBD. 2. Once a shift is established, at least two (2) weeks' notice shall be given before a change. All changes in work site location or work week and shift hours shall be open for bids. Any affected employee shall have the right to bump a less senior employee.

Section 14. New Employee Training

A new or transferred employee shall be trained in by an existing employee in a like position to the position she/he is hired to do for a period of up to two weeks as the Head Cook in the affected kitchen deems necessary, subject to consultation with the Director of Nutritional Services.

**ARTICLE III
INSURANCE**

Section 1. Medical Contribution

The district’s contribution toward health insurance shall be the same as the rate negotiated for the teaching staff of the district unless agreed otherwise and listed below. Coverage is for all Nutritional Services employees of the School District who qualify for and are enrolled in the School District group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

A. Employees working six hours or more per day:

Single	100% of the second highest plan
Employee plus one	81% of the base plan
Family	74% of the base plan

B. Five (5) hours per day, but less than six (6) hours per day:

Single	100% of the second highest plan
Employee plus one	Individual coverage cost (employee will pay the difference between the individual cost and the employee plus one cost).
Family	Individual coverage cost plus \$75.00 (the employee will pay the difference between the individual cost plus \$75.00 and the family coverage cost.)

C. Four (4) hours per day, but less than five (5) hours per day:

Single	Prorated based on the employee’s weekly assigned hours divided by 25
Employee plus one	Individual coverage cost (employee will pay the difference between the individual cost and the employee plus one cost).
Family	Individual coverage cost plus \$75.00 (the employee will pay the difference between the individual cost plus \$75.00 and the family coverage cost.)

Health insurance changes apply upon ratification

Section 2. Dental Insurance

The School District shall pay the total premium for individual coverage for employees working 25 hours or more per week.

Section 3. Long Term Disability

The District will provide a long-term disability insurance plan for employees working 20 hours or more providing a benefit of 70% of the basic annual salary in the event of disability caused by sickness or accident. The waiting period for this benefit shall be 60 consecutive calendar days. Participation in the plan is mandatory for all qualified employees and the premium for the plan will be paid by the employee through payroll deduction. An hourly wage adjustment will be made to compensate for the deduction of the Long Term Disability premium.

Section 4. Life Insurance Contribution

Effective July 1, 2011, the District will provide a group term life insurance policy on the life of all employees working 20 hours per week or more in the amount of \$50,000.

ARTICLE IV LEAVES OF ABSENCE

Section 1. Sick Leave

SUBD.1. All permanent Nutritional Services Employees shall be eligible for sick leave benefits. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness which prevented attendance and performance of duties on that day or days. Eligible employees will earn sick leave at a rate per month equal to the average hours worked per day for a maximum of ten (10) days per annum. Unused sick leave can be carried forward. A certificate from a physician may be required to substantiate the need for this leave. Earned sick leave may be used for illness or injury of relatives pursuant to MS 181.9413 but must at least include the following individuals: brother, sister, mother, father, spouse, domestic partner, child, in-laws, grandparents, or grandchildren.

SUBD.2. In the event of illness of more than three (3) consecutive work days, the District will require an employee to furnish a medical certificate from a qualified physician or surgeon as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay and/or return to work.

SUBD. 3. Those employees hired after July 1, 1990 and after they have accumulated 50 days of sick leave, shall have the right to turn in any additional unused sick leave, at a rate of \$10.50 per hour or the Base Sub Pay Rate; whichever is higher (up to 5 normal work days per year) for any sick leave earned. The district will make all payments to the employees 403(b) account. Prior to May 1, employees must notify the district of the number of days they wish to turn in.

Section 2. Personal Leave

Two days of personal leave per year for personal business and emergencies, a transaction, hearing, or consultation which requires the presence of the staff member during working hours, and which would be impossible to fulfill at any other time. Emergency leave will not be approved for absence resulting from weather conditions and their effect on transportation. Requests for personal leave must be submitted to the staff member's supervisor in writing two

days in advance, except in emergency cases. The reason for the personal leave will be stated unless it is of a very private nature. All requests must have the approval of the Superintendent of Schools. Personal leave days may accumulate to five (5) days. Personal leave days cannot be used the first and last two weeks of the school year, except in emergency or once in a life time situations subject to the approval of the Director of Human Resources. Personal leave is not deducted from sick leave.

Section 3. Child Care Leave

See District policy.

Section 4. Jury Duty

All employees shall be granted the additional amount to make up full pay if required to serve on jury duty or subpoenaed for any court duty. The employee must submit the jury duty notification document to human resources prior to entering time off for jury duty. An employee must reimburse the district the full amount earned for the jury duty, less mileage, and provide documentation of the accompanying payment for jury duty.

SUBD. 1. Subpoena Leave An employee who is subpoenaed for a school-related issue shall be granted the necessary leave required without any salary deduction or loss of basic leave allowance.

Section 5. Emergency School Closing

In the event school starts late or is closed early due to inclement weather or other emergency situations, Nutritional Services employees will be paid for their normal work assignment. On such days, their work assignments will be determined by their immediate supervisor. In the event of an emergency school closing in which employees are instructed not to report to work, employees will be paid for up to two (2) days per incident for their normal work assignment. Employees who are instructed to report to work in an emergency closing situation will be paid their scheduled hours, in addition they will be given an equal number of paid hours off or the hours worked will be paid at their overtime rate, up to two (2) days per incident.

Section 6. Bereavement

An employee shall be granted up to five (5) days bereavement leave per occurrence on the determination of the employee due to the death of a member of the family. The family includes spouse, child, parent, sibling, grandchild, niece, nephew, aunt, uncle, grandparent, in-laws of the same degree, other parent of child and regular members of the immediate household. In extenuating circumstances, an employee can request approval from Human Resources for use of this benefit for an individual who is not listed above but who stands in the same relationship with the employee. This leave shall be deducted from sick leave benefits. Additional bereavement leave may be granted at the discretion of the Superintendent or designee.

ARTICLE V HOLIDAYS

Employees covered by this Agreement will be paid for the following holidays when school is not in session: Thanksgiving Day and day following, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, , Good Friday, and Memorial Day. In order to be eligible for holiday pay, an employee must have worked the assigned work day before and after the holiday unless the employee is on approved sick leave or emergency leave. In the event school is scheduled for a listed holiday an alternate day will be granted. The specific day shall be mutually agreed upon by the School District and the employee.

ARTICLE VI PROBATION, POSTING DISCHARGE, AND DISCIPLINE

Section 1. Probationary Period

All new nutritional services employees shall work a probationary period, which shall consist of ninety (90) working days with an evaluation to occur no later forty-five (45) working days into the probationary period. A new employee shall not be considered permanent until the employee has served the probationary period, the District's Designee has conferred with the employee's site supervisor, and the employee has been accepted by District's designee. Subsequent to that period the employee shall attain permanent status and be discharged only for just cause.

In addition to the initial probationary period an employee transferred or promoted to a different classification shall serve a new probationary period of 60 working days with an evaluation to occur no later than thirty (30) working days into the new probationary period in any new such classification. During this 60 working day probationary period if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to the former classification. The employee will have the rights to the position held before transfer or promotion.

For purposes of this section, a working day shall be defined as an actual day worked and shall not include any days taken as leave for any reason.

Section 2. Job Posting

All vacancies shall be posted for a period of five working days. Postings will include starting date, benefits eligible for, location of duty assignment, hours per day, days per year, job description, position band and grade and hourly rate of pay. Interested parties shall submit written indication of interest via indicated method. The District shall give first consideration to current qualified employees, when hiring for positions within the Nutritional Services Unit, then consider outside applicants. Employees must complete their probationary period before applying for another nutritional services position.

Any internal applicant not granted a position has the right to request the reasoning behind the administration's rejection of his/her application with the intent being to increase or correct any qualifications that are lacking in order to be considered in future job openings.

The District shall schedule interviews within seven (7) working days of the date of the posting closing or the deadline for response. The position will be assigned to the most qualified applicant.

A notification will be sent to the candidate selected for the position and to the appropriate supervisor and the steward.

Section 3. Progressive Discipline/Discharge

A disciplinary action will be taken against an employee only for just cause. Any disciplinary action shall comply with law and regulation, shall be fair and equitable, and shall be consistent with the principle of progressive discipline.

1. Oral reprimand
2. Written reprimand
3. Suspension without pay
4. Discharge

Employees who are subject to above actions shall have the right to the grievance procedure.

SUBD. 1. The District shall discuss with the Employee(s) any concern which may lead to a disciplinary action and shall offer constructive suggestions for correction before any disciplinary action is initiated.

SUBD. 2. An employee shall be entitled to have a representative of the Union present in the event that she/he is being reprimanded, warned or disciplined for any infraction of rules and delinquency in professional performance. If an employee requests representation, no action shall be taken with respect to the matter until a representative of the Union is present, provided that the representative is available in a timely manner so as not to delay the action.

Section 4. Personnel Files

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of that person.

SUBD 1. No written material of an employee's conduct, service or character shall be placed in her/his personnel file unless the employee has been given prompt written notice.

SUBD 2. As provided by law, employees shall be entitled to submit a written response to any material placed in their personnel file or seek expungement of any material through the grievance procedure.

SUBD. 3. Employees shall have the right upon request to review the contents of their personnel file and to receive a copy of any and all documents contained therein.

Section 5. Layoff/Recall

In the event of abolition of a position, shortage of work for funds or other reasons outside the control of the employer, employees in this unit will be subject to the following:

- A. When a specific position will be discontinued, or when an employee's hours are reduced, affected employees shall have the following rights and obligations:
 - 1. Shall be able to replace a less senior person in the same or lower classification.
- B. No new employee shall be employed by the District to work in any classification while qualified employees are laid off.
- C. A laid off employee must notify the District in writing of any changes in address in order to be notified of job openings.
- D. Employees on layoff shall retain re-employment rights for a period of 18 months from date of layoff.
- E. All positions will be posted. Job postings will be sent by mail to persons on the layoff list.
- F. Persons on the layoff list may apply for any open position. Written application must be received in the office of the Director of Nutritional Services within 14 calendar days of the posting date when school is not in session and 5 working days when school is in session.
- G. The most senior qualified applicant shall be awarded the position.

Section 6. Seniority

The Board recognizes that the purpose of seniority is to provide a declared policy as to the order of layoff and recall of employees. Employees with the least continuous service shall be laid off first. If any opening subsequently occurs in the District, the employee with the most seniority shall have the first choice to be re-hired.

Section 7. Seniority List

Seniority Date: An employee's seniority date will be the employee's first day of service. (New employees must complete the probationary period as defined in this agreement.) If two or more employees hold the same seniority date and the tie must be broken, seniority ranking for those employees shall be determined by random drawing of names. Each affected employee may attend the drawing or send a representative. The first name drawn shall be the most senior, and so on until all names are drawn.

Annual Posting of List: The District will publish and post a seniority list each year no later than October 1 and will provide a copy to the Union Steward(s) and to each employee in the bargaining unit. Any employee whose name appears or should appear on the seniority list shall have 21 days from the date of the posting to request a change in the list. If no request for change is made, the list will be deemed accurate for the remainder of the year, except that modifications may be made due to the employee terminations or new hires.

Section 8. Unpaid Leave of Absence

When an employee has been granted a leave of absence by the School Board, she shall suffer no loss of seniority or job rights.

ARTICLE VII GRIEVANCE PROCEDURE

Definitions and General Provisions

- A. A *“grievance”* is defined as a dispute between an employee or group of employees and the District regarding the interpretation of or adherence to the terms and/or provisions of the Agreement.
- B. *Representatives:* Either party, employee(s) or School District, may be represented during any step of the grievance procedure by any person or agent designated by such party.
- C. *Days:* In this procedure, a *“day”* is defined as a scheduled working day, which means a day the employee regularly scheduled to work excluding Saturdays, Sundays, legal holidays, or holidays contained within this Agreement.
- D. *Extension of Time Limits:* Time limits specified in this procedure may be extended or waived by mutual agreement.
- E. *Computation of Time:* In computing any period of time prescribed or allowed by this procedure, 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, Sunday or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday or a legal holiday.
- F. *Filing and Postmark:* The filing or service of any notice or document shall be timely if it bears a postmark of the United States mail within the time period.
- G. *Time Limitation and Waiver:* Failure to file or appeal any grievance within the time periods prescribed in this procedure shall constitute a waiver of the grievance.
- H. *Responses to Grievances:* In responding to a grievance at any step, the District representative shall issue a written decision to the employee(s) with the grievance, the union steward, and the union business agent.

Step 1. The employee(s) concerned shall first attempt to resolve the grievance informally with the Director of Nutritional Services. If the parties do not reach an agreement regarding the grievance, the employee(s) may submit the grievance in writing to the Director of Educational Services within ten scheduled working days of the date of occurrence or the date on which the employee(s) learned of the occurrence, whichever is later. Within five days of receipt, the District shall respond in writing to the grievance. If the parties fail to agree or the Director of Personnel fails to adjust the grievance within five days after the written grievance is received, the employee(s) may appeal it to Step 2.

Step 2. The employee(s) may appeal the grievance to the Superintendent or designee within 5 days after the employee(s) receive the written response to Step 1. If the parties fail to agree or the matter has not been adjusted within 5 days after the grievance has reached Step 2, the employee(s) may appeal to Step 3.

Step 3. A Petition for Mediation may be filed within twenty (20) days with the State of Minnesota, Bureau of Mediation Services (BMS), to attempt to adjust the grievance. After each mediation session, the District representative(s) shall respond in writing to the grievance. If the parties cannot resolve the dispute within a reasonable time, the mediator shall declare a grievance impasse. If a grievance impasse has been declared, the dispute may then be appealed to Step 4.

Step 4. Arbitration Procedures

SUBD. 1. Request. A request to submit a grievance to arbitration must be in writing and such request must be sent to the office of the Superintendent and to the BMS within ten days following the day the employee(s) receive the written response to Step 3 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. The party appealing the grievance shall request a list of arbitrators from the BMS. Upon receiving the list, the parties shall alternately strike arbitrators' names from the list until only one name remains. The parties shall determine which party will strike the first name by coin toss or other method of the parties' choice. The last remaining arbitrator shall hear the grievance.

SUBD. 4. Submission of Grievance Information. Upon appointment of the arbitrator, the appealing party shall, within five days after notice of appointment, forward to the arbitrator, with a copy to the Superintendent, the submission of the grievance which shall set forth the nature and basis of the grievance. Additional information shall be provided at the arbitrator's request.

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 proceedings before the arbitrator shall be a hearing denovo.

SUBD. 6. Decision. The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A. of 1971 as amended.

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 fees and expenses of the arbitrator, the cost of the transcript or recording if requested shall be borne by the party requesting the transcript.

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 and 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 with the terms of the grievance and arbitration procedures as outlined 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 boards to efficiently manage and conduct its operation with the legal limitations surrounding the financing of such operations.

ARTICLE VIII MATCHING ANNUITY AND SEVERANCE

Section 1. Matching Annuity

Effective no later than July 1, 2001, an eligible employee may participate in the District's matching annuity program as provided in M.S. 356.24, subd. 1(5) ii, subject to the provisions contained in this Article.

Section 2. Eligibility

In order for an employee to be eligible to participate in the matching annuity plan, the following criteria must be met.

SUBD. 1. Employees working at least 5 hours per day shall receive the full contribution.

SUBD. 2. Employees working four (4) or more hours per day but less than five (5) hours per day shall receive a prorated district contribution.

Section 3. District Contribution

The maximum annual District contribution shall be based on matching an employee’s contribution per the following:

SUBD. 1. Employees hired after July 1, 1990 will be eligible for the following amounts:

	2019- 2020	2020- 2021
Zero (0) through Three (3) years in Fridley	\$ 0	\$ 0
Four (4) through Nine (9) years in Fridley	\$1725	\$1925
Ten (10) through Fourteen (14) years in Fridley	\$1850	\$2050
Fifteen (15) years to Nineteen (19) years in Fridley	\$1975	\$2175
Nineteen plus (19+) years in Fridley Public Schools	\$2100	\$2300

SUBD. 2. The District will contribute an amount equal to the employee’s requested annual contribution up to the maximum amount listed in this Section.

SUBD. 3. The District contribution will begin when the employee initiates an eligible investment program. The amount of the District’s contribution will not to exceed the benefit schedule set out in Subd. 1 above.

SUBD. 4. An employee may elect to contribute to the selected program more than the district match. This Article only defines the limits of the district’s participation in the selected program.

SUBD. 5. The district match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

SUBD. 6. When an employee has an eligible plan in effect, the district’s contribution shall be automatic unless the employee requests otherwise.

SUBD. 7. All provisions of this Article are subject to applicable code provisions of Minnesota Statutes, Internal Revenue Code Section 403(b), but not subject to the Grievance Procedure at Article VII.

SUBD. 8. All qualified insurance companies authorized by the Minnesota State Board of Investment will be eligible to receive the employer match.

SUBD. 9. Contributions cannot be retroactive to the previous calendar year.

SUBD. 10. The District's maximum lifetime contribution shall be no more than \$33,000

Section 6.

If there is any judicial or administrative decision, which deems any part of this article illegal or unconstitutional, the affected section becomes null and void and becomes subject to re-negotiation.

**ARTICLE IX
MISCELLANEOUS**

Section 1. Retirement

As provided by law.

Section 2. Lunch

Nutritional Services employees will not be charged for their lunch.

Section 3. Custodial Functions

Normal custodial functions such as floor mopping/scrubbing/waxing/mat cleaning, vacuuming, trash and recyclable item removal will not be the responsibility of Nutritional Services employees.

Section 4. Physical Examinations

X-rays or Mantoux tests as required will be given at the expense of the District.

**ARTICLE X
DURATION**

THIS AGREEMENT shall be in force from July 1, 2019 through June 30, 2021 and shall continue as is from year to year unless either party shall notify the other in writing 60 days prior to expiration date of existing contract of their desire to re-open negotiations.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed in behalf of the parties.

School Service Employees
SEIU Local 284

As Representing The School Board Of Fridley
Independent School District 14, Anoka
County

By _____

By _____

By _____

By _____

By _____

Date _____

By _____

By _____

By _____

Date _____

2019-2021
ATTACHMENT A,
WAGE SCHEDULE, CERTIFICATION PAY, and EXPERIENCE INCREMENTS
 Fridley ISD 14 Nutritional Services Employees

Section 1. 2019-2020 Wage Schedule

Step advancement each year of the contract. All increases apply to individuals employed on date of ratification.

2019-2020
Attachment A, Section 1
Wage Schedule Nutritional Services Employees

2019-2020 Wage Schedule	Step 1	Step 2	Step 3	Step 4	Step 5
Cook Manager-High School *	20.27	20.69	21.11	21.54	22.30
Cook Manager-Middle School *	19.11	19.49	19.90	20.31	21.02
Cook Manager-Elementary School *	17.76	18.11	18.49	18.87	19.53
Assistant Cook Manager	15.92	16.37	16.8	17.94	19.11
Prep Cook	15.71	16.16	16.58	17.74	18.90
Cook	13.82	14.49	15.15	16.25	17.35

2020-2021
Attachment A, Section 2
Wage Schedule Nutritional Services Employees

2020-2021 Wage Schedule	Step 1	Step 2	Step 3	Step 4	Step 5
Cook Manager-High School	20.57	21.00	21.43	21.86	22.63
Cook Manager-Middle School	19.39	19.78	20.19	20.62	21.33
Cook Manager-Elementary School	18.03	18.39	18.77	19.16	19.82
Assistant Cook Manager	16.16	16.62	17.05	18.21	19.39
Prep Cook	15.95	16.40	16.83	18.01	19.19
Cook	14.03	14.71	15.37	16.49	17.61

Certification Pay

Level I Certification	.30/hr
Level II Certification	.45/hr
Level III Certification	.55/hr
Level IV Certification	.70/hr

Experience Increments

	2019-2021
After 10 years	.60/hr
After 15 years	.65/hr
After 20 years	.70/hr

Master Agreement

Between

**Independent School District 14
School Board
Fridley, Minnesota**

And

PARAEDUCATORS

July 1, 2019 Through June 30, 2021

**MASTER AGREEMENT BETWEEN
FRIDLEY INDEPENDENT SCHOOL DISTRICT 14
AND PARAEDUCATOR
2019-2020**

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THIS AGREEMENT, made and entered into as of July 1, 2019, by and between the Independent School District 14 School Board of Anoka County, Minnesota, hereinafter referred to as the Employer, and the School Service Employees Local 284, hereinafter referred to as the Union.

**ARTICLE I
RECOGNITION AND DUES CHECK-OFF**

Section 1. Purpose

Paraeducators have elected to bargain collectively with their Employer for said purpose a majority of same has affiliated themselves as members of the School Service Employees, Local 284, and have chosen said Union to bargain collectively in their behalf for wages, hours of employment and working conditions.

Section 2. Recognition

The Employer recognizes and shall abide by the principles of collective bargaining as related to wages, hours of employment and working conditions and further recognizes the Union as the sole and exclusive bargaining agency for all Paraeducators in the Appropriate Unit, as defined in Article II Section 3, which excludes certain part-time employees, temporary employees, confidential employees, supervisory employees and essential employees.

Section 3. Obligation

The Employer shall not enter into any agreement with the unit members individually or collectively which in any way conflicts with the terms and provisions of this Agreement, nor shall the Employer discriminate against any Employee because of membership in the Union. In consideration of the recognition herein granted, it is further agreed that during the life of the Agreement there shall be no strikes, stoppage or slow down of work so long as the terms and provisions of the Agreement are adhered to by the Employer. Neither the Employer nor the Union, its agents, officers, or representatives shall instigate any attempt to breach the Agreement, nor shall the Employer at any time instigate a lockout against the Employees.

The District shall make available to the Union a bargaining unit list of employees, including name, address, phone number, work hours, work location, position, wage schedule placement, date of employment, and work e-mail address.

Section 4. Authority of School Board

Nothing in this Agreement shall be construed as delegating to others the authority conferred by law on the School Board or in any way abridging or reducing authority. Except as limited by the provisions of this Agreement, the School Board and/or its administrators has the sole responsibility for the direction of the work force, including the right to hire, transfer discharge and discipline for proper cause. In addition, the work to be performed, the location of the work, the method and processes are the responsibility of the Board and/or its administrators.

Subd. 1. Inherent Managerial Rights. The exclusive representative recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial

policy, which 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.

Subd. 2. Management 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 to provide educational opportunity for the students of the school district.

Subd. 3. Effect of Laws, Rules, and Regulations. The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders issued from time to time by properly designated officials of the school district. Any provision of this Agreement found to be in violation of any such laws shall be null and void and without force and effect.

Section 5. Dues Check-off

The District shall deduct union dues from members' payroll checks upon receipt of written authorization signed by the employee or receipt of online signup with digital signature, subject to any and all limitations and restrictions under state and federal law. Dues will be remitted to Local 284's business office at 450 Southview Boulevard, South St Paul, MN 55075, not later than the 20th of each month.

This Section is subject to any and all limitations and restrictions under state and federal law.

ARTICLE II DEFINITIONS

Section 1. Paraeducator

For the purpose of this Agreement means an employee who performs instructional tasks or supervision of a child or children under the direct supervision of the teacher or as directed by the supervising administrator.

Section 2. Terms and Conditions of Employment

Means the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage for retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. "Terms and Conditions of Employment" is subject to the provisions of P.E.L.R.A.

Section 3. Bargaining Unit

For the purpose of this Agreement means the group of employees employed by Independent School District 14 as Paraeducators for at least fourteen (14) hours per week or thirty-five percent (35%) of the normal work week in the existing bargaining unit.

Section 4. Exclusions

The bargaining unit shall exclude the following: confidential employees, supervisory employees, essential employees, part-time employees whose service does not exceed 14 hours per week or 35% of the normal work week, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 work days in any calendar year unless these positions have already been filled in the same calendar year and the cumulative number of days in the same position by all employees exceeds 67 calendar days in that year, and emergency employees.

Section 5. School District

For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

Section 6. Other Terms

Terms not defined in this Agreement shall have those meanings as defined in P.E.L.R.A.

Section 7. Applicability of Agreement Terms

When an employee is a member of this bargaining unit by virtue of hours worked in a Paraeducator position, any time that employee spends in crossing guard or lunch supervisor work will be considered part of the employee's position assignment for purposes of benefits (i.e., terms of this agreement not including wages). The wage rate for crossing guard or lunch supervisor work will be determined by the District.

ARTICLE III WAGES AND WORK ASSIGNMENTS

Section 1. Wage Schedules and Experience Increments: See Attachment A.

The hourly wage schedules attached shall be a part of this Agreement.

Section 2. Step Advancement

Employees will be advanced one step on schedule effective each July 1 if they have six months or more of employment in District 14. An employee who spends time either on layoff or unpaid leave of absence will return to employment at the same step as the employee held at the time the leave or layoff began. An employee who is laid off will not receive credit toward step movement or experience increments for the time the employee spends on layoff. An employee who spends more than three (3) months in a year on unpaid leave of absence will not receive credit for that year toward step or experience increments for the time the employee spends on leave.

Section 3. Experience Increments

Each employee will receive the following increases to the hourly rates in the wage schedule when the employee has completed the indicated number of years of service to the District, effective July 1. To determine eligibility for this increment, an employee's personal anniversary date will be the July 1 of the calendar year in which the employee became employed.

Experience Increments	2019-2021
After 10 years of service to the District	\$.90
After 15 years of service to the District	\$1.20
After 20 years of service to the District	\$1.60

Section 4. Placement on Schedule

Employees not previously employed in the Fridley School District Paraeducator unit can be placed up to step three of the wage schedule upon notification of the union steward(s).

Employees who are re-employed will be placed on the salary schedule on the same step they were on at the time they were laid off and retain all other rights and benefits accrued before layoff.

Section 5. Workshops and Meetings

Employees will be paid their normal hourly rate for any meetings outside scheduled work hours they are required by the District to attend. If attendance at a meeting is voluntary, the employee will not be paid for the meeting occurring outside of the employee's scheduled work hours.

The School District will pay for all employee expenses to employees who are required by the School District to attend workshops, schools or meetings. Any employee may be given the option to attend a workshop of the employee's choosing for self-improvement subject to Superintendent's approval.

Subd. A. Paraeducators are eligible to attend a building all-staff meeting, up to 60 minutes in duration, once per month. If there is a conflict with a paraeducators regular assignment, the regular assignment takes priority. The Building Administrator will identify the monthly meeting that paraeducators may attend.

Subd. B. The District shall schedule paraeducators to participate in two (2) compensated non-student contact staff development days.

Section 6. Work Schedule

The School District shall make every effort to notify employees at least two weeks prior to the beginning of the school year of their work schedule for the year. The employees recognize that, despite such notification, assignments, including building placement, are subject to change due to possible changes in the District's needs.

Hours of work and starting times shall be determined by the District based upon student needs.

Section 7. Term of Employment

All classes may have their term of employment shortened or lengthened if mutually agreeable to the employee and the administration.

Section 8. Mileage

District mileage will be paid as allowed by the IRS.

Section 9. Overtime

Overtime rate will be time and one-half. Overtime will be paid for all hours worked on a call back and Saturday, Sunday or holidays.

Section 10. Emergency School Closing

In the event of an emergency school closing in which employees are instructed not to report to work, employees will be paid for up to two (2) days per incident for their normal work assignment. Employees who are instructed to report to work in an emergency closing situation will be paid their scheduled hours, in addition will be given an equal number of paid hours off or the hours worked will be paid at their overtime rate, up to two (2) days per incident.

Section 11. IRS 125B Plan

An IRS 125B Plan is available for all employees.

Section 12. Paychecks

Employees will be paid on a semi-monthly basis. Each paycheck will represent the actual hours worked in the pay period for which the check is issued.

Section 13. Work Breaks

A work schedule of more than four (4) hours and less than six (6) hours includes one fifteen (15) minute break and one thirty (30) minute unpaid duty free lunch period. A work schedule six (6) hours or more includes two ten (10) minute breaks and one thirty (30) minute unpaid duty free lunch period. Scheduling of breaks shall be the responsibility of and at the discretion of the building principal/supervisor.

**ARTICLE IV
INSURANCE**

Section 1. Medical Insurance

The district's contribution toward health insurance shall be (insurance contribution will be the same as the rate negotiated for the teaching staff of the district):

- A. Employees working twenty-five (25) hours or more per week

Single	100% of the second highest plan
Employee plus one	81% of the second highest plan
Family	74% of the second highest plan

Coverage is for all Paraeducator employees of the School District who qualify for and are enrolled in the School District group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

B. At least 20 hours per week, but less than 25 hours per week:

Schedule in section A prorated through a calculation based on the employee's weekly assigned hours divided by 25.

Section 2. Dental Insurance

The School District shall pay the total premium for individual coverage for employees working 25 hours or more per week. For employees working at least 20 hours per week but less than 25 hours per week, the district contribution will be the premium times a factor based on the employee's weekly assigned hours divided by 25.

Section 3 Life Insurance

For employees working 25 hours or more per week, the School District shall pay the total premium for a \$25,000 group term policy. Employees working 25 hours or more per week, the School District shall pay the total premium for a \$50,000 group term policy. Employees may purchase an additional amount at employee expense and pursuant to the master insurance policy.

Section 4. Long Term Disability Insurance

The District will provide a long-term disability insurance plan for employees working 20 hours or more providing a benefit of 70% of the basic annual salary in the event of disability caused by sickness or accident. The waiting period for this benefit shall be 60 consecutive calendar days. Participation in the plan is mandatory for all qualified employees and the premium for the plan will be paid by the employee through payroll deduction.

Section 5. Option to Participate

Employees not eligible for District contribution shall be allowed to participate in the medical, dental, life, and long term disability insurance plans at no cost to the District and if allowed by the insurance carrier.

**ARTICLE V
LEAVES OF ABSENCE**

Section 1. Sick Leave

Subd. 1. All employees covered by this contract shall be eligible for sick leave benefits. Employees will earn sick leave at a rate of one day (equal to the length of the employee's

regular assigned day) of sick leave for each month of service for a maximum of ten (10) days per annum accumulative to a maximum of 900 hours or 138 days, whichever is lesser. A certificate from a physician may be required to substantiate the need for this leave. Earned sick leave may be used for illness or injury of relatives pursuant to Minn. Stat. § 181.9413 but must at least include the following individuals brother, sister, mother, father, spouse, domestic partner, child, in-laws, grandparents, grandchildren, and an individual for whom the employee is standing in loco parentis. Additional use of leave time may be granted at the discretion of the Superintendent or designee; denial of any additional days is not subject to the grievance procedure.

Subd. 2. Employees, after they have accumulated 30 days of sick leave, shall have the right to turn in any additional unused sick leave, at a rate of the bottom step of the employees pay classification (up to 10 normal work days per year) for any sick leave earned. The district will make all payments to the employees 403(b) account. Prior to May 1, employees must notify the district of the number of days they wish to convert.

Section 2. Vacation Leave

Three (3) vacation leave days shall be granted to members of the paraeducator staff each fiscal year. A paraeducator planning to use a vacation leave day(s) shall notify his/her principal as early as possible, but in any event at least one (1) week in advance, except in cases of emergency. The number of leave requests approved under this Section shall not exceed ten percent (10%) of the total paraeducator staff in the building in any one (1) day unless this restriction is waived at the discretion of the building principal. Beginning with the 2020-2021 school year, vacation days may accrue to a total of seven (7). Vacation days not taken shall be paid by the District at the rate of \$45 per day provided written notice of intent to claim such pay is received by the District by May 1 or ten (10) days after notification of job elimination. Vacation days shall not be deducted from accumulated sick leave.

Section 3. Bereavement Leave

An employee shall be granted up to five (5) days bereavement leave per occurrence on the determination of the employee due to the death of a member of the family. The family includes spouse, child, parent, sibling, grandchild, niece, nephew, aunt, uncle, grandparent, in-laws of the same degree, other parent of child and regular members of the immediate household. In extenuating circumstances, an employee can request approval from Human Resources for use of this benefit for an individual who is not listed above but who stands in the same relationship with the employee. This leave shall be deducted from sick leave benefits. Additional bereavement leave may be granted at the discretion of the Superintendent or designee.

Section 4. Child Care Leave

Employees covered by this contract shall be eligible for child care leave as follows:

Subd. 1. An unpaid child care leave shall be granted by the School District subject to the provisions of this section. Child care leave shall be granted because of the need to provide parental care for a child or children of the employee for an extended period of time.

Subd. 2. An employee electing child care leave shall inform the Superintendent in writing of intention to take leave at least three (3) calendar months before commencement of the intended leave. The commencement of leave shall be advanced to such time as may be necessary to accommodate premature birth.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, an employee shall utilize sick leave pursuant to the sick leave provisions of this Agreement concurrently with a child care leave pursuant to this section during the period of actual physical inability to work. A pregnant employee will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery. The duration of such sick leave shall not exceed the period of actual physical inability to work. The definition of disability shall be as reasonably determined by a licensed physician.

Subd. 4. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

- A. Grant any leave more than twelve (12) months in duration.
- B. Permit the employee to return to his/her employment prior to date designated in the request for child care leave.

Subd. 5. An employee returning from child care leave shall be re-employed in the position or a similar position which was held at the commencement of the leave.

Subd. 6. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension in the leave.

Subd. 7. The parties agree that the applicable periods of probation for employees as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have opportunity to evaluate an employee's performance. The parties agree, therefore, that periods of time for which the employee is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 8. An employee who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of the Agreement at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence of child care leave.

Subd. 9. Provisions of this policy which apply after the birth of a child also apply following the adoption of a child.

Section 5. Unpaid Leaves

Employees shall be eligible for a leave of absence. A leave of absence may be granted upon the approval of the School Board. Leaves may be granted up to 12 months. In all cases, the beginning date and the return date of the leave of absence must be approved by the School Board. All leaves of absence are to be granted without pay. The employee shall be returned to her/his former classification and the employee shall not lose her/his seniority rights except employees on leaves of absence shall accrue seniority for a total of twelve (12) months only.

Section 6. Jury Duty

All employees shall be granted the additional amount to make up full pay if required to serve on jury duty or subpoenaed for any court duty. The employee must submit the jury duty notification document to human resources prior to entering time off for jury duty. An employee must reimburse the district the full amount earned for the jury duty, less mileage, and provide documentation of the accompanying payment for jury duty.

Section 7. Supplementation to Workers' Compensation Benefits

Subd. 1. An employee who is absent from work due to a work-related injury and is receiving workers' compensation benefits may elect, in writing, to supplement workers' compensation benefits by using his/her accrued sick leave and/or vacation leave in order to receive the full amount of his/her normal pay.

Subd. 2. If an employee elects to supplement workers' compensation benefits under Subd. 1, the amount of the employee's accrued sick leave or vacation leave shall be proportionately reduced in the amount of the supplemental pay. Elections will automatically cease when the employee's accrued sick leave and vacation leave have been exhausted.

Subd. 3. In no event shall an election to supplement workers' compensation benefits from accrued sick leave or vacation leave result in an employee receiving more than his/her normal daily, weekly or monthly pay.

Subd. 4. Employees must provide the documentation needed to determine the supplemental amount payable from accrued sick leave or vacation leave. Elections pursuant to this Section are valid only during periods in which the employee is receiving workers' compensation benefits.

Section 8. Personal Leave

Employees covered by this contract shall be eligible for two (2) days of personal leave per year to be deducted from sick leave for personal business and emergencies of a personal nature

which requires the presence of the staff member during working hours, and which would be impossible to fulfill at any other time.

**ARTICLE VI
HOLIDAYS**

Section 1.

Employees shall receive paid holidays according to the number of hours they are scheduled to work. An employee scheduled to work the following number of hours per year shall receive the corresponding number of holidays.

Each listed holiday shall be a holiday unless the district chooses to hold school on that day, in which case the school district shall establish another holiday that year in lieu of the listed holiday.

1044+ hours and after 10 years of service	11 holidays	Labor Day, Thanksgiving, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day
1044+ hours	8 holidays	Thanksgiving, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year’s Day, Presidents Day, Good Friday
870 - 1043	7 holidays	Thanksgiving, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year’s Day, Good Friday
696 - 869	6 holidays	Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Years Day, Good Friday
695 or less	5 holidays	Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Eve Day, Good Friday

The holidays for which employees may be paid, dependent upon number of scheduled hours and ten (10) years of service, are as follows:

Labor Day	
Thanksgiving Day	Friday following Thanksgiving
Christmas Eve Day	Christmas Day
New Year’s Eve Day	New Years Day
Martin Luther King Jr. Day	President’s Day
Good Friday	Memorial Day

Section 2.

Any holiday falling on Sunday shall be observed on the following Monday, and any holiday falling on Saturday, the preceding Friday.

Section 3.

To be eligible for holiday pay, an employee must have worked either the last regular assigned work day before or the first regular assigned work day after the holiday unless the employee is on approved paid leave.

Section 4.

Religious Holiday Observance: Two (2) recognized official religious holidays during the school year may be deducted from accrued sick leave, and a third day may be approved at the discretion of the Superintendent under the following conditions.

A. Written application is made indicating religious day to be observed one (1) week in advance of the desired day of leave to the principal or supervising administrator.

B. Such day is a scheduled work day.

**ARTICLE VII
PROBATION, DISCIPLINE, POSTING, JOB ELIMINATION/LAYOFF,
DISCHARGE AND PERSONNEL FILES**

Section 1. Probation

All new Paraeducators shall work a probationary period which shall consist of one hundred twenty (120) working days of continuous service with an evaluation to occur no later than 60 working days into the probationary period. A probationary employee may be discharged without recourse to the grievance procedure. Subsequent to the probationary period the employee shall be discharged only for just cause.

In addition to the initial probationary period an employee transferred or promoted to a different classification shall serve a new probationary period of three months in any new such classification. During this three months' probationary period, if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to the former classification.

Section 2. Discipline

A disciplinary action will be taken against an Employee only for just cause. Any disciplinary action shall comply with law and regulation, shall be fair and equitable, and shall be consistent with the principle of progressive discipline.

Subd. 1. Progressive Disciplinary action may include the following:

1. Oral reprimand
2. Written reprimand
3. Suspension without pay
4. Discharge

Subd. 2. Whenever possible, the District shall discuss with the Employee(s) any concern which may lead to a disciplinary action and shall offer constructive suggestions for correction before any disciplinary action is initiated.

Subd. 3. Employee(s) shall be entitled to have a representative of the Union present in the event that she/he is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance. If an Employee requests representation, no action shall be taken with respect to the matter until a representative of the Union is present, provided that the representative is available in a timely manner so as not to delay the action.

Section 3. Job Posting

Written notice of job openings of more than 30 working days duration shall be posted with a copy sent to the Union Steward. Applications of the interested parties should be submitted via the indicated method. The leading candidates whose background and abilities meet the requirements of the posted position will be interviewed. A Union Steward may meet with the Director of Human Resources to discuss the leading applicants to give background information and their respective recommendations.

The School District may hire an outside candidate for a posted position either if no internal candidates apply for the position or if none of the internal candidates are qualified for the position. Any senior applicant not granted a position has the right to request, in writing, the reasons for rejection of his/her application with the intent being to increase or correct any qualifications that are lacking in order to be considered for future job openings.

The District may increase the amount of hours assigned to a position by any amount without re-posting the position unless the increase qualifies the position for insurance eligibility.

Section 4. Job Elimination/Layoff

A two week notice shall be given to Paraeducators in the event of discharge, layoff or reduction of hours. The District will first eliminate or reduce non-bargaining unit positions then, if necessary, positions held by the least senior members of the bargaining unit.

Seniority shall be determined by total years of continuous employment in the District. The employer recognizes that the purpose of seniority is to provide a declared policy as to the order of layoff and recall of employees. In the event of job elimination, any vacant position(s) will first be posted and filled according to the posting procedure. The employee whose position was eliminated shall have first chance at the position provided it is at or lower than the employee's previous pay level, the employee is qualified for the position, and there are no other qualified internal, more senior applicants for the position. If no vacant positions in the same classification up to one more scheduled hour per day are available, an employee may displace a less senior employee in the same building, in the same or lower classification, at up

to one more scheduled hour per day provided the employee is qualified for the position. The process shall continue until there is no appropriate available position for a displaced employee in the original building. A person displaced from a building with no further bumping options within that building may then exercise seniority to displace the least senior employee elsewhere in the district in the same classification (or lower, if the same is not available) who holds work time that is the same as or up to one hour per day higher than the employee. Any remaining displacement process will then occur until there is no appropriate available position for a displaced employee. Such a displaced employee shall be placed on layoff status.

When a position is reduced by more than 1 hour or by a sufficient amount to make the position ineligible for insurance, the incumbent in the position may use the bumping procedure above.

It is the intent of the School District to provide a position for as many Paraeducators as possible on the basis of seniority, as determined by the employee's date of hire into the School District, unless reductions would violate Section 5. Nothing in this provision shall entitle a Paraeducator to a position for which that employee is not qualified, nor shall this provision require the School District to create positions in order to provide an employee with a position.

Section 5. Non-violation of the District's Affirmative Action Program: The provision herein shall apply if it will not result in any violation of the District's affirmative action program which shall include ethnic race, color, or sex; and any person employed in an affirmative action program may be retained over a paraeducator with greater seniority if it is necessary to effectuate the purposes of such affirmative action program.

Section 6. Recall List

For a period of two (2) years from the date of layoff, if any opening subsequently occurs in the District, the employee with the most seniority on the recall list shall have first choice to be rehired provided: the position is at or lower than the employee's previous pay level; and the employee is qualified for the position; and there are not other qualified internal, more senior applicants for the position. If the District refuses to recall an employee to a vacant position on the grounds that the employee is not qualified, it shall be the District's duty to show that the employee lacks the qualification for the position.

Section 7. Recall

The District shall mail notice of any open Paraeducator position(s) to any employee(s) on layoff. Open positions will be available to all current employees for application, but an employee on layoff may apply for such a position. An employee on layoff shall be subject to recall to any vacant position in the District at the same pay rate and at one (1) hour more or less than the employee's original position. However, an employee may bypass one position of one (1) hour more or less than the employee's original position which is offered to the employee. The second declination will remove the employee's name from the recall list and sever all recall rights with the District. Nothing in this Article shall require an employee to accept a position which leaves the employee ineligible for health insurance if the employee was eligible for health insurance prior to the layoff.

Employees must keep the District current with the employee's address and telephone number. Non-response of a telephone call or letter within three (3) days of receipt will be considered one (1) bypass.

The requirement to select a candidate in not less than seven working days after the posting of the position as stated in Article VII, Section 2, of this contract may be waived if necessary while employees remain on the recall list.

Section 8. Personnel Files

All monitoring or observation of the work performance of a Paraeducator shall be conducted openly and with full knowledge of that person.

Subd. 1. No written material of a Paraeducator's conduct, service, or character shall be placed in her/his personnel file unless the Paraeducator has been given prompt written notice.

Subd. 2. As provided by law, Paraeducators shall be entitled to submit a written response to any material placed in their personnel file or to seek expungement of any material through the grievance procedure.

Subd. 3. Paraeducators shall have the right upon request to review the contents of their personnel file and to receive a copy of any and all documents contained therein.

ARTICLE VIII MATCHING ANNUITY AND SEVERANCE

Section 1. Matching Annuity

An eligible PARA may participate in the District's matching annuity program as provided in M.S. 356.24, subd. 1(5) ii, subject to the provisions contained in this Article.

Subd. 1. Eligibility. In order for a Paraeducator to be eligible to participate in the matching annuity plan, the following criteria must be met. Only Paraeducator regularly working at least 25 hours per week will be eligible for a matching annuity contribution as provided in this Section.

Subd. 2. District Contribution The maximum annual District contribution shall be based on matching a Paraeducator's contribution per the following:

	2019-20	2020-2021
Zero (0) through Three (3) years in Fridley	\$ 0	\$ 0
Four (4) through Nine (9) years in Fridley	\$ 1550	\$ 1750
Ten (10) through Fourteen (14) years in Fridley	\$ 1675	\$ 1875
Fifteen (15) years to Nineteen (19) years in Fridley	\$ 1800	\$ 2000

Nineteen plus (19+) years in Fridley

§ 1925 § 2125

Subd. 3. The District will contribute an amount equal to the PARA's requested annual contribution up to the maximum amount listed in this Section.

Subd. 4. The District contribution will begin when the employee initiates an eligible investment program. The amount of the District's contribution will not to exceed the benefit schedule set out in Subd. 2 above.

Subd. 5. An employee may elect to contribute to the selected program more than the district match. This Article only defines the limits of the district's participation in the selected program.

Subd. 6. The district match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

Subd. 7. When an employee has an eligible plan in effect, the district's contribution shall be automatic unless the employee requests otherwise.

Subd. 8. All provisions of this Article are subject to applicable code provisions of Minnesota Statutes, Internal Revenue Code Section 403(b), but not subject to the Grievance Procedure at Article XIV.

Subd. 9. All qualified insurance companies authorized by the Minnesota State Board of Investment will be eligible to receive the employer match.

Subd. 10. Contributions cannot be retroactive to the previous calendar year.

Subd. 11. The District's maximum lifetime contribution shall be no more than \$33,000

Section 2. Severance/Annuity Phase-In

Employees who have completed at least fifteen (15) years of continued service with the school district, who are at least 55 years of age and were employed by the school district prior to July 1, 1990, shall be eligible for both the severance pay plan including the retiree insurance program described in this Section 2 and the Matching Annuity Plan described in Section 1 of this Article, upon submission of a written resignation that is accepted by the School District. At the time of retirement, the accumulated district matching contributions will be subtracted from the earned early retirement severance benefit.

Subd. 1. Time spent on unpaid leave of absence will not count toward severance pay.

Subd. 2. The amount of severance payment, shall be based on the Paraeducator's daily basic salary rate during the last year of service, and shall not include any additional

compensation for extra-curricular activities, extended employment or other extra compensation.

Subd. 3. Eligible employees shall receive payment up to a total of 650 hours of unused accrued sick leave.

Subd. 4. Severance pay shall not be granted to any employee who is proposed for and discharged for just cause by the School District.

Subd. 5. If a retiring employee gives the district at least 60 days notice of retirement, the employee will receive severance payment no later than 30 calendar days after the effective date of retirement. If a retiring employee gives the district less than 60 days notice of retirement, the employee will receive severance payment no later than 90 calendar days after the effective date of retirement.

Subd. 6. If an employee dies before all or a portion of the payments have been disbursed, that balance due shall be paid to a named beneficiary or, lacking same, to the deceased's estate.

Subd. 7. Health Insurance: An employee who retires pursuant to this Article shall be eligible to continue participation in the District's group medical hospitalization insurance plan. The District will contribute to the cost of the medical plan only according to the schedule below:

Employees who have been twelve month employees for at least 75% of the years of service.	100% of the Single Premium (Classic Choice plan)
Nine or ten month employees who have worked more than 180 months.	100% of the Single Premium (Classic Choice plan)
All other eligible employees.	75% of the Single Premium (Classic Choice plan)

In any event, the amount of district contribution to a retiree's medical insurance premium will not exceed \$5,400 per year times the percentage of contribution for which the retiree qualifies (\$5,400 for a 100% contribution and \$4,050 for a 75% contribution). Further, the employee's right to continue participation in such group medical insurance will be discontinued upon the employee reaching eligibility age of FICA/Medicare, or after 10 years, whichever occurs first.

The employee may participate in all other insurance programs of the District on a self-pay basis subject in each case to the approval and terms of the insurance carrier. It is the responsibility of such an employee to make arrangements with the school business office to pay to the School District the remainder of the monthly premium amounts in advance and on such dates as determined by the School District. The employee's right to continue participation in such group insurance, however, will be discontinued upon the employee reaching eligibility age of FICA/Medicare, or if the employee becomes eligible for insurance

benefits through re-employment prior eligibility age of FICA/Medicare. Re-entry of an employee who terminates coverage shall be subject to the approval and terms of the insurance carrier.

Subd. 8. If the School District should receive any reimbursements for the severance plan, all such reimbursements shall be property of the School District.

Section 3.

If there is any judicial or administrative decision, which deems any part of this article illegal or unconstitutional, the affected Section becomes null and void and becomes subject to re-negotiation.

ARTICLE IX GRIEVANCE PROCEDURE

Definitions and General Provisions

- A. A “grievance”** is defined as a dispute between an employee or group of employees and the District regarding the interpretation of or adherence to the terms and/or provisions of the Agreement.
- B. Representatives:** Either party, employee(s) or School District, may be represented during any step of the grievance procedure by any person or agent designated by such party.
- C. Days:** In this procedure, a “day” is defined as a scheduled working day, which means a day the employee regularly scheduled to work excluding Saturdays, Sundays, legal holidays, or holidays contained within this Agreement.
- D. Extension of Time Limits:** Time limits specified in this procedure may be extended or waived by mutual agreement.
- E. Computation of Time:** In computing any period of time prescribed or allowed by this procedure, 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, Sunday or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday or a legal holiday.
- F. Filing and Postmark:** The filing or service of any notice or document shall be timely if it bears a postmark of the United States mail within the time period.
- G. Time Limitation and Waiver:** Failure to file or appeal any grievance within the time periods prescribed in this procedure shall constitute a waiver of the grievance. Failure by the School District to respond within the time periods prescribed herein shall constitute a denial of the grievance and the grievant(s) may appeal the grievance to the next step.

H. Responses to Grievances: In responding to a grievance at any step, the District representative shall issue a written decision to the employee(s) with the grievance, the union steward, and the union business agent.

Step 1. The employee(s) concerned shall first attempt to resolve the grievance informally with the appropriate immediate supervisor. If the parties do not reach an agreement regarding the grievance, the employee(s) may submit the grievance in writing to the Director of Educational Services within ten (10) scheduled working days of the date of occurrence or the date on which the employee(s) learned of the occurrence, whichever is later. Within five (5) days of receipt, the District shall respond in writing to the grievance.

Step 2. The employee(s) may appeal the grievance to the Superintendent or designee within five (5) days after the employee(s) receive the written response to Step 1. If the parties fail to agree or the matter has not been adjusted within 5 days after the grievance has reached Step 2, the employee(s) may appeal to Step 3.

Step 3. A Petition for Mediation may be filed within twenty (20) days with the State of Minnesota, Bureau of Mediation Services (BMS), to attempt to adjust the grievance. After each mediation session, the District representative(s) shall respond in writing to the grievance. If the parties cannot resolve the dispute within a reasonable time, the mediator shall declare a grievance impasse. If a grievance impasse has been declared, the dispute may then be appealed to Step 4.

Step 4. Arbitration Procedures

Subd. 1. Request. A request to submit a grievance to arbitration must be in writing and such request must be sent to the office of the Superintendent and to the BMS within ten (10) days following the day the employee(s) receive the written response to Step 3 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. The party appealing the grievance shall request a list of arbitrators from the BMS. Upon receiving the list, the parties shall alternately strike arbitrators' names from the list until only one name remains. The parties shall determine which party will strike the first name by coin toss or other method of the parties' choice. The last remaining arbitrator shall hear the grievance.

Subd. 4. Submission of Grievance Information. 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 School Board, the submission of the grievance which shall set

forth the nature and basis of the grievance. Additional information shall be provided at the arbitrator's request.

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 proceedings before the arbitrator shall be a hearing denovo.

Subd. 6. Decision. The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A. of 1971 as amended.

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 fees and expenses of the arbitrator, the cost of the transcript or recording if requested shall be borne by the party requesting the transcript.

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 and 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 with the terms of the grievance and arbitration procedures as outlined 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 Boards to efficiently manage and conduct its operation with the legal limitations surrounding the financing of such operations.

ARTICLE X MISCELLANEOUS

Section 1. Physical Examinations

X-rays or Mantoux tests as required will be given at the expense of the District.

Section 2. Seniority List

Subd. 1. Seniority Date. An employee's seniority date will be the employee's first day of service in the unit. (New employees must complete the probationary period as defined in this agreement.) If two or more employees hold the same seniority date and the tie must be broken, seniority ranking for those employees shall be determined by random drawing of names. Each affected employee may attend the drawing or send a representative. The first name drawn shall be the most senior and so on until all names are drawn.

Subd. 2. Adjustment of Seniority Date. An employee who spends more than 6 months on unpaid leave will have her or his seniority date adjusted forward according to the total amount of time spent on unpaid leave. (Layoff time shall not count as unpaid leave under this subdivision and an employee's seniority date will not be adjusted regardless of length of layoff.)

Subd. 3. Annual Posting of List. The District will publish and post a seniority list each year no later than October 1 and will provide a copy to each employee in the bargaining unit. Any employee whose name appears or should appear on the seniority list shall have 21 days from the date of the posting to request a change in the list. If no request for change is made, the list will be deemed accurate for the remainder of the year, except that modifications may be made due to the employee terminations or new hires.

ARTICLE XI DURATION

Section 1. Duration.

THIS AGREEMENT shall be in force from July 1, 2019 through June 30, 2021, and shall continue as is from year to year unless either party shall notify the other in writing 60 days prior to expiration date of existing contract of their desire to re-open negotiations.

Section 2. Effect.

This agreement constitutes the full and complete agreement between the employer and the exclusive representative for the Paraeducators of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provision.

Section 3. Severability.

The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any provision thereof.

Section 4. Finality.

Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement shall not be open for negotiation during the term of this Agreement, except by mutual agreement of the parties.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed in behalf of the parties.

**School Service Employees
SEIU Local 284**

**As Representing Fridley
School District 14 School Board**

By _____
Roberta Peterson, Steward

By _____

By _____
Kim Kaneakua, Steward

By _____
Janete Zimmer

By _____

By _____
Jim Young

By _____
Matt Plumber, SEIU

Date _____

Date _____

ATTACHMENT A
FRIDLEY PARAEDUCATOR WAGE SCHEDULE
AND EXPERIENCE INCREMENTS

Wage Schedule.

Band/Grade A13

Step	1	2	3	4	5	6
2019-2020	\$14.77	\$15.62	\$16.46	\$17.31	\$18.17	\$20.02
2020-2021	\$14.99	\$15.86	\$16.71	\$17.57	\$18.45	\$20.32

Experience Increments.

2019-2021

After 10 years of service to the District \$.90/hour

After 15 years of service to the District \$1.20/hour

After 20 years of service to the District \$1.60/hour



A World-Class Community of Learners

FRIDLEY PUBLIC SCHOOLS
 6000 West Moore Lake Drive, Fridley, MN 55432
 Phone: 763-502-5004 | Fax: 763-502-5050

TO: Members of the School Board and Superintendent Hiel
 FROM: Brady Hoffman, Interim Director of Finance and Operations
 DATE: June 16, 2020
 RE: Approval of 2020-2021 Budget

Recommendation

For the Board of Education to approve the proposed 2020-2021 budget as summarized below:

Fund	General	Food Service	Community Service	Capital Projects	General Debt Service	OPEB Debt Service	Internal Service Funds	OPEB Trust	Total All Funds
Revenues	\$45,988,065	\$2,197,408	\$2,445,428	\$600,693	\$4,440,901	\$ 540,473	\$ 6,121,798	\$180,000	\$62,514,766
Expenditures	45,807,619	2,189,191	2,592,562	600,693	4,345,100	540,580	6,098,370	212,000	62,386,115
Net	<u>\$ 180,446</u>	<u>\$ 8,217</u>	<u>\$ (147,134)</u>	<u>\$ -</u>	<u>\$ 95,801</u>	<u>\$ (107)</u>	<u>\$ 23,428</u>	<u>\$ (32,000)</u>	<u>\$ 128,651</u>

Attachments:
 - Fund Balance Summary



INTERNATIONAL BACCALAUREATE (IB) PROGRAMME

Our IB World Schools provide:
 Primary Years Programme (PYP) in Preschool
 Primary Years Programme (PYP) in grades K-4
 Middle Years Programme (MYP) in grades 5-10
 Diploma Programme (DP) in grades 11-12

OUR SCHOOLS

Hayes Elementary School
 R.L. Stevenson Elementary School
 Fridley Middle School
 Fridley High School
 Area Learning Center

Budget Summary

General Fund

The General Fund is used to record the financial activities of the District that are not included elsewhere. This includes education activities, district instructional and student support programs, pupil transportation, capital expenditures, and legal school district expenditures not specifically designated to be account for in any other fund.

Adopted Budget Assumptions:

- Fiscal Year 2020-2021 average daily memberships (ADMs) are projected to be 2,824. This is an increase of 23 ADMs compared to the fiscal year 2019-2020 projected ADMs of 2,801.
- General education funding, on a per pupil basis, is \$6,567 (2% increase over fiscal year 2019-2020). Pupil units are calculated using a weighting factor of 1.0 for grades K-6 and 1.2 for grades 7-12.
- Salaries and benefits increases have been adjusted for known and estimated contract settlements.
- Non-salary costs have been adjusted for known changes in contracts, agreements, lease payment schedules, and changes in operations.
- Capital budgets have been aligned with funding projections and the long-term facilities maintenance ten-year plan.

Summary:

Based on the fiscal year 2019-2020 revised budget and 2020-2021 adopted budget, the District is projecting to end the 2020-2021 fiscal year with an unassigned fund balance of approximately 7.60%. The fund balance policy approved by the School Board has a minimum unassigned fund balance of 7%. The adopted budget will be revised mid-year to adjust for the impact of COVID-19, legislative changes, final federal allocations, updated enrollments, staffing, contract settlements and fiscal year 2019-2020 audit results.

Food Service Fund

The food service fund is used to record financial activities of the District's food service program. The adopted budget projects a small surplus of \$8,217 for the 2020-2021 fiscal year. The ending fund balance for fiscal year 2020-2021 is projected to be \$591,043, or 27% of annual expenditures based on the budgeted ending fund balance for fiscal year 2019-2020. Due to the impact of COVID-19 and the executive order mandating the district continue to pay all staff and provide meals to students, the actual results for fiscal year 2019-2020 will come in lower than budgeted. The fiscal year 2020-2021 budget will be revised later in the year for known changes in operations, food pricing, staffing, and updated meals served estimates.

Community Service Fund

The community service fund is used to record financial activities of the District's community service programs. The adopted budget projects a deficit of \$147,134 for the 2020-2021 fiscal year. The community service fund has been impacted significantly by COVID-19. The executive orders issued by the Governor during the peace time emergency required districts to maintain and pay all staff regardless of the funding stream to support the wages. Unfortunately, most community service programs are fee based and the revenues to support those wages was lost. As a result, the community service fund will deplete most of its fund balance reserves and rely on assistance from the general fund through this pandemic. Programming for fiscal year 2020-2021 will be brought back slowly as allowed by the Governor, CDC guidelines, and as participation allows for financial stability.

General and OPEB (Other Postemployment Benefits) Debt Service Funds

The Debt Service Fund is used to record revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds.

When a bond issue is sold, the school board must levy a direct general tax upon the property of the district for the payment of principal and interest on such bonds as due. The amount levied is 105% of the principal and interest due on such bonds, which allows for delinquencies in tax collection.

When an excess of funds on hand is accumulated in the debt service funds due to interest earnings, lower than anticipated tax delinquency, or excess building funds, the levy for debt service may be reduced in whole or in part as dictated by fund balances and debt retirement requirements.

Internal Service Funds

The Internal Service Funds account for the Districts self-insured medical and dental plans.

OPEB (Other Postemployment Benefits) Trust

The OPEB trust fund accounts for the payment and financing of the districts OPEB liabilities.



FY 2020-2021 Adopted Budget June 16, 2020

FY21 Budget

- Revenue Overview – General Fund:
 - Revenues impacted by Enrollment Projections (PU = Pupil Units):
 - General Education Revenue (basic formula revenue) – 2% increase for FY21 - \$6,567 / PU
 - Gifted & Talented
 - Staff Development
 - Learning & Development
 - Operating Capital
 - LTFM
 - Known Revenue Projections:
 - Tax Levy Revenue – Taxes Payable in 2020 = Fiscal Year 2021 Revenue
 - Some state aids based on prior year enrollment (i.e. Compensatory, Q-comp)
 - Unknown / Estimated Revenues:
 - Special Education
 - Federal Revenues
 - Local revenues such as fees, donations, interest revenue, etc.

FY21 Budget

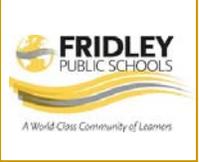
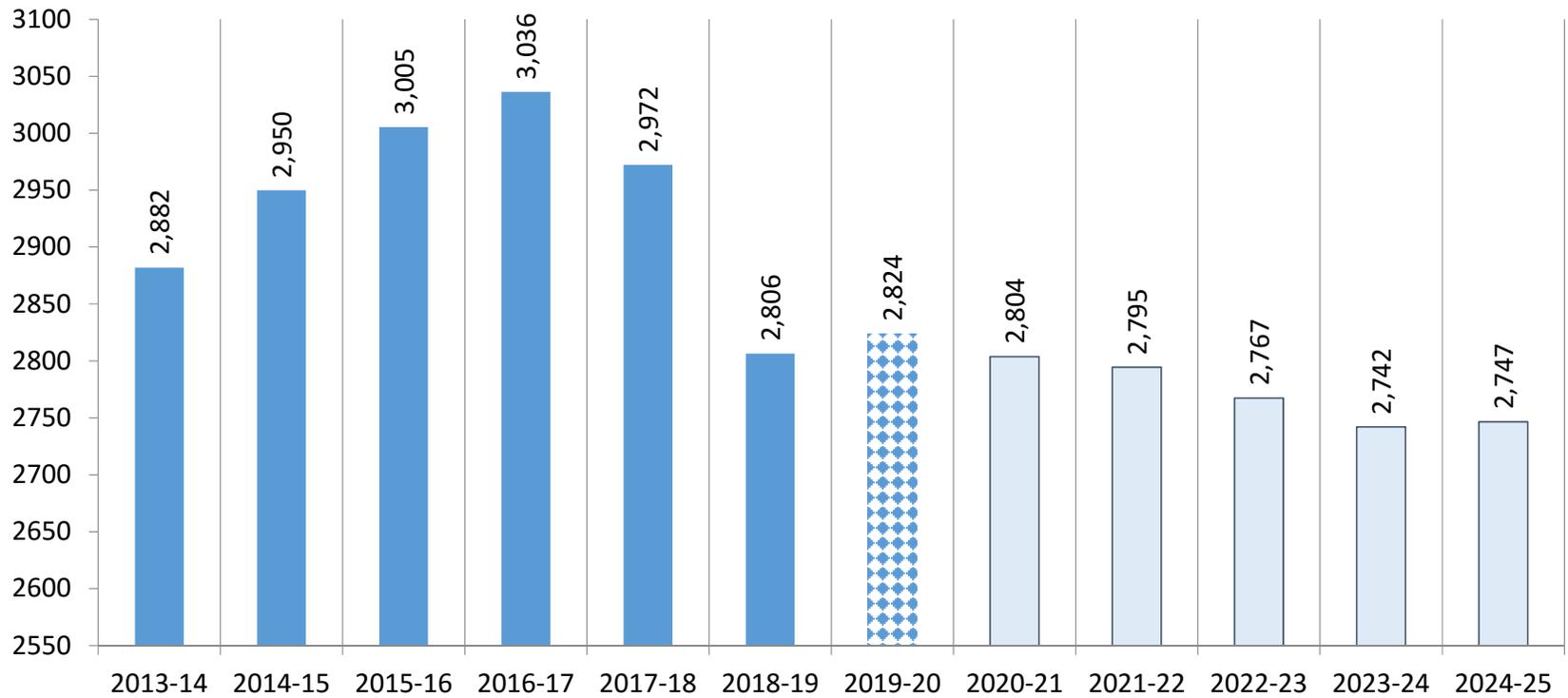
- Expenditure Overview – General Fund:
 - Enrollment Projections drive staffing allocations
 - Class size ranges have not changed

GRADES	PREFERRED STUDENT TEACHER RATIO
K	Range 20-24
1-2	Range 21-25
3-4	Range 24-28
5-8	Range 30-34
9-12	Range 31-35

- Salaries & Benefits
 - Projected steps/lanes and contract settlements
- Non-people costs
 - Lease agreements (copiers, ALC, technology, etc)
 - Utilities
 - Insurance
 - Transportation

Enrollment Projection

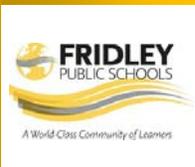
K-12 ENROLLMENT HISTORY & PROJECTED TOTAL ENROLLMENT



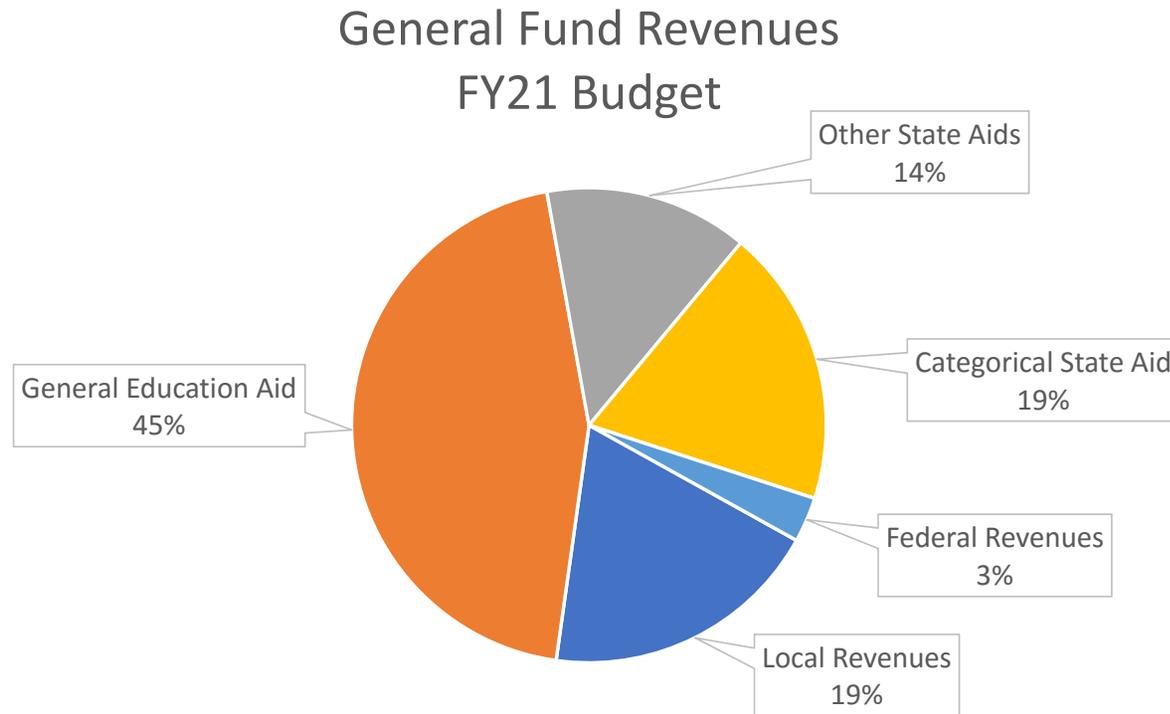
General Fund – Adopted Budget

	6/30/2020 Beginning Fund Balance	Adopted Budget		Fund Balance Buildup/(Usage)	6/30/2021 Ending Fund Balance
		2020-2021 Revenues	2020-2021 Expenditures		
General Fund					
Unassigned	2,492,994	36,884,402	36,595,853	288,549	2,781,543
Nonspendable	144,601	-	-	-	144,601
Assigned	2,209,259	-	128,179	(128,179)	2,081,080
Restricted:					
Gifted & Talented	-	41,148	41,148	-	-
Career & Tech Program	-	179,201	179,201	-	-
Learning & Development	-	618,403	618,403	-	-
Basic Skills	-	4,321,427	4,321,427	-	-
Basic Skills-Extended Time	-	145,490	145,490	-	-
Medical Assistance	313,304	400,000	382,206	17,794	331,098
Staff Development	-	415,718	415,718	-	-
Safe Schools	87,386	157,099	164,630	(7,531)	79,855
Operating Capital	517,496	749,374	734,923	14,451	531,947
Long-Term Facilities Maintenance	35,189	1,041,660	1,046,298	(4,638)	30,551
Capital Projects Levy	61,983	924,143	924,143	-	61,983
Student Activities	-	110,000	110,000	-	-
Total Restricted	1,015,358	9,103,663	9,083,587	20,076	1,035,434
Total General Fund	5,862,212	45,988,065	45,807,619	180,446	6,042,658
<i>Unassigned Fund Balance %</i>	7.25%				7.60%

Board Policy – strive to maintain a fund balance between 7% and 10%

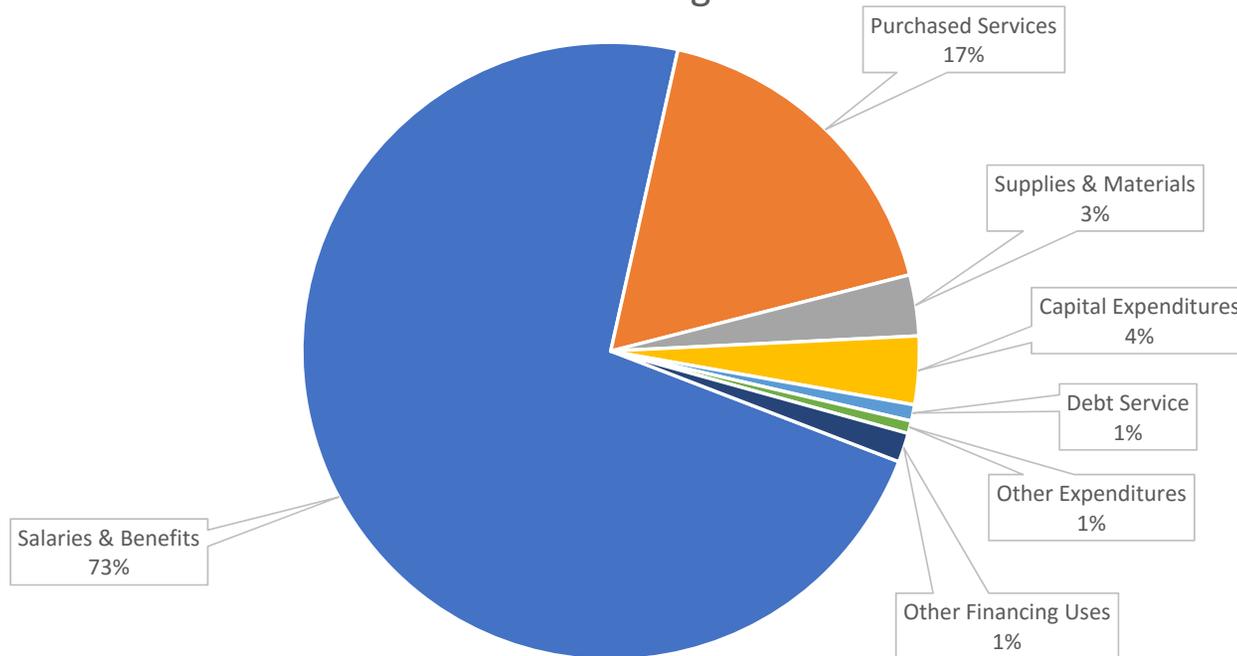


Revenues by Type



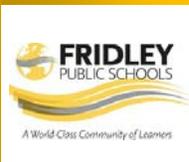
Expenditures by Type

General Fund Expenditures
FY21 Budget



Other Funds – Adopted Budget

	6/30/2020 Beginning Fund Balance	Adopted Budget		Fund Balance Buildup/(Usage)	6/30/2021 Ending Fund Balance
		2020-2021 Revenues	2020-2021 Expenditures		
Food Service					
Nonspendable	10,185	-	-	-	10,185
Restricted	572,641	2,197,408	2,189,191	8,217	580,858
Total Food Service	582,826	2,197,408	2,189,191	8,217	591,043
Community Education					
Restricted:					
Regular Community Education	258,222	1,607,098.00	1,851,218	(244,120)	14,102
Early Childhood Family Education	69,434	167,990	154,547	13,443	82,877
School Readiness	41,602	222,777	157,997	64,780	106,382
Adult Basic Education	-	46,233	44,278	1,955	1,955
Restricted for Community Education	89,986	401,330	384,522	16,808	106,794
Nonspendable	6,765	-	-	-	6,765
Total Community Education	466,009	2,445,428	2,592,562	(147,134)	318,875
Capital Projects Fund	444,102	600,693	600,693	-	444,102
Debt Service					
Restricted:					
General Debt Service	923,312	4,440,901	4,345,100	95,801	1,019,113
OPEB Debt Service	120,678	540,473	540,580	(107)	120,571
Total Debt Service	1,043,990	4,981,374	4,885,680	95,694	1,139,684
Internal Service Funds	4,123,082	6,121,798	6,098,370	23,428	4,146,510
Trust and Agency Funds	4,491,761	180,000	212,000	(32,000)	4,459,761



Questions / Comments



A World-Class Community of Learners

	6/30/2020 Beginning Fund Balance	Adopted Budget		Fund Balance Buildup/(Usage)	6/30/2021 Ending Fund Balance
		2020-2021 Revenues	2020-2021 Expenditures		
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OPEB Debt Service	120,678	540,473	540,580	(107)	120,571
Total Debt Service	1,043,990	4,981,374	4,885,680	95,694	1,139,684
Internal Service Funds					
Medical & Dental Self-Insurance Fund	4,123,082	6,121,798	6,098,370	23,428	4,146,510
Total Internal Service Funds	4,123,082	6,121,798	6,098,370	23,428	4,146,510
Trust and Agency Funds					
Revocable OPEB Trust	4,491,761	180,000	212,000	(32,000)	4,459,761
Total Trust and Agency Funds	4,491,761	180,000	212,000	(32,000)	4,459,761
Total All Funds	17,013,982	62,514,766	62,386,115	128,651	17,142,633



Capital Projects Levy Update June 16, 2020

Background

- This is an existing voter approved levy
 - A renewal of an existing levy is not an increase in taxes
- Current Capital Projects levy was approved in 2011 for 10 years (ends FY22)
- Levy amount is 5.47% of the Districts Net Tax Capacity
 - Total of approximately \$7.7 million over the 10 years
- Use of Funds:
 - Technology (35%)
 - Deferred Maintenance such as roof replacement and repair, restrooms, flooring, HVAC, etc (65%)
- The District's 2010 long term facility plan identified \$58 million in facility needs. The capital projects levy provided \$7.7 million over 10 years. The district had school building bonds for \$27.5 million approved by the voters in 2015.

What does a “Renewal” mean

- In order for the district to continue its current capital projects levy beyond 2021-2022, the voters need to approve a renewal (extending the levy). If it is not renewed, the District would lose the funding that has been dedicated to technology and deferred maintenance.
- A renewal is not an increase in taxes
 - Ballot language for a new levy explicitly states this will increase your taxes. A renewal of a levy does not make that statement.
- With a renewal, the amount of the capital projects levy (5.47% of NTC) remains the same and the allowed uses are defined by the MDE approved Review and Comment

Renewal Options for Consideration

Date Options	Election Type
November 2020	General Election
February, April, May, or August 2021	Special Election
November 2021	General Election

Advantages of November 2020 Renewal:

- Lower costs as County is already administering the election
- If unsuccessful in November, we have options to go back to the voters for renewal

If the levy is not renewed by the November 2021 election, the District would lose the annual revenue that is essential to updating and equipping staff and students with needed technology and the funds to continue to maintain our buildings for the 2022-2023 school year and thereafter.

Key Dates - November 2020 Renewal Example

Date	Action Item
August 1, 2020 (90 days before election)	Submit Review & Comment application materials to Commissioner of Education (school board must approve application prior to submission)
August 21, 2020 (74 days prior to election)	Adopt formal Resolution Calling the Election

- Review & Comment – process of submitting our planned use of the capital levy dollars to MDE for approval.
- The district is currently having a new long-term facility assessment completed to assist in identifying project priorities and needs. This will also be used to support the Districts annual long-term facilities maintenance plan.

Questions / Comments

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Ten-Year Expenditure Application							ED - 02478-04	ED - 02478-04		
Instructions: Enter estimated expenditures that are allowable uses of Long-Term Facilities Maintenance Revenue under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code by fiscal year in the space provided.														
District Name:		Northeast Metropolitan Intermediate School District 916		District #0916-06										
				Date: 5/6/2020										
District Contact for Questions on this Spreadsheet:		Email: pjacob@916schools.org												
Name: Patrick Jacobson-Schulte		Phone: 651-415-5650												
		Fiscal Year, Ending June 30th -->		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
Estimated Expenditures:														
Health and Safety - this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.														
Finance Code	Category													
347	Physical Hazards	\$16,650	\$14,150	\$19,150	\$14,150	\$19,150	\$14,150	\$19,150	\$14,150	\$19,150	\$14,150	\$19,150	\$14,150	
349	Other Hazardous Materials	\$8,500	\$8,500	\$8,500	\$11,500	\$17,500	\$8,500	\$8,500	\$8,500	\$8,500	\$11,500	\$17,500	\$8,500	
352	Environmental Health and Safety Management	\$60,800	\$60,800	\$60,800	\$62,800	\$62,800	\$62,800	\$62,800	\$62,800	\$62,800	\$64,800	\$64,800	\$64,800	
358	Asbestos Removal and Encapsulation	\$2,000	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$2,000	\$0	\$0	\$2,000	
363	Fire Safety	\$20,450	\$17,750	\$20,150	\$16,550	\$17,750	\$22,850	\$16,550	\$18,950	\$18,950	\$18,950	\$16,550	\$16,550	
366	Indoor Air Quality	\$7,500	\$7,500	\$7,500	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
	Total Health and Safety Capital Projects	\$115,900	\$108,700	\$116,100	\$117,000	\$127,200	\$118,300	\$119,000	\$114,400	\$124,400	\$125,000	\$125,000	\$125,000	
Health and Safety - Projects Costing \$100,000 or more per Site/Year														
Finance Code	Category													
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151														
Finance Code	Category													
355	Remodeling for prekindergarten (Pre-K) instruction approved by the Commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Accessibility														
Finance Code	Category													
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Deferred Capital Expenditures and Maintenance Projects														
Finance Code	Category													
368	Building Envelope	\$10,500	\$10,500	\$14,000	\$14,000	\$14,000	\$189,000	\$189,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
379	Interior Surfaces	\$29,200	\$4,800	\$4,800	\$44,800	\$79,800	\$4,800	\$4,800	\$79,800	\$119,800	\$79,800	\$79,800	\$79,800	
380	Mechanical Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
383	Roof Systems	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$612,000	\$12,000	\$12,000	\$12,000	
384	Site Projects	\$6,000	\$6,000	\$6,000	\$43,000	\$6,000	\$6,000	\$56,000	\$41,000	\$6,000	\$6,000	\$6,000	\$6,000	
	Total Deferred Capital Expense and Maintenance	\$57,700	\$33,300	\$36,800	\$113,800	\$111,800	\$211,800	\$261,800	\$746,800	\$151,800	\$151,800	\$111,800	\$111,800	
Total Annual 10 Year Plan Expenditures		\$173,600	\$142,000	69 \$152,900	\$230,800	\$239,000	\$330,100	\$380,800	\$861,200	\$276,200	\$236,800	\$236,800	\$236,800	

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #14
(Fridley)

STATE OF MINNESOTA

Pursuant to due call and notice thereof, a _____ meeting of School Board of Independent School District No. 14, State of Minnesota, was held on _____, 2020, at ____-o'clock __.m., for the purpose, in part, of approving the Northeast Metropolitan Intermediate School District No. 916's long-term facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING NORTHEAST METROPOLITAN INTERMEDIATE SCHOOL DISTRICT NO. 916'S LONG-TERM FACILITY MAINTENANCE BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG-TERM FACILITY MAINTENANCE REVENUE

BE IT RESOLVED by the School Board of Independent School District No. 14, State of Minnesota, as follows:

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a long-term facility maintenance budget for its facilities for the 2021 and 2022 school year (pay 2021 levy) in the amount of \$173,600. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's o budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance times the ratio of ADM utilization by district to the total ADM

utilization. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2021 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF _____

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 14, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 14 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Northeast Metropolitan Intermediate School District No. 916's long-term facility maintenance budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2020.

Clerk
Independent School District No. 14



2020-2021 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of School District Number 0014, County of Anoka, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Fridley High School

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

- Renew its membership in the Minnesota State High School League; and,
OR;
 Make new application for membership in the Minnesota State High School League.
School Enrollment (9-12): **Click or tap here to enter text.**
- Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: **Carol Thornton**

(Clerk/Secretary - Local Governing Board)

Date: **6/16/2021**

Signed: **Dr. Kim Hiel**

(Superintendent or Head of School)

Date: **6/16/2021**

District Office address, City, Zip: **6000 West Moore Lake Drive, Fridley, MN 55432**

School Superintendent's Phone: **763-502-5001**

School Superintendent's Email: **kim.hiel@fridley.k12.mn.us**

2020-2021 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School: **Fridley High School**

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Designated School Board Member: **Abdisalam Adam**

Email Address: **Abdisalam.adam@fridley.k12.mn.us**

Designated School Representative: **Dan Roff**

Email Address: **dan.roff@fridley.k12.mn.us**

208.02 ACTIVITY REPRESENTATIVES

Boys Sports: **Dan Roff**

Girls Sports: **Dan Roff**

Speech: **Dan Roff**

Music: **Rebecca Shuman**

*Mailing Representative: **Dan Roff**

*The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings and email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Board Member: **Abdisalam Adam**

Student: **Magaly Ruiz-Barrios**

Parent: **Jim Stangler**

Faculty Member: **Kari Reiter**

Please complete and submit this form with your school's 2020-2022 Resolution for Membership to mshsl_info@mshsl.org If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

**Submit this form to mshsl_info@mshsl.org
2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262 | www.mshsl.org**

2020-2021



FRIDLEY
PUBLIC SCHOOLS



Student-Parent Handbook

Policies, procedures, rights & responsibilities



International Baccalaureate⁷⁴ World Schools

- 4 Welcome
- 5 Superintendent & School Board
- 6 School Leadership

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- 7 Building Directory
- 8 School Closing Procedures
- 8 Transportation of Students
- 8 Communication
- 8 Messages to Students
- 8 Parent Portal
- 9 Announcements
- 9 Publications & Materials
- 9 Distribution of Non-school sponsored materials on school premises
- 9 District-owned Media Platforms
- 9 Posters & Fliers
- 9 Equal Access to School Facilities
- 9 Non-Discrimination
- 9 Student Services & Counseling
- 9 Food & Nutritional Services
- 11 Fees
- 12 Fundraising
- 12 Parent Volunteers
- 12 Background Checks for Volunteers
- 12 Parent & Teacher Conferences
- 12 Notice of Violent Behavior by Students
- 12 Student Records
- 12 School Pictures
- 12 Student Surveys
- 12 Video & Audio Recording
- 13 Interview of Students by Outside Agencies
- 13 Media Center & Media Services
- 13 Graduation Ceremony
- 13 Pledge of Allegiance
- 13 Extended Day Childcare (Tiger Club)
- 13 Recess

PART 2 - ACADEMICS

- 14 International Baccalaureate (IB): The K-12 Continuum at Fridley Public Schools
- 16 Special Education
- 16 Extended School Year
- 16 Alternative Educational Opportunities
- 16 Promotion & Retention
- 16 Report Cards & Mid-Term Reports
- 16 Testing
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Important Notice to Parents/Guardians: Due to the COVID-19 pandemic that resulted in school closures in March 2020, the district continues to monitor updates from the state and MN Department of Health on the spread of the virus. While we are planning on starting school on September 8 as previously scheduled, we are aware that another widespread outbreak may directly impact schools. Some of the information in this handbook will affect students differently should schools close. We hope for the best, and will continue to update and keep our families informed on any changes that will directly impact students should there be another COVID related school closure.

Welcome to Fridley Public Schools!

Fridley Public Schools serves the central area of the City of Fridley with a preschool (3- and 4-year-olds), two elementary schools (K-4), a middle school (5-8), a high school (9-12), a community center, and an area learning center.

Our school district is a member of the Northwest Suburban Integration School District (NWSISD). Through the NWSISD partnership, students who reside within the seven districts that make up the consortium can open enroll in the magnet programs offered by participating schools in any of those districts and receive transportation to their school of choice.

Fridley's quality academics, positive school climate, and personalized attention for each student are some of the top reasons families enroll their children in the school district.

Our students come from diverse backgrounds and there are more than 40 languages spoken in our schools. Fridley's 3,000 students and their families are served by more than 400 teachers and staff members.

Our school district offers the International Baccalaureate (IB) programmes to all students. IB programmes are internationally recognized educational programs that emphasize creative problem solving, hands-on projects, inquiry-based learning, global focus, and taking action in the community. More information on the IB at Fridley schools is in the Academics section of this handbook.

Thank you for choosing Fridley Public Schools and we look forward to a great school year of learning!



A MESSAGE FROM OUR PRINCIPALS

Dear Students, Parents and Guardians:

Welcome to our schools! We are excited to have you and your child join our school community. As we begin another year of school, we are looking forward to providing our students with an exciting and challenging educational program. We ask each student to engage in our educational programs and services with a positive attitude and a willingness to learn.

This handbook contains important information you need to know about our buildings, practices, rules, procedures, and regulations. We especially encourage parents and students to discuss this information with each other. Additional copies of the School Board policies that are referenced throughout the handbook are available at all schools and the district office, as well as on the school district website at www.fridley.k12.mn.us.

It is both the student's and parent's/guardian's responsibility to be aware of the content of this handbook. Please read through the handbook and sign the forms **provided in the center of this handbook. [Students must return the signed forms to their homeroom teacher during the first week of school.](#)**

We hope that our parents/guardians and students will always do their best to help one another, support our district and policies, and take advantage of all the opportunities Fridley Public Schools has to offer.

Sincerely,

Fridley Public Schools Principals

Please review this handbook with your child, sign and date the **Acknowledgement Form, Internet Acceptable Use Form and Media Release Form** located in the center of this handbook and return to their homeroom teacher during the first week of school.

Superintendent Dr. Kim Hiel

Dr. Kim Hiel has served as the Fridley Public Schools Superintendent since 2018. She has over 25 years of experience working in education in various leadership roles. Dr. Hiel is passionate about educational equity and strongly supports the Fridley Public School’s district mission to “create a world-class community of learners.” Hiel aims to maximize opportunities for all students so that they can reach their fullest potential in today’s globally connected world.



**OUR
Mission &
Vision**

As a world-class community of learners, Fridley Public Schools aims to develop internationally minded students. We challenge ourselves, our students, and our community to become caring and knowledgeable life-long learners who inquire and take action to create a better world.

Our mission is to guide students in the development of learning skills to help them reach their full potential. To accomplish this, we will:

- Provide a nurturing environment
- Create high expectations defined by learner outcomes
- Develop exemplary programs and continually improve them
- Strive to meet students needs
- Respect individual differences.

Fridley School Board



Back row, l-r: Jake Karnopp, Carol Thornton, and Abdisalam Adam. Front row, l-r: Avonna Starck, Mary Kay Delvo and Donna Prewedo.

The Fridley School Board serves as the governing body of Fridley Public School District 14 and within established state guidelines and regulations, determines the educational, financial, and administrative programs and policies under which the district functions.

The Board’s regular meetings are held the third Tuesday of every month in Room 109 at the Fridley Community Center, located at 6085 7th Street NE, Fridley, MN. Special meetings are held as needed. All school board meetings are open to the public in accordance with Minnesota state law.

School Board Priorities for Improvement:

1. Ensure district-wide high-level school performance through review and inquiry.
2. Alignment of policies, procedures, and performance that support best practices linked to high levels of student achievement.
3. Alignment of policies, procedures, and performance that foster an equitable, welcoming, safe, and respectful environment for students, staff, teachers, and community.
4. Protect and direct Fridley Public Schools’ financial stability through long-range planning and oversight.
5. Continuous improvement of parent, school, and community partnerships through public engagement.

School Board Meetings:

- **Work session - 5:30 pm**
Board members review background information related to upcoming agendas or other topics of general information. No formal action is taken at these “discussion only” sessions.
- **Public Forum - 7:00 pm**
Forum for two-way discussion between Board members and the school district community members.
- **Business Session - 7:30 pm**



FRIDLEY SCHOOL LEADERSHIP



Patty Hand
Principal
Fridley High School



Kelly McConville
Assistant Principal
Fridley High School



Dan Roff
Activities Director
Fridley Public Schools



Dr. Jason Bodey
Principal
ALC/Preschool



Amy Cochran
Principal
Fridley Middle School



Christopheraaron Deanes
Assistant Principal
Fridley Middle School



Angaelicka Iverson
Principal
Hayes Elementary



Veronica Matthison
Principal
Stevenson Elementary

FRIDLEY SCHOOLS

District Office

6000 West Moore Lake Drive | Fridley, MN 55432

Fridley High School

6000 West Moore Lake Drive | Fridley, MN 55432

Fridley Moore Lake Area Learning Center (ALC)

1317 Rice Creek Road | Fridley, MN 55432

Fridley Middle School

6100 West Moore Lake Drive | Fridley, MN 55432

Hayes Elementary School

615 NE Mississippi Street | Fridley, MN 55432

Stevenson Elementary School

6080 East River Road | Fridley, MN 55432

Fridley Preschool

6085 Seventh Street NE | Fridley, MN 55432

Fridley Community Center & Enrollment Center

6085 Seventh Street NE | Fridley, MN 55432

DISTRICT ADMINISTRATIVE OFFICES

Activities	763-502-5606
Buildings & Grounds	763-502-5008
Business & Finance	763-502-5004
Communications.....	763-502-5020
Community Education	763-502-5100
Early Childhood Education	763-502-5143
Enrollment	763-502-5081
Equity	763-502-5063
Human Resources	763-502-5013
Nutritional Services	763-502-5021
Special Services	763-502-5661
Teaching & Learning	763-502-5009
Technology	763-502-5032
Transportation	763-502-5026
IB (Diploma, Career-related)	763-502-5062
IB (Middle Years Programme)	763-502-5036
IB (Primary Years Programme)	
Hayes Elementary School	763-502-5228
Stevenson Elementary School	763-502-5317
Fridley Preschool.....	763-502-5117



ARRIVAL & DISMISSAL HOURS

FRIDLEY HIGH SCHOOL

School Building Hours: 7:15 AM - 3:15 PM

School Class Hours: 8:10 AM - 3:00 PM

If you arrive before 7:15 AM, you will need to wait in the main entrance lobby. From 7:15-8:00 am, students remain in the high school cafeteria or media center. No students are to be in the building after 3:15 PM unless under the direct supervision of a teacher, coach or advisor.

FRIDLEY MIDDLE SCHOOL

School Building Hours: 7:50 AM - 3:30 PM

School Class Hours: 8:00 AM - 3:00 PM

Students may not be in the school before 7:45 AM unless involved in a school-sanctioned activity. No students are to be in the building after 3:15 PM unless under the direct supervision of a teacher, coach, or advisor.

Bus Drop-Off/Pick Up Times

1st Fridley activity bus 4:30 PM

NWSISD 1st activity bus 4:30 PM

NWSISD 2nd activity bus 5:45 PM

HAYES ELEMENTARY SCHOOL & STEVENSON ELEMENTARY SCHOOL

Students Enter 8:55 AM, Classes Begin 9:10 AM

School Dismissed 3:45 PM, Buses Leave 3:55 PM

Students are not permitted to walk between the buses. Thank you in advance for helping make the bus drop-off area safe for students.

AREA LEARNING CENTER

School Building Hours: 7:45 AM - 3:00 PM

School Class Hours: 8:00 AM - 2:50 PM

If you arrive between 7:45 – 8:00 AM, you will need to wait in the front vestibule until the interior door opens. Shuttle bus back to the FHS leaves at 2:50 PM. No students are to be in the building after 3:00 PM unless accompanied by a staff member.

3- AND 4-YEAR-OLD PRESCHOOL

3-Year-Old Preschool

Mornings: Monday – Thursday, 8:15 - 11:00 AM

Afternoon: Tuesday – Friday, 12:00 -2:45 PM

4-Year-Old Preschool (No cost to families)

Mornings: Monday – Friday, 8:15 - 11:15am

Afternoons: Monday – Friday, 12:15 -3:15pm

BUILDING DIRECTORY

FRIDLEY HIGH SCHOOL	763-502-5600
Patty Hand, Principal	763-502-5601
Principal's Secretary	763-502-5602
Kelly McConville, Assistant Principal	763-502-5603
Dan Roff, Activities Director	763-502-5605
Attendance	763-502-5604
Guidance Office	763-502-5612
Health Office	763-502-5626
Social Worker	763-502-5660

AREA LEARNING CENTER	763-502-5165
Dr. Jason Bodey, Principal	763-502-5101
Attendance	763-502-5103
Social Worker	763-502-5145

FRIDLEY MIDDLE SCHOOL	763-502-5400
Amy Cochran, Principal	763-502-5401
Principal's Secretary	763-502-5402
Christopheraaron Deanes, Assistant Principal ..	763-502-5403
Attendance Office	763-502-5407
Student Support Services	763-502-5404
Health Office	763-502-5426
Social Worker	763-502-5575

HAYES ELEMENTARY SCHOOL	763-502-5200
Angaelicka Iverson, Principal	763-502-5201
Principal's Secretary	763-502-5202
Attendance	763-502-5207
School Counselor	763-502-5260
Health Office	763-502-5226
Social Worker	763-502-5232

STEVENSON ELEMENTARY SCHOOL	763-502-5300
Veronica Matthison, Principal	763-502-5301
Principal's Secretary	763-502-5302
Attendance	763-502-5307
School Counselor	763-502-5303
Health Office	763-502-5326
Social Worker	763-502-5310

PRESCHOOL	763-502-5100
Dr. Jason Bodey, Principal.....	763-502-5101
Karin Beckstrand, Coordinator	763-502-5117
Principal's Secretary	763-502-5105
Social Worker	763-502-5121
Health Office	763-502-5114

Staff Directory Information is updated throughout the school year on the district website www.fridley.k12.mn.us. Hover over the DISTRICT tab, then select Staff Directory.



SCHOOL CLOSING PROCEDURES

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 make a decision about closing school or school buildings as early in the day as possible. The district will make every effort to inform parents of a school closing through multiple mediums, which include: phone call and email notification, district website, district social media, and local television news channels. School closing announcements start at approximately 6:30 a.m. As long as buses can safely operate, schools are not closed in cold or snowy weather.

TRANSPORTATION OF STUDENTS

Daily Transportation for Regularly Scheduled School Days

The school district will provide transportation, at no cost to families, for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. See [District Policy 707 Transportation of Public School Students](#) for more information.

Extracurricular Transportation

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

COMMUNICATION

Peachjar Digital Flyers

Parents can receive digital flyers via email about school activities, after school programs and other school-approved programs in the Fridley area. Peachjar provides an email notification to parents for flyers posted from their child's school. Peachjar is easily accessible via the district and each respective school's website.

School and District Website

Fridley Public School website address is: www.fridley.k12.mn.us. Each school has its own website within the district website. Families can find information here related to district and school news, announcements, and important notifications.

School Parent Newsletter

Schools may also communicate with parents through newsletters that are sent to parents through email or printed mail sent home with students.

MESSAGES TO STUDENTS

Should a message need to be relayed to a student during the school day, please contact the main office of your child's school. Please refrain from calling a student's cell phone, during school hours.

PARENT PORTAL

Each parent's/guardian's Parent Portal account will become active when the school receives a signed copy of the Internet Acceptable Use Procedure/User Guidelines. The account remains active as long as the parent has children in the Fridley school district. Login information and instructions will arrive via U.S. mail, email, or at a training session.

1. During the school year, parents will have access to the following data about their child:
 - A. Attendance - updated hourly.
 - B. Discipline - updated as events occur.
 - C. Transcript - available at the end of each current term/semester and all past terms.
 - D. Class assignment grades - updates will vary depending upon the course. Parents can expect that grades for an assignment will be posted 1-2 weeks after that assignment has been turned in. Teachers will need adequate time to grade all of the student work and to post the scores. Please keep in mind that the scores displayed in the Parent Portal give an approximate grade determination at that specific point in time during the semester.
 - E. Transportation - updated nightly with bus number, stop and time.
2. Parents should not share their password with anyone and should not set their browsers to auto login to the Portal.
3. Important Parent Portal Safety Features:
 - A. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the Portal again, parents will need to contact the Parent Portal help desk to have the account reactivated.
 - B. You will be automatically logged off if you leave the Parent Portal Web browser open and inactive for a period of time.
 - C. All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked.



4. Parent Portal Help Desk contact information. Telephone help is available by leaving a voice-mail message at 763-502-5061 or by sending an email to campus.parenthelp@fridley.k12.mn.us.

You should expect a reply within 2 business days. Please include your name, your user name, your telephone number and a brief description of the problem in your email or voice-mail request.

ANNOUNCEMENTS

Announcements from students must be approved by building administration prior to being submitted to the main office.

PUBLICATIONS AND MATERIALS

The policy of the school district is to protect students' right to free speech while at the same time preserving the district's obligation to provide a learning environment that is free of disruption. All school publications must be approved by building administration. Non-school-sponsored publications may not be distributed without prior approval from building administration. See [District Policy 512 School Sponsored Student Publications](#) for more information.

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. See [District Policy 505 Distribution of Non-school Sponsored Materials on School Premises by Students and Employees](#).

DISTRICT-OWNED MEDIA PLATFORMS

Fridley Public Schools media including district and school websites, publications, district and school social media platforms are the sole property of the school district. The School District reserves the right to approve or deny approval of publishing content and images on any of its district owned publications, website and social media platforms according to Fridley Public Schools' mission, vision, values, and strategic goals. For more information, see [District Policy 904P Distribution of Non-school sponsored Materials on School Premises by Non-school Persons](#).

POSTERS & FLIERS

Students must obtain permission in the Main Office before putting up any type of posters, pictures, or other forms of advertising. Further, students must take down these materials

when their purpose has been served.

At Fridley High School, this media of communication is restricted to the glazed brick area of the building or walls in the cafeteria area.

EQUAL ACCESS TO SCHOOL FACILITIES

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

NON-DISCRIMINATION

The school district is committed to providing inclusive education and an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The Director of Human Resources is the District's Human Rights Officer who handles inquiries regarding non-discrimination. You may contact 763-502-5013. See the following district policies on nondiscrimination: [Policy 521 Student Disability Non-discrimination](#), [Policy 522 Student Sex Non-discrimination](#), [Policy 528 Student Non-discrimination Due to Parental, Family or Marital Status](#).

STUDENT SERVICES AND COUNSELING

Each school in the Fridley school district has a student support team made up of a social worker, a counselor and/or deans. The student support team is available to help students who may need personal and academic assistance. The schools' counselors are there to help students have a successful and rewarding school career. Please contact your school's counselor or dean for assistance or additional information.

FOOD AND NUTRITION SERVICES

Food in the Classrooms

No beverages other than clear water are allowed in any classroom during the school day. Food is not allowed in classrooms unless under teacher direction.



Fridley school cafés continue to meet federal nutrition standards for school meals, ensuring that meals are healthy and well-balanced and provide students all the nutrition they need to succeed at school.

Now is a great time to encourage your kids to choose school breakfast and lunch! School meals offer students fruits and vegetables, proteins and grains, and low fat milk. They also must meet guidelines on saturated fat, trans fat and portion size.

- School meals are a great value and a huge convenience for busy families too!
- **BREAKFAST** is available at **NO CHARGE** to all students. Eating breakfast at school helps children perform better. In order to continue offering breakfast at no charge to all, we need to serve as many students as possible. Please encourage your student to join us every day at school for breakfast.
- *High School and Middle School only:* We serve breakfast two times daily, before school and again after first hour. We call this Breakfast period “Second Chance.”
- **LUNCH** - Students may qualify for Free or Reduced price meals. This year in MN, any student who qualifies for a reduced price meal will receive lunch at no cost due to **funding from the state of Minnesota. Please complete an application for Educational Benefits.**
- Milk is available for purchase to any student bringing lunch from home for \$.55. Students eligible for Free and Reduced price meals **DO NOT** get milk at no charge if they bring lunch from home.
- *High School/Middle School only:* Additional ala carte food and beverage items can be purchased through each student’s meal account if there is a positive account balance.
- To see our menus and get more information please go to our website at www.fridleyschools.org. We’re always working to offer Fridley School students healthier and tastier choices. We are pleased to offer a wide variety of fresh fruits and vegetables including our Farm to School locally grown fruit and vegetable choices on the menu as well as the daily choices we offer at all grade levels.

After School Snack Program

Fridley Schools offers a “super snack” after school at all buildings at no charge to students. This snack consists of protein, grain, fruit, vegetable and milk. Any student staying after school for educational or other activities may participate in this program.

Fresh Fruit and Vegetable Program

The Fresh Fruit and Vegetable Program (FFVP) at Stevenson Elementary provides all children with a variety

of free fresh fruit and vegetable snacks within the school day. It is an effective and creative way to introduce fresh fruits and vegetables as healthy snack options. A FFVP menu will be posted monthly and each classroom will participate in a nutrition education lesson about the daily snack.

OPTIONS FOR MEAL PAYMENT

Families **MUST** re-apply every year prior to the start of school for meal eligibility benefits.

Applications for Educational Benefits (application for Free/Reduced Price Meals) are available at all school offices as well as the District Office and the Enrollment Office at FCC. Applications can also be found at:

1. Online Application:

<https://fridleymn.infinitecampus.org/campus/portal/parents/fridley.jsp>

Select New User Registration>follow on line directions. You must have student’s PERSON ID to apply on line. Contact your student’s school for that number.

2. Download paper application at:

www.fridleyschools.org

- A new application **MUST** be filled out prior to the start of school **EACH** year.
- **ALL** families must pay for meals until they receive notification of eligibility from the district Nutritional Services office. Nutritional Services has 10 business days from time of receipt to process applications.
- Families should deposit a minimum of \$10 in each child’s account before school starts to cover meal costs until new eligibility is approved.
- We will no longer refund any balance of \$10 or under.

ONLINE NOTIFICATION & PAYMENT OPTION

PAYMENT OPTION IN INFINITE CAMPUS

- Families can set up email notification when meal account balances are low. You can also set up recurring meal payments.
- We have a new online payment system through Infinite Campus at <https://fridleymn.infinitecampus.org/campus/portal/parents/fridley.jsp>

MEAL PAYMENTS

- Fridley uses a computerized payment system for all school meals. Advance payment is required for meals. Each student is issued a PIN (personal identification number). This PIN number must be used to receive meals. PIN numbers are available through the parent and student portal and are distributed during back to



school open house.

- Students can deposit money into their meal account daily.
- *High School Only* - Add cash through the NetCash machine located in café OR turn in payment to the main office lock box in a sealed envelope with student name and PIN number.
- *Middle School Only* - Turn in payment to the main office or the kitchen in a sealed envelope with student name and PIN number.
- *Elementary School* - Turn in payment to classroom teacher in a sealed envelope with student name and PIN number
- Include PIN # and student name on your check in the MEMO section.
- If cash is sent, we must have the student name and PIN # inside the envelope.
- Students must maintain a positive balance in their account.
- Any NSF check received by the district for meal payment will be deducted from the student's meal account.

FRIDLEY UNPAID MEAL CHARGE AND DEBT COLLECTION PROCEDURE

Parents/guardians are responsible for maintaining a positive balance in their child's meal account OR have a current Free and Reduced meal application completed and approved before the start of the school year. If an account continues to be negative, the school kitchen manager will work with the building principal, family liaison and/or social worker in resolving the unpaid meal debt. The school Administrative team will also work with the family to encourage the family to complete a Free and Reduced Meal application. Please see the [Fridley Unpaid Meal Charge and Debt Collection Procedure](#) for more information.

MEAL PRICES

Breakfast	No charge, all students
Lunch (middle/high schools)	\$2.85
Lunch (elementary school)	\$2.60
Lunch (reduced price)	Free
Milk only	\$.55
Adult Lunch	\$4.00
Adult Breakfast	\$2.15

CAFÉS

Cooperation and Assistance: Student cooperation is required in maintaining reasonable quietness and orderliness. Students have the right to eat in the café until that privilege is abused.

Parental contact, assigned tables, denial of lunchroom privileges, or suspension may be consequences of inappropriate behavior.

Students must return their own tray and silverware to the appropriate area 2 minutes prior to the bell. Students have a responsibility to see that everyone at their table takes their tray back. Failure to comply will result in loss of café privileges.

Catered/Purchased Food: Other than a bag lunch or school purchased food, no other food may be brought in to the cafeteria. No catered-in food is allowed in the café during the school day.

Fridley schools are closed campuses. Students must remain in the building during the school day.

Causing a Disruption in the School Café

When a student causes a disruption in the café the instruction of students in nearby classrooms is negatively impacted. The school will take action against any student involved in this type of activity. Inappropriate behavior in the café will result in disciplinary actions that may include removal from the café and/or suspension.

STUDENT WELLNESS

[Fridley Public School District Policy 533](#) Student Wellness prohibits parents and families from bringing birthday or celebratory treats such as cupcakes, cookies, cake, chips, and juice into the school. Instead, to celebrate special events, parents often send non-food items, such as stickers, pencils and erasers that their child can share with his or her classmates.

FEES

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.



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

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. 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. See [District Policy 511 Student Fundraising](#) for more information.

PARENT VOLUNTEERS

Parents/guardians are welcome in the schools and are encouraged to volunteer. To volunteer in the school building, parents/guardians should contact the building principal. Parents/guardians who visit the school should sign in at the main office. The school district will require criminal history background checks for volunteers who work directly with students.

BACKGROUND CHECKS FOR VOLUNTEERS

We want our students to have fun while learning. We also want them to be safe. As a result, Fridley Public Schools requires all volunteers to complete a background check prior to volunteering.

PARENT AND TEACHER CONFERENCES

The purpose of parent and teacher conferences are to provide opportunities for the parent/guardian and the child's teacher to share information about the child including school progress. Parent and teacher conferences are held throughout the year. For more information, please see the district calendar. A parent may also request a conference with a teacher or principal by contacting his/her child's school directly.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district may give notice to teachers and other appropriate school district staff when students with a history of violent behavior are placed in their classrooms. 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.

STUDENT RECORDS

The school district recognizes its responsibility in regard to

the collection, maintenance and dissemination of student records and the protection of the privacy rights of students as provided in federal law and statutes. Consent of the parent/guardian or the student if he/she is 18 years old, attends a post-secondary institution, is married, or has graduated, must be given before educational records can be released. This general rule is subject to specific and limited exceptions which are detailed in [District Policy 515 Protection and Privacy of Pupil Records](#).

Directory information may be released to the public without permission of the student, parent/guardian. Directory information includes: the student's name, date and place of birth, class designation or grade level, participation in officially recognized activities and sports, weight, height of members of athletic teams, dates of attendance, diploma and awards received, photographs and the most recent previous educational agency or institution attended. Directory data does not include data which references religion, race, color, social position or nationality. If a student and parent/guardian does not want some or all of this data to be made public, they must complete [515F - Directory Information Opt Out Form](#) and submit the form to their child's school.

SCHOOL PICTURES

Each school contracts annually to have student pictures taken early in the school year. A reminder regarding price, time and day will be given to parents and students from individual schools.

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. See [District Policy 520 Student Surveys](#) for complete information on the rights of parents/guardians and eligible students about conducting and participating in surveys, survey methodologies, and collection and use of survey information.

VIDEO AND AUDIO RECORDING

Buses

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



Places Other Than Buses

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

INTERVIEW OF STUDENTS BY OUTSIDE AGENCIES

Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or district policy. Upon receiving a request to interview a student, it will be the responsibility of the principal to determine whether the request will be granted. See [District Policy 519 Interview of Students by Outside Agencies](#).

MEDIA CENTER AND MEDIA SERVICES

The Media Center serves as the focal point for information gathering and as our productivity center. Available resources include:

1. Electronic: Social Issues Research Services, ProQuest (full image magazines and newspapers), Minnesota Career Inventory System, card catalog, Discover
2. Books and magazines
3. Current local and national newspapers
4. Photocopy machine
5. Audiovisual equipment including scanners and digital cameras
6. Windows computers
7. Multimedia Windows lab

The high school and middle school Media Center is available for student use before, during, and after school.

Elementary school students are allowed to check books out for two weeks. After two weeks, the books must be returned or renewed. Students will not be allowed to check out books if they have more than one overdue book. Each student is responsible for the books he/she has checked out. Lost or damaged books must be replaced.

GRADUATION CEREMONY

Student participation in the graduation ceremonies is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Gradua-

tion exercises are under the control and direction of the building principal.

- Seniors must complete all 27 required credits in order to participate in the Fridley High School Commencement ceremony.
- The school will communicate established standards of dress and behavior to those who are participating in commencement.

PLEDGE OF ALLEGIANCE

Students may recite the Pledge of Allegiance to the flag of the United States of America. 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. See [District Policy 531 Pledge of Allegiance](#) for more information.

EXTENDED DAY CHILDCARE (TIGER CLUB)

Responding to the needs of families in our community, the Fridley Public Schools school age childcare program continues to offer tuition based before and after school childcare through its Tiger Club program. Tiger Club offers childcare programs to children ages Pre-K through 6th grade. Programs are provided from 6:00 am to 6:00 pm (K-6th Grade) and 6:30 am to 5:30 pm (Pre-K) in the Fridley Community Center. For more information please contact 763-502-5135.

RECESS (PRESCHOOL, ELEMENTARY, FMS 5th & 6th GRADE)

Classes will be going outdoors for recess. In the winter, students may be out as long as the temperature is zero degrees or above. As a result, hats, boots, mittens and coats are required for outdoor playtime. Snow pants are highly encouraged. Children are not allowed to stay inside alone.





The International Baccalaureate (IB)

An E-12 Continuum at Fridley Public Schools



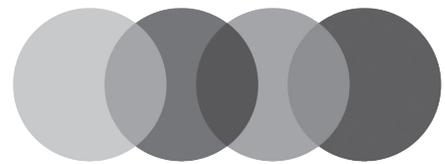
As the world becomes increasingly globalized, today’s economy demands an engaged, intelligent, and culturally aware workforce. Although the world is rapidly changing, an International Baccalaureate education ensures students are prepared for the future. Fridley Public Schools provides a foundation of international-mindedness as a “World-Class Community of Learners.” The IB champions a stance of critical engagement with challenging ideas, one that values the progressive thinking of the past, while remaining open to future innovation.

Since implementation of the International Baccalaureate programs across all schools, the district fosters global citizens who are civic-minded, confident, and competent communicators. Students become skillful in problem solving and capable of creative thinking. It is imperative to prepare students to become knowledgeable about our global and multicultural society as they continue on to post-secondary education and beyond.

Additional benefits of the IB continuum include a commitment to offering second language instruction to students in all elementary, middle, and high schools; the creation and revision of a rigorous written curriculum; on-going professional development for teachers; common language used throughout all buildings; and common curriculum structures between the elementary, middle, and high schools.

Another key aim of all IB programmes is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

Students at every level of the IB continuum are encouraged to develop the ten attributes of an IB learner. They are:



IB CONTINUUM
CONTINUUM DE L’IB
CONTINUO DEL IB



Inquirers
Open Minded
Knowledgeable
Caring
Thinkers

Risk-Takers
Communicators
Balanced
Principled
Reflective





(IB) PRIMARY YEARS PROGRAMME (PYP) Grades K-4

Hayes and Stevenson Elementary Schools received authorization from the International Baccalaureate to offer the Primary Years Programme (PYP) in 2010. The primary goal of the PYP is to develop inquiring, knowledgeable, and caring young people who help create a better and more peaceful world through their action. Our PYP program meets the needs of the whole child by setting rigorous academic expectations, character development through shared values and the life skills necessary to be successful. PYP students become global citizens by learning an additional language as well as exploring multiple perspectives. Instruction nurtures curiosity, makes connections across subject areas, and helps students develop a deep understanding of the world around them. There are many components of PYP that are continued throughout the K-12 IB Continuum.



(IB) MIDDLE YEARS PROGRAMME (MYP) Grades 5-10

Following three years of planning, preparation, and implementation, Fridley Middle School and Fridley High School were authorized to offer the internationally recognized International Baccalaureate Middle Years Programme in July 2007. The IB Middle Years Programme provides a challenging, comprehensive curriculum framework that encourages students to make connections between subjects studied and the real world through six global contexts. Approaches to learning skills are developed throughout the program and equip students with skills for success such as collaboration, self-management, research, communication, and critical and reflective thinking skills. Students are required to study language and literature, a second language, individuals and societies, sciences, mathematics, arts, physical and health education and design. Assessment in this program is criterion-related, so that students around the world are measured against pre-determined criteria for each subject group. Teachers develop their own assessments and may modify the criteria to be age-appropriate in the earlier years of the program. This program strives to develop internationally minded students who take action to create a better world.



(IB) DIPLOMA PROGRAMME (DP) Grades 11-12

Fridley High School received authorization from the International Baccalaureate Organization to offer the Diploma Programme (DP) in the spring of 2009. The Diploma Programme is a rigorous college-preparatory course of study for juniors and seniors. The DP is recognized by universities throughout the world. Students at FHS may choose to take any number of DP courses, or participate in the full Diploma Programme. The DP consists of courses and exams in six academic areas, as well as a course in Theory of Knowledge. Diploma Candidates also complete a program in Creativity, Activity, and Service (CAS) and an Extended Essay on a topic of their choice. The Diploma Programme encourages high school students to be knowledgeable and inquiring, but also caring and compassionate. There is a strong emphasis on intercultural understanding and open-mindedness. There are many components of the Diploma Programme that are continuous throughout K-12 IB Continuum.



(IB) CAREER-RELATED PROGRAMME (CP) Grades 11-12

Fridley High School received authorization from the International Baccalaureate Organization to offer the IB Career-related Programme (CP) in the summer of 2016. The CP is designed for students interested in pursuing a career-related education in the final two years of high school. It provides students with an excellent foundation to support their further studies, as well as ensure their preparedness for success in the workforce. The CP is comprised of three elements: academic courses from the IB Diploma Programme (DP), core components, and career-related studies. Fridley High School offers career-related studies in the areas of Health Careers (EMR/EMT) and IT/Computer Science.



SPECIAL EDUCATION

Fridley Public Schools strives to meet the individual needs of students with disabilities by providing them with comprehensive support and educational services.

A team of special and regular education staff works with parents to determine the type of educational setting and support services to best meet the student's needs for a free appropriate public education. An Individualized Education Plan (IEP) is developed cooperatively between parents and school staff. Every planning and monitoring of the student's education is legally protected by the Individuals with Disabilities Education Act (IDEA).

Fridley Public Schools currently provides special education services for students meeting the eligibility criteria for all the disability areas under IDEA. To learn more about the district's special education services and supports, please contact Laura Seifert-Hertling, Director of Special Services, at 763-502-5024 or email laura.seifert-hertling@fridley.k12.mn.us.

EXTENDED SCHOOL YEAR

Fridley Public Schools provides extended school year opportunities for students who have an Individualized Education Plan (IEP) if the student's IEP team determines the services are necessary during a break in instruction (such as during the summer). For more information on extended school year opportunities for students with an IEP, please contact the district's special education department at 763-502-5661.

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

The school district provides alternative learning options and supports for students that may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, home-bound instruction, and enrollment in an alternative learning center, among others. Parents/guardians with questions about these programs should contact their child's school.

Fridley Area Learning Center (ALC)

The Area Learning Center (ALC) helps students achieve their individual learning goals and receive their high school diploma. The ALC program features: small classes, individual learning plans, flexible schedules, independent study and work experience to assist in credit recovery. The ALC enrolls students between 16 - 21 years old. The program is open to Fridley residents as well as students from other schools and communities who qualify to attend an alternative learning center. For more information, please visit www.fridley.k12.mn.us and navigate to Schools > Area Learning Center.

Targeted Services

The school district provides targeted services opportunities to students in grades K-8. Communications will be sent to

parents/guardians of students prior to enrollment for targeted services.

PROMOTION AND RETENTION

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

REPORT CARDS AND MID-TERM REPORTS

Parents can utilize our Parent Portal to view their child's grades and attendance/discipline records at any time during the school year. Parents may also contact teachers directly for current academic progress.

TESTING

Local and state standardized tests will be given periodically during the school year. Specific information about grade level testing will be sent prior to administration of each test.

[Student Participation in Statewide Assessments can be found on the Minnesota Department of Education Website: http://education.state.mn.us/MDE/fam/tests/ and a form found at the end of this handbook for refusal of student participation](http://education.state.mn.us/MDE/fam/tests/)

SUMMER SCHOOL

Summer school is available through the Fridley Alternative Learning Center (ALC) for students needing credit recovery or to make up a failed class. Please contact the ALC or a your school dean to see if this is applicable to you.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

PLEASE NOTE: DEADLINE to inform FHS about your intent to take PSEO classes was May 30, 2020 for the 2020-2021 school year. State forms will not be signed after May 30, 2020 for the 2020-21 school year.

Postsecondary Enrollment Options (PSEO) is a program that allows 10th, 11th, & 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis (see note below). Students



must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis.

By March 1 of each year, or three weeks prior to the date a student registers for courses for the following school year, schools must provide PSEO information to all students in grades 8-11 and their families. To assist the district in planning, a student must inform the district by May 30 of each year of their intent to enroll in postsecondary courses during the following school year.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course; however, students may incur fees for equipment that becomes their property when the course or program is completed, textbooks that are not returned to the postsecondary institution according to their policies, or for tuition costs if they do not notify the district by May 30 and the district does not waive this date requirement.

Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. For more information on these funds, access the PSEO Mileage Reimbursement Program Instructions.

Enrolling in a PSEO course does not prohibit a student from participating in activities sponsored by the high school.

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

Each year, districts must publish their grade-weighting policy on their website, including a list of courses for which students can earn weighted grades.

All courses taken through the PSEO program must meet graduation requirements. Districts must transcript credits earned in PSEO by a ratio prescribed in statute. Districts have the authority to decide which subject area and standards the PSEO course meets. If there is a dispute between the district and the student regarding the number of credits granted for a particular course, the student may appeal the board's decision to the commissioner. The commissioner's decision regarding the number of credits will be final.

Postsecondary institutions are required to allow PSEO students to enroll in online courses consistent with the institution's policy regarding postsecondary student enrollment in online courses.

Tenth-grade students may initially enroll in one Career and Technical Education (CTE) PSEO course if they receive a reading proficiency score of "meets" or "exceeds" on the 8th grade MCA. If 10th graders taking a CTE PSEO course earn at least a grade C in that class, they may take additional CTE PSEO courses. If the student did not take the MCA in 8th-grade, another reading assessment accepted by the enrolling postsecondary institution can be substituted. For students with disabilities, there is an alternative option to demonstrate reading proficiency. A student's acceptance into a post-secondary option program is a commitment by the student to abide by the rules of the post-secondary institution that he/she is attending as well as the rules of Fridley High School. Students will be expected to attend all classes, participate, and maintain satisfactory progress. The post-secondary credits earned will apply toward graduation requirements at Fridley High School. Grades earned at the post-secondary institution are included in the high school grade point average. Courses taken outside of Fridley High School are not weighted in our weighted grading system.

Important To Remember (PSEO):

Students who intend to participate in PSEO should schedule an appointment through the Student Support Services with their Academic Dean. The Dean will provide the student with PSEO Procedure, Parent Contract, and Graduation Requirements and review requirements, eligibility, process and procedures, and to discuss with the student their planned registration. Additional information on PSEO eligibility and application guidelines is available on the Fridley High School website. If you have any questions, please call Fridley High School Student Support Services at 763-502-5612.

[District Policy 903P Visitors To Schools and School-Sponsored Events Procedure](#) guarantees that in accordance with established procedures:

- A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures, and;
- May be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course.

GRADUATION REQUIREMENTS

Course Credits Required for Graduation

Fridley Public Schools students must complete credit requirements and pass state mandated tests to receive a Fridley High School diploma. All students need **27 CREDITS** to receive their diploma. Students should consult the Fridley High School Registration Guide for a complete list of classes/courses. See [District Policy 613 Graduation Requirements](#).



Honor Criteria for Graduation

Fridley High School has a weighted grading system. Courses with an external assessment (IB Diploma Course) will earn a 1.2 multiplier in the Grade Point Average (GPA) calculation. Fridley High School reports both the weighted and unweighted GPA. We do not use class rank at FHS to determine distinction.

- **Honors:** Students have a cumulative weighted GPA of 3.25 to 3.49. These students will earn an academic letter and be noted by wearing a gold honor cord at commencement.
- **High Honors:** Students have a cumulative weighted GPA of 3.5 to 3.74. These students will earn an academic letter and be noted by wearing a gold cord at commencement.
- **Highest Honors:** Students have a cumulative weighted GPA of 3.75 and above and have taken a minimum of 6 semester credits in three IB Diploma Courses with external assessments. These students will earn an academic letter and be noted by wearing a gold honor stole at commencement.
- **IB Scholars:** Students will wear an IB medallion and white ribbon to note this accomplishment. These students completed four or more IB Diploma courses at higher level or standard level.
- **IB Diploma Candidates:** Students will wear an IB medallion and gold ribbon to note this accomplishment. These students take six DP as well as complete:
 - *The Extended Essay* is a requirement for students to engage in independent research through an in-depth study of a question relating to one of the subjects they are studying.
 - *Theory of Knowledge* is a course designed to encourage each student to reflect on the nature of knowledge by critically examining different ways of knowing (perception, emotion, language and reason) and different kinds of knowledge (scientific, artistic, mathematical and historical).
 - *Creativity, action, service (CAS)* requires that students actively learn from real world experiences.
- **IB Career Pathway:** Students will earn an IB medallion and purple ribbon. Students focus on career-related studies, take two DP exams, complete a personal and professional skills class and reflective project, create a language portfolio, and participate in service learning opportunities.
- **Presidential Scholars:** Students have a cumulative weighted GPA of 3.5 and have received a score placing them above the 80th percentile on a nationally standardized achievement test (SAT) or nationally standardized college admission test (ACT) (26).

HIGH SCHOOL ADVISORY

The purpose of our Advisory system is to help students connect with teachers by creating:

- An opportunity for teachers to get to know students in our advisories over the four years of their high school experience, both personally and academically, to help them achieve their goals
- An avenue for sharing grade-specific information.

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:

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

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will also 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.

FIELD TRIPS

Field trips may be offered to supplement student learning. Parents are required to give permission for each individual field trip. Information about the trip (cost, if any; need for a bag lunch, appropriate dress, etc.) will be sent home prior to the trip. Students may be required to pay for instructional trips that take place during the school day, related directly to a course of study, and require student participation.



IMPORTANT NOTIFICATION

Parents, schools and communities share the responsibility of helping students develop positive self discipline. Fridley Public Schools is also responsible for setting a fair and consistent policy of expectations and consequences that hold students accountable for their actions. The District's [Policy 506 Student Discipline](#) is intended to ensure that students attend school in a positive and productive learning environment. Parents, teachers, and others responsible for the welfare and education of students should cooperate in interpreting and enforcing these rules. Some of these rules and policies are included in this Student Parent Handbook and should be reviewed carefully by parents/guardians and students.

Students and parents/guardians are **REQUIRED** to sign for the receipt of the Student Parent Handbook which includes the Student Code of Conduct using the [Acknowledgment Form](#) in the center of this handbook. **Any student and his or her parents that do not sign a receipt SHALL NOT be relieved of any responsibilities in Rules and Discipline outlined in the Student Code of Conduct.**

ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability.

The purpose of an attendance policy is to develop positive habits that will carry over into post-secondary education and careers. Punctual regular attendance is absolutely necessary for a successful education, just as it is for successful job performance.

In case of absence, call your child's school attendance number.

- Should a student be absent from school for any reason, the student's parent/guardian should call the school attendance office before 8:00 am (middle and high school) or before 9:00 am (elementary schools). Only calls by parents or guardians will result in excused absences. In cases where this contact with the school is difficult, because of parents not being at home etc., special consideration will be given; however, the responsibility rests with parents/guardians to contact the school. If satisfactory parental contact is made with attendance office, no parental note or admit slip will be required on return to school.
- If a parent/guardian fails to contact the attendance office, the student must bring a written statement from his/her parent explaining the reasons for the absence, plus the date(s) of the absence.

- This note must be received in the attendance office immediately upon arrival to school to avoid a first hour tardy. Failure to call in or to bring a note may result in an unexcused absence and/or a meeting with the student's dean/counselor. If a student is absent from school three (3) or more consecutive days due to illness, the student may be asked to have a conference with the health aide upon return. A doctor's excuse may be required if a student repeatedly misses school due to illness.
- Please notify the attendance office of absences as much in advance as possible.
- If a child is unexcused from school for seven (7) days, we are required to file an educational neglect report with Anoka Juvenile Court according to MN Statute 260.131, sub.1.
- Late arrival to school requires a note from parents. Excessive tardiness to school or class may result in school consequences. See [District Policy 503 Student Attendance](#) for more information.

Eighteen-Year Old Students

Minnesota Statute 120.06 provides that "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local board of education." This provision clarifies the general authority of the school to establish rules and extend their application to all students. No matter the age of the student, they cannot write notes for themselves, call in for themselves or in any way excuse themselves from school.

DEFINITION OF AN ABSENCE

An absence shall be defined as missing more than twenty minutes of any class. The exceptions and suggested guidelines are explained below. The school will continually attempt to resolve attendance issues through an administrator and dean of students, discussion with the student and, if needed, a parent.

Special athletic note: Students in extra-curricular activities must be in school by 8:35 am in order to practice or participate on that day. If you have an appointment, you should get prior approval for the athletic office to notify them of your absence. If a student's attendance problems continue, additional steps will be taken.

Excused Absences and Tardies

1. Illness of student
2. When a student is ill, he/she should not, of course,



be in school. The assumption is made, however, that if a student is too ill to attend school, he/she is also too ill to appear in public that day. To participate in co-curricular or extracurricular activities a student must be in school all day.

3. Medical or dental appointments
4. Court appearance
5. School activities i.e.: Student Council, field trip, music/band event, counseling appointments
6. Religious holidays
7. Serious illnesses or death of a member of your family.
8. Emergencies calling for your services, or presence at home. These situations should be shared with the attendance office as soon as possible.
9. Educational/career planning visits
10. School suspension.

Unexcused Absences

Failure to attend school, except when excused for legitimate reasons, results in an unexcused absence. Class work missed must be completed satisfactorily to complete any course. Unexcused absences include such situations as missing a bus, shopping, oversleeping, missing your ride, breakdown of an automobile, etc. Unexcused absences usually result in a “zero” for the day and a detention assignment.

If a student leaves the building during the school day without an authorized reason, he or she will be sent home for the remainder of the day.

DENTAL, DOCTOR, COURT AND OTHER APPOINTMENTS

If at all possible, doctor and dentist appointments should be scheduled outside of school hours. Sometimes parents find it necessary to take their child to an appointment without notifying the school in advance. When such an absence occurs, the parent is asked to:

1. Call the main office at any time before 8:00 am (middle/high school), or 9:00 am (elementary schools) to give notice of appointment, including date and time of appointment and expected time of return to school, or have a note signed by parent including the information above.
2. If the appointment is during the day, the student should get a pass to leave class from the main office prior to the beginning of the school day.
3. Students should report to the main office upon return from appointment.
4. Students in extra-curricular activities must follow these procedures in order to participate on the day of the appointment.

ILL AT SCHOOL

Students who become sick at school should go directly

to the nurse’s office. The health assistant or nurse will arrange for students who get sick at school to go home early. Students are not allowed to call parents directly and leave without the absence being approved by the health office.

CONSEQUENCES FOR EXCESSIVE UNEXCUSED ABSENCES & PROCEDURE FOR EXCESSIVE ABSENCES (INCLUDING TRUANCY AND TARDIES)

Minnesota State law requires that all mentally and physically fit children between the ages of 7 and 18 must attend school every day that school is in session. The law also requires that school officials and parents enforce the attendance law to ensure that students are in attendance unless absent from school for reasons acceptable to the school. A student absent from school for reasons unacceptable to the school will be counted as unexcused and the student is legally truant. Minnesota Student Truancy Statutes will be enforced.

If a student accumulates three or more tardies during one school day they will be dismissed for the remainder of the day or the following day and the parents will be notified.

MAKE-UP WORK - A STUDENT’S RESPONSIBILITY

Following an excused or unexcused absence, students are required to make up the missed work. It is the student’s responsibility to initiate make-up work from the teacher via email or in-person. The teacher will determine the schedule for make-up. A student may have to take a test on the day you return, or you may have more time. When a student has been absent for valid reasons, every consideration and aid will be given. If a deadline proves impossible to make, it is the student’s responsibility to make arrangements with the teacher(s). If the long term illness occurs at the end of a trimester, a mark of “Incomplete” (I) may be given.

PERSONAL EMERGENCY

Students must stay within the building during the school day, unless accompanied by a staff member or unless they have received permission through the main office to leave. Any violation of this will be considered an unexcused absence. If a student has a personal emergency, he/she should go directly to the attendance/main office and request permission before leaving the building. If a student leaves school without being excused by the attendance office during the school day, the student will be dismissed from school for the remainder of that day.

LEAVING SCHOOL DURING THE DAY

1. The student must bring a note from a parent to the main office before the first period class.
2. The student will be given a pass to meet their parent in the office at the appropriate time.



3. The parent must sign their student out of the main office before taking the student off of school grounds.
4. If a student returns to school that day, they must sign in at the main office.

STUDENT DISCIPLINE

Every student and employee of Fridley Public Schools is entitled to learn and work in a safe school environment.

To ensure this safe environment, the district has established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly. Students are expected to behave in accordance with federal, state and local laws, district policies and guidelines, and in a way that respects the rights and safety of others. Known violations of federal state and local laws will be reported to local law authorities.

Student Behavior/Conduct

The role of education is to assist every student to acquire the skills, knowledge, and habits necessary to become a self-sufficient, thinking member of our society. This includes learning not only basic education skills, but also understanding self and others. The school system has a responsibility for maximum learning, which requires an atmosphere of fairness and equity. This handbook contains the rules and regulations necessary to maintain that environment. Good discipline is best thought of as a positive experience by turning unacceptable conduct into a positive pattern of behavior.

A complete Fridley Public Schools [District Policy 506 Student Discipline](#) is available for review on our district web site.

Violations of the Student Code of Conduct

Fridley Public Schools [District Policy 506 Student Discipline](#) applies to any student whose conduct interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, employees, or other parties. The policy applies to all school buildings, grounds and property, school-sponsored activities or trips, school bus stops, school buses, 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.

Violations of the student code of conduct will be subject to disciplinary action. Student violations leading to suspension, based on severity, may also be grounds for actions leading to exclusion from school.

Reasonable Force

Allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student

or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by Minnesota Statute 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

Student Rights and Responsibilities

The student has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. The student is responsible for knowing and complying with school rules, for being respectful and behaving in a civil manner. The student shall be responsible for his/her own actions.

This statement of rights is not expected to cover every situation which may arise. Only the protection and preservation of the rights of others preserve the rights of an individual. All students attending Fridley Public Schools have the right to:

1. An equal educational opportunity and freedom from discrimination;
2. Due process, including the right to appeal;
3. Freedom of inquiry and expression in a respectful manner;
4. Data privacy; and
5. An awareness of school rules.

All students attending Fridley Public Schools have the responsibility to:

1. Attend school daily, except when excused, and to be on time to all classes and other school day functions;
2. Pursue and attempt to complete the course of study prescribed by state and local school authorities;
3. Make necessary arrangements for making up work when absent from school;
4. Assist the school staff in maintaining a safe school for all students enrolled therein;
5. Be aware of all school rules and regulations and conduct themselves in accordance with them;
6. Assume that until a rule is waived, altered, or repealed, it is in full effect;
7. Be aware of and comply with state and local laws;
8. Be aware of and comply with both State High School League rules and regulations and School Board policy when participating in extracurricular activities;
9. Be willing to volunteer information in disciplinary cases and cooperate with school staff;
10. Protect and take care of the school's property, and the property of others;
11. Dress and groom to meet fair standards of safety, health, and common standards of decency;
12. Avoid inaccuracies in student newspapers or publications and indecent or obscene language, both written



and verbal, (see [District Policy 505 Distribution of Materials on School Property or at School Events](#));

13. Express ideas in a manner that will not demean, offend or slander others (see [District policy 413 Harassment and Violence](#)). This includes, but is not limited, to the District cyber bullying [Policy 514 Bullying Prohibition](#).

Student Rules of Conduct

Disciplinary action may be taken for any behavior, which is disruptive of good order or violates the rights of others in school, at school activities (either home or away) or while on or in the vicinity of school property, including school buses, school vehicles, or school bus stops. (School Safe Zone, MN Stat. 123.932 and [District Policy 709 Student Transportation Safety](#). In addition, students involved in off-campus or out-of-school conduct that has a direct effect on the welfare of the school will be subject to school discipline. (MN Statute-Nexus Principle). The school has the authority and obligation to establish and enforce reasonable standards of conduct. In accordance with Pupil Fair Dismissal Act of 1974 and the 1983 Removal from Class Statute, a student may be removed from class, suspended, excluded or expelled from school for:

1. Willful conduct which materially and substantially disrupts the right of other students to an education.
2. Willful conduct which endangers the student or other students, or the property of the school.
3. Willful violation of any reasonable School Board policy and/or supplemental school building rules.

The following list identifies unacceptable acts subject to disciplinary action in the school district. Violation of any of these offenses before, during or after school hours while on school property, the school safe zone, the school bus, or any other school approved vehicle used to transport students; or at school functions or events held at other locations or the aiding and abetting of such acts will lead to the implementation of a disciplinary action or consequence.

However, a violation of [item #4 \(four\)](#) regarding possession, use and/or transmission of a weapon will lead to the immediate initiation of the due process procedure in the [District 501 School Weapons Policy](#).

1. Truancy and unauthorized absence;
2. Possession, use, and/or transmission (including being under the influence) of any narcotic drug, hallucinogenic drug, inhalant, intoxicating beverage, or any controlled substance, including the unauthorized use of prescription drugs;
3. Possession, use, and/or transmission of tobacco in any form;
4. [Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntari-](#)

ly possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school activities, in the safe zone, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events. See [District policy 501 School Weapons Policy](#).

5. Possession and/or use of any electronic device without teacher permission that disrupts the educational process;
6. Violations against persons such as verbal and/or nonverbal intimidation/threats; stalking; bullying; obstruction; assault; fighting; extortion; racial harassment; sexual harassment/violence, other harassment; (see [District Policy 413 Harassment Policy](#)) and/or indecent exposure (offensive, inappropriate or vulgar display of one's body);
7. Violations against property including tampering with, unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others; vandalism, trespassing; arson; theft or robbery;
8. Trespassing is the unauthorized presence on school property, including returning to school property without permission from the principal or assistant principal while on suspension or after being expelled;
9. Violations of school procedures or acts disruptive to the educational process, including civil discourse, disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, insubordination, use of profanity, improper activation of fire alarms, and unauthorized access to school data;
10. Violations of the Technology Usage Policy regarding technology software, hardware, the Internet, network, servers or any other technological device owned by the school or district;
11. Disrupting the cafeteria;
12. Failure to identify oneself when asked by a school employee or its designee;
13. Violation of school bus or transportation rules;
14. Violation of parking or school traffic rules and regulations;
15. Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism;
16. Student attire and/or personal grooming which creates a danger to health or safety; creates a disruption to the educational process or violates common standards of decency, and any apparel, jewelry, accessories, or matter of grooming which by virtue of its color, arrangement, trademark, or any other attribute (as primary purpose) denotes membership in an orga-



nized gang as defined by MN. Stat. 260.125

17. Criminal activity; and/or
18. Violation of other school rules, policies, or procedures.

Suspension from School

When it is apparent that a student, has shown an open disregard for specified school rules, or when the student's actions disrupt the academic process, the student will be suspended from school. Normally, prior to a suspension, the student will meet with an administrator to discuss the reason(s) for the suspension, the length of the suspension and the plan for re-admission. The student will have an opportunity to be heard, to hear all charges, and have an opportunity to refute the charges. If a suspension does result, the school administration will alert parents of the situation prior to sending the student home, or for the parent to pick up the student.

Suspension from school is viewed as a denial of the privilege of school attendance and reinstatement to classes will be governed by the provisions outlined in the State of Minnesota Pupil Fair Dismissal Act of 1974.

When a student is suspended:

1. Parent will be contacted to pick up student.
2. The student must contact his/her parent/guardian, by telephone (high school).
3. The student must leave school, as directed by the principal (high school).
4. Stay away from school and school functions unless the principal or assistant principal gives permission for a school visit to get instruction or assignments.
5. A re-entry conference must be set with the assistant principal.

Tennessee Warning

The Tennessee Warning informs the student what's going to be talked about, consequences for not sharing information, how information will be used and how private the information can be kept. Whenever a student (or parent on behalf of a student) is requested to provide information about them that is of a concern, they must be given the Tennessee Warning.

ACADEMIC HONESTY POLICY

As a teaching and learning institution, Fridley Public Schools places a high value on academic honesty. This includes respect for intellectual property, fully acknowledging the work of others, and the submission of authentic pieces of student work. We will work to prevent behavior resulting in a student gaining unfair advantage over others through: plagiarism, collusion, duplication of work, fabrication of data, accessing unauthorized material during assessments, and other similar behaviors.

Students are expected to:

- Appropriately cite all work found in outside resources such as books and websites
- Submit only work that is authentic and representative of their own knowledge and ability
- Support the learning of peers without allowing copying or submission of work done by others.

Consequences for academic dishonesty are outlined in the [District Policy 506 Student Discipline](#). Instances of academic dishonesty on assignments or assessments in IB Diploma courses will be reported to the IB in accordance with their policies. For more information see the [District Policy 596 Academic Honesty](#).

BUS CONDUCT AND CONSEQUENCES FOR MISBEHAVIOR

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

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

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

- Students are only allowed to ride their assigned bus. Students are not allowed to ride their friend's bus to go home with them. If a parent wants his/her child to go home with another student, that parent must transport their child there.
- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of



the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

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

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

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

BICYCLES

Bicycle racks are available for students at each school. It is the students' responsibility to secure their bicycle to the rack. All bicycles should be in a bike rack and not secured to posts of the school building. The schools accepts no responsibilities for bicycles.

PARKING LOT EXPECTATIONS

Student Driving Regulations and Parking Procedures

1. All student automobiles parked on school property must have a permanent current parking permit or daily parking permit clearly displayed on the vehicle's window.
2. Automobiles are to be parked appropriately in the parking lot designated for students. Students will be given a citation and/or towed if inappropriately parked in non-student area
3. The speed limit for all vehicles on the senior high grounds is 10 mph.
4. Automobiles are to be locked upon arrival and not entered until dismissal.

5. Students are not to be in the parking areas during the day unless they have a pass from the attendance office.
6. Students are not allowed to "loiter" in the parking lot before or after school.
7. Parking permits are to be used only by the person to whom the permit has been issued.
8. Students improperly or illegally parked will be issued a citation and may have their vehicles towed at their own expense on the second offense.
9. Students who leave the school parking lot during the day without a valid pass, or who take other students who do not have a valid school pass to leave school with them in their vehicle; will forfeit their parking privileges for the remainder of the school year. No refund will be made.
10. Students and parent/guardian agree to indemnify and hold harmless School District 14, its employees and agents for any loss, damage, or injury to the student, student's vehicle, or property which may result from parking or driving on school district property.
11. The parking fee is \$5.00 per year. There will be a \$5.00 charge per permit for each additional vehicle registered per student. A \$5.00 fee will also be charged for replacement of lost or stolen parking permits.

Should you be involved in an accident, report it to the attendance office, the Fridley police, and your parent. See [District Policy 527 Student Use and Parking of Motor Vehicle on School Property](#).

BULLYING PROHIBITION

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. See [District Policy 514 Bullying Prohibition](#), revised according to Minn. Statute 121A.031 for detailed information.

HARASSMENT AND VIOLENCE PROHIBITION

It is the policy of Fridley Public Schools to strive for a learning and working environment that is free from religious, racial, gender, or sexual harassment and violence. The School District prohibits any form of religious, gender, racial or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school employee of the School District to harass a pupil, teacher, administrator or other school employee through conduct or communication of a sexual nature or regarding religion, gender, and race. See [District Policy 413 Harassment and Violence](#), for more detailed information.



GANGS/THREATENING GROUP ACTIVITY

Gang/threat group activity such as the use of graffiti emblems, symbolism, hand gang signs, threatening language, jewelry, clothing, etc., is prohibited. Consequences may include: parent contact, police referral, suspension/expulsion. See [District Policy 506 Student Discipline](#).

HAZING PROHIBITION

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy and building practices. See [District Policy 526 Hazing Prohibition](#), for more information.

VANDALISM

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

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco free. District policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. No 18-year old is allowed to have tobacco or tobacco products on their person or use them on the school premises any time or day of the week. Any student who violates this policy is subject to school district discipline. See [District Policy 419 Tobacco Free Environment](#), for more information.

DRUG-FREE SCHOOL AND WORKPLACE

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. District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school [District policies 516 Student Medication and 506 Student Discipline](#).

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-

injury including, but not limited to: any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; 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 in regard to the possession, use, or distribution of weapons by students.

Discipline of students may include: 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. For a copy of the [District 501 School Weapons Policy](#) contact the building administration.

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 policies, practices, and/or the law. If a search yields contraband, school officials will seize the item(s) and where appropriate, give the item(s) to law enforcement 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 and building discipline practices which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to law enforcement.

Canine Search

At the request of the administration, law enforcement or licensed private agencies, trained dogs may be used on school premises and on school property to identify illegal or illicit material(s) as defined in the Student-Parent Handbook and/or Fridley Public Schools School Board policies and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or school district employees. The use of trained dogs to conduct these searches shall be unannounced and made at the discretion of the administration. Only the dog's official handler will determine what constitutes an alert by the dog. The use of dogs shall be for the purposes of inspecting particular items, places and/or vehicles and not persons.



Desks

School desks are the property of the school district. At no time does the district 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.

Lockers and Personal Possessions Within a Locker

Students are responsible for the lockers that they are assigned. Sharing lockers is not permitted. All backpacks, bags and purses should be left in the locker. Students are responsible for their own lockers. All lockers are issued in a clean condition and must be left in a clean condition before vacating the locker.

Any damage to the locker is the student's responsibility and should be reported to the attendance office immediately. The school reserves the right to remove illegal, dangerous, and unauthorized items from any and all lockers.

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.

Patrols and Inspections

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

Personal Possessions and Student's Person

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

Vehicles on Campus and Search of the Interior of a Motor Vehicle

The interior of a 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. See [District Policy 527 Student Use and Parking of Motor Vehicles on School Property](#).

CELL PHONES, & OTHER ELECTRONIC DEVICES

While it is recommended that you leave cell phones and electronic devices at home, if you bring them to school it is your responsibility to keep them secure. The school will not be responsible for lost or stolen items.

DRESS AND APPEARANCE

Students should be dressed appropriately for school activities and in keeping with community standards.

Appearance and dress are to be in good taste at all times. For health reasons, as well as community standards, proper school dress shall be enforced. Improper school dress may include anything deemed to be disruptive to the educational process.

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. The student's parent or guardian will be notified. See [District Policy 504 Student Dress and Appearance](#) in School.

PHOTOGRAPHIC OR RECORDING DEVICES

Use of any photographic or recording device, film camera, digital camera, cell phone camera or video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s) or video recording that impinges upon the personal privacy of another. No photography, video or audio recording is allowed in locker rooms, rest rooms, or anywhere else in a way that violates the privacy of an individual.

NUISANCE ITEMS

Each school in the district reserves the right to ban nuisance items that have a disruptive effect. Items such as squirt guns, water balloons, noisemakers, or dice, to name just a few, are not to be brought to school. Electronic devices are not permitted in the classrooms during the school day without prior approval by the teacher.

INTERNET ACCEPTABLE USE

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's sys-



tem is a privilege, not a right. Unacceptable use of the school district's computer system, technology, 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. See [District Policy 524 Internet Acceptable Use](#) for more information. Students are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign and return the Internet Use Agreement form annually.

Purpose

The purpose of technology at Fridley Public Schools is to support learning, expand communications, and improve instruction. The purpose of this policy is to set forth acceptable use of that technology. Local Area Network (LAN) and Internet access is available to the students and staff. The Internet offers vast, diverse and unique resources. However, the global network also provides access to controversial items and materials which may lack educational value. Given the global nature of the Internet, it is difficult for Fridley Public Schools and its staff to totally restrict knowledgeable users from accessing controversial materials. Therefore, it is imperative to establish clearly delineated guidelines for students and staff utilizing the various available technologies within the school.

Acceptable Use

Technology will be provided for the purpose of education or research, and be consistent with the educational goals and the objectives of the District.

Unacceptable Use

Unacceptable uses of technology include, but are not limited to the following:

1. Participating in any activity that is in violation of U.S. law, state law or Fridley School Board Policy. Examples are: unauthorized copying of any software, copying any copyrighted material and plagiarizing.
2. Wasting school resources, such as file space, paper, spamming, etc.
3. Gaining unauthorized access to resources.
4. Invading the privacy of another.
5. Attempting to gain unauthorized entry to any computer, network, file, database, network device, workstation, IP address or communication.
6. Posting anonymous messages, personal contact information about any individual or sending network messages.
7. Using district equipment for commercial or private advertising or political lobbying.

8. Using district property for private, financial, or commercial gain.
9. Engaging in any unauthorized chat room activities.
10. Engaging in acts of vandalism such as, but not limited to; unauthorized copying of software to or from the network that has a computer virus causing damage or failure of technology devices, destruction of others files or work saved on computer or server, accessing, submitting, posting, publishing or displaying either privately or publicly defamatory, discriminatory or inaccurate, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

Inappropriate use of technology from outside the school may result in disciplinary action if there is a connection back to school and either of the following occurs:

1. The student's actions violate a legitimate school policy or law.
2. The school can show a substantial disruption or legitimate safety concern.

Any violation of the district's procedure and rules may result in the loss of technology usage privileges including the Internet. Additional disciplinary action may be determined at the building level, in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in this Student Parent Handbook. When applicable, law enforcement agencies may be involved.

Important Notice

Fridley Public Schools will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safeguard is foolproof. The user is responsible for not seeking or initiating access to inappropriate material and is also responsible for reporting incidents should they occur. The district will not assume responsibility for unauthorized financial obligations resulting from school-provided access to the Internet.

Computer Lab Rules

1. Beverages, food, candy and gum may not be brought into the lab.
2. Use your assigned computer only and do not let others use it.
3. Malicious mischief, i.e. changing defaults, changing the desktop or shortcut bar or tampering with the monitor settings in any way will result in a consequence.
4. Each school's Student Technology Usage Procedure and the District Internet Acceptable Use Policy are in effect. Due to limited resources, such as bandwidth



and file space, games and music are not allowed.

5. As a matter of courtesy for the next student, your work area should be clean when you leave and you should log off the network.
6. Consequences for not following lab rules include, but are not limited to, loss of class points, disciplinary report to the assistant principal, cancellation of user privileges, and possible removal from class.

Limitation of Liability

Fridley Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district is not responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, and service interruptions or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through or stored on the system. The district is not be responsible for financial obligations arising through the unauthorized use of the system.

District Access to Files

Students should expect only limited privacy regarding the contents of their personal files on the district network.

Routine maintenance and monitoring of the District network will be conducted and may lead to the discovery that students have violated the Acceptable Use Procedure. Appropriate actions will be taken in keeping with Board policies, Fridley Student-Parent Handbook regulations and/or the law.

An individual search will be conducted if there is reasonable suspicion that students have violated the district's Acceptable Use Procedure. If a violation has occurred, appropriate actions will be taken in keeping with the School Board policies, Fridley Parent Student Handbook regulations and/or the law.

The investigation will be reasonable and related to the suspected violation.

If a student is under the age of eighteen (18), their parents/guardians have the right at any time to request to see the contents of the student's network folder.

Monitoring

The school district reserves the right to review any material on user accounts and monitor file server space in order for the administration to make determinations on whether specific uses of the network are appropriate.

Privilege

Use of the network and Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions

and rules, may result in cancellation of the privilege and/or other disciplinary action. The administration, under this agreement, has the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holder or user.

Plagiarism and Copyright Infringement

Students will not plagiarize works found on the Internet or the district network. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to themselves. Students will respect the rights of copyright owners. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not they can use a work, students should request written permission from the copyright owner. This applies both to textual material, graphics, music and software programs.

Violations

1. Fridley Public Schools will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
2. In the event there is a claim that students have violated the Acceptable Use Procedure, students will be provided notice of the suspected violation and an opportunity to be heard in the manner set forth in Fridley Student-Parent Handbook.
3. Any violation of acceptable use procedures and rules may result in the loss of privileges to use school-provided technology, including the Internet. Additional disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Fridley Student Parent Handbook. When applicable, law enforcement agencies may be involved.

GUESTS AT SCHOOL DANCES (HIGH SCHOOL)

School rules are in effect during ALL school activities. All students need a photo ID to enter school dances. In addition, the following policy and procedures below will be enforced: Guests may accompany Fridley High School students to Prom and other school dances if:

1. A Dance Consent Form has been completed and returned to the main office by 3:05 pm the day before the dance.
2. Each Fridley student may register only one guest per dance in the main office by 3:05 pm the day before the dance.



3. All student guests must bring a valid student ID and/or driver's license for verification purposes.
4. Guests may not be older than 19 years old.
5. Dances typically run from 8:00 – 11:00 pm.
6. All students and guests must follow the rules of the school regarding appropriate behavior and/or attire at a school dance. The rules for appropriate behavior and/or attire are the following:
 - Be respectful and polite to others and staff.
 - No revealing or inappropriate clothing or costumes, as deemed inappropriate by the chaperone(s) or staff members in attendance.
 - No dance grinding; meaning, no rubbing up on a person, bending over in front of another person and dancing, wrapping legs around a person and dancing or other inappropriate grinding dance as defined by the chaperone(s) or staff members in attendance.
 - All school rules apply during a dance that would apply during the school day.
 - Students must follow the directions or special instructions given for a particular dance or by any staff member.

Failure to follow any of the above rules or guidelines can result in student discipline, including but not limited to, being asked to leave the dance, not being allowed to attend future school dances or activities, detention, suspension, or any other student consequence or discipline as defined in this Student-Parent Handbook.

Homecoming

Homecoming is the first big high school event of the year. Each year, one week is set aside for the homecoming activities. There are five senior girls and five boys elected by the senior class to run for Homecoming Queen and King. The Queen's court also has a junior, sophomore, and freshman class princess and escort selected by their respective class.

Junior-Senior Prom

The Junior-Senior Prom is planned by the Prom Committee. This event is for juniors and seniors and their guests. In order to bring a guest, you must complete our guest form and return it to the assistant principal for approval before bringing any guest to a dance.



EARLY CHILDHOOD SCREENING

Fridley Public Schools provides Early Childhood Screenings to its community at no cost to parents. These screenings are for children ages 3 1/2 – 5-years old and include a review of the child’s immunizations, a snapshot of the child’s vision, hearing, and developmental progress. Screenings are required before a child can enroll in a public school, i.e. 4-year old preschool program and kindergarten. To schedule a screening for your child, please call 763-502-5111 or schedule an appointment online at <https://fridley.ce.eleyo.com>. Dates of Early Childhood Screening are listed on the district’s website and printed school calendar.

HEALTH INFORMATION

The student health office at each school is staffed by a trained health assistant who works under the direct supervision of a licensed school nurse.

First Aid

The health office in each building is equipped to handle minor injuries requiring first aid. If the health 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.

The district has installed Automated External Defibrillators (AEDs) in every building. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

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

General Practice

If a child has a fever of 100 degrees or more, the child should stay home until free of fever without medication for 24 hours.

If a child is vomiting or having diarrhea, the child may return when no vomiting/diarrhea for 24 hours after last episode

If a child has any rash that may be disease related, or has an unknown cause, please check with the family physician before sending the child to school.

If a child has a persistent cough or thick, continuous nasal drainage that would make it hard to learn, please keep the child home until symptoms improve.

If your child becomes ill or injured while at school, you will

be notified. You will be required to pick up your child or make arrangements for someone to pick up your child as soon as possible.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires **all medication to be current (not expired)** and the following:

- Long term prescriptions (2 weeks or more) **require** a written order from a licensed prescriber, written permission from a parent/guardian, **and** the original pharmacy labeled container.
- Short term prescriptions (less than 2 weeks) require permission from a parent/guardian **and** the original pharmacy labeled container.
- Non-prescription, long and short term – requires written permission from a parent/guardian and the medication provided in the original labeled container. Administration of non-prescription medication must not exceed labeled directions **and** must be age appropriate (i.e., Junior Strength or Children’s if under age 12). Due to space constraints, it is helpful if you can send a smaller sized bottle with your student.

A “Request to Administer Medication” form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to [District Policy 516 Student Medication](#), 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.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contra-indicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians. The school district will maintain a file containing



the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact your school's health office.

VISION AND HEARING SCREENING

Health Service will provide vision and hearing screening for all students in preschool, second and fourth grade, as well as those having vision and/or hearing concerns. The health assistant or school nurse will inform the parent/guardian of students if test results indicate that additional evaluation is needed.

VISITORS IN DISTRICT BUILDINGS

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to check in at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Students are not allowed to bring visitors to school without prior permission from the principal or assistant principal. See [District Policy 903 Visitors to Schools and School-Sponsored Activities](#) for more information.

ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the building administration. 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 contact the parent(s).

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" policy that includes a building-specific crisis management plan for each school.

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 in accordance with mandated state statutes. See [Policy 806 Crisis Management](#).

EMERGENCY DRILLS

It is necessary for all students to be knowledgeable about emergency procedures. School staff conducts all emergency drills in compliance with state law. Classroom teachers will educate students on practice drill procedures for fire, severe weather, and lockdown.

QUALITY MONITORING AND MANAGEMENT PLAN

Fridley Public Schools complies with state law that requires school districts to conduct specific environmental testing and quality monitoring and notify parents and its community of results of those tests, which includes:

- Air Quality Testing
- Asbestos Testing
- Lead-in-Water Testing
- Radon Testing

Testing reports and quality management plans are available on the district website. Copies of management plans and test results are also available in the district's Buildings and Grounds Office located in Fridley High School at 6000 West Moore Lake Drive, Fridley, MN 55432.



TRI METRO CONFERENCE

The Fridley Tigers compete in the Tri Metro Conference. Schools in the conference are Fridley, Academy of Holy Angels, Brooklyn Center, Columbia Heights, Concordia Academy, DeLaSalle, Saint Agnes, St. Anthony Village, St. Croix Lutheran, and Visitation.

ATHLETIC INJURY BENEFITS/INSURANCE

Fridley school district does not carry accident insurance on students attending Fridley Schools. It does, however, provide an opportunity for all students to purchase a lower cost insurance that covers all school-related activities, and an option to purchase coverage for football. Information regarding this program and how it can be purchased will be made available early in the school year. If a student participates in this insurance program, he/she will be covered according to the policy that is purchased. Questions regarding insurance for athletics should be directed to the Activities Director. All other insurance questions should be directed to the Director of Finance. Students are encouraged to talk over their family coverage with parents to determine whether or not additional coverage is necessary.

INTERSCHOLASTIC ATHLETICS & ACTIVITIES

A fee to participate is charged to all athletes grades 7-12.

In order to be eligible for regular season and MSHSL tournament competition, a student must be a fully enrolled as an undergraduate member of his or her school and in good academic standing as defined by the State Department of Education. A student who is under penalty of exclusion, expulsion, or suspension, or whose character or conduct violates the Student Code of Responsibilities, is not in good standing and is ineligible for a period of time as determined by the principal. Students participating in all MSHSL awards presentations must be in school approved attire.

STUDENT CODE OF RESPONSIBILITIES

The member schools of the Minnesota State High School League (MSHSL) believe that participation in interscholastic activities is a privilege, which is accompanied by responsibility.

A student participating in his/her school's interscholastic activities, understands and accepts the following responsibilities:

- Will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- Will be fully responsible for his/her own actions and the consequences of those actions.
- Will respect the property of others.

- Will respect and obey the rules of the school and the laws of the community, state and country.
- Will show respect to those who are responsible for enforcing the rules of the school and the laws of the community, state and country.

ELIGIBILITY AND TRAINING RULES

As a member of the Minnesota State High School League, Fridley High School and the students who represent Fridley High School are governed by eligibility and training rules, as prescribed in the Minnesota State High School League Official Handbook. In addition to the rules designated by the MSHSL, student athletes and activity participants are bound by the following policies.

ATHLETIC ELIGIBILITY SUMMARY SHEET

Academic

The academic eligibility policy of Fridley High School is patterned after the MSHSL guidelines which indicate that a student must be making satisfactory progress toward graduation. Our policy is to examine the grades earned by our athletes each trimester.

1. Can't have two F's:
 - a. Two in one semester
 - b. One in two consecutive semesters
 1. Freshman - probation - practice and play - (all classes passing at mid-semester or no games/practice only).
 2. Sophomores - restricted - no games, only practice - (all classes passing at mid- semester or dismissed for the season).
 3. Juniors/seniors - ineligible- summer school may replace a failed credit after the fact.

Student may request an appeal due to special circumstances.

2. Must be "on track" to graduate
 - a. Once a student falls behind in credits based on the grade level chart, they must have one full semester of passing all classes and show a plan for making up the credits that were lost.
 - b. If a student fails anywhere along the way, they have to show one complete semester of passing all credits and show a plan for making up the credits that were lost to regain eligibility.

Attendance

A student is expected to be in school for the full day if he/she wishes to participate in after school activities or team



practice.

Parents should call in before the student arrives or pre-approve the absence.

1. All students must be in school by 8:35 am in order to practice or play that day.
 - a. 1st time: warning, parent called and team consequence.
 - b. 2nd time: no practice or play for that day and team consequence for absence
 - c. 3rd time: student is ineligible for practice or play that day, ineligible for game competition for one week.

Tardies

All students are expected to be in class on time, every hour, every day.

- a. Coaches may have their own tardy policy.
- b. If the school has a tardy policy, it will be supported by the activities department. Chronic tardies may involve loss of playing time and team privileges.

ALCOHOL, TOBACCO, DRUGS AND MARIJUANA RULE FOR PARTICIPANTS IN MINNESOTA STATE HIGH SCHOOL LEAGUE ACTIVITIES AND OTHER DRAMA AND MUSIC ACTIVITIES

Fridley Public Schools recognizes that the use of alcohol, tobacco or other mood altering drugs can be a significant health problem for many young people and may result in negative effects on behavior, learning and the total development of each individual. It is also a violation of School Board policies to use, possess, or be under the influence of alcoholic beverages, tobacco, or other drugs or narcotics at school, on the school grounds, or at school sponsored activities, or the home or community.

Current disciplinary policy deals with violations for offenders during the course of the regular school day or during school activities.

Special rules are in effect for students participating in Minnesota State High School League sponsored activities in athletics, music and drama.

Rule

Throughout the calendar year (including the summer break) and not limited to the season or period of the activity, a student whose name appears on a Minnesota State High School League eligibility list shall not:

1. Use or possess a beverage containing alcohol;
2. Use or possess tobacco;

3. Use or consume, possess, buy, sell or give away marijuana or any substance defined by law as an illegal drug.

Penalties

Below are minimum penalties for violating the rules. Coaches and/or directors may recommend harsher consequences. In order to serve eligibility penalties, students can do so only by completing the entire season.

ATHLETICS

First Violation

After confirmation of the first violation, the student shall lose eligibility for 25% of the varsity season or two weeks of a season in which the student is a participant, whichever is greater.

Second Violation

After confirmation of the second violation, the student shall lose eligibility for 6 weeks of a varsity season.

Third Violation

After confirmation of the third violation, the student shall lose eligibility for the next twelve months in which the student is a participant. Per MSHSL Rules, a student may make an appeal to the Activities Director.

An athlete forfeits any post-season awards and career awards including the Fridley Letter, All-Conference and Honorable Mention, Hall of Fame, Athena Awards, with any violation.

DRAMA

First Violation

School administration will look at the severity of the offense as well as the impact on the overall production, school, and community. The minimum 1st offense violation will be two nights of a production served concurrently. The student must remain in good standing throughout the rehearsal schedule and total run of the whole production for the penalty to classify as served. A student may not participate in any MSHSL sponsored activity until the penalty is served. This will remain with the student through graduation.

Second Violation

After confirmation second violation, the student shall be dismissed from the current drama production and shall be ineligible to participate in the next scheduled drama production.

Third Violation

After confirmation of the third violation, the student shall be dismissed from the current drama production and shall be ineligible to participate in any scheduled drama production that commences practice within the next twelve calendar months.



MUSIC, CURRICULAR GROUPS

First Violation

After confirmation of the first violation, a student enrolled in band or choir shall lose eligibility for the next scheduled local performance or Minnesota State High School League contest outside of the classroom.

Second Violation

After confirmation of the second violation, a student enrolled in band or choir shall lose eligibility for a minimum of two scheduled local performances and/or Minnesota State High School League contests outside of the classroom.

Third Violation

After confirmation of the third violation, a student enrolled in band or choir shall lose eligibility for all local performances or Minnesota State High School League contests outside of classroom instruction.

Any performance involving the grading of the student shall be made up by direction of the teacher.

Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, sophomore or freshman team or activity, or any student whose name has appeared on an eligibility list or any of these activities.

Whenever an athlete chooses to satisfy the penalty for a violation by joining a sport in which he/she has not previously participated, he/she must join this sport at the beginning of its season and participate the entire season. The basic expectations of the sport (i.e., attendance at practices, participation in contests, etc.) must be met by the athlete. It shall be the responsibility of the Athletic Director to determine if these requirements have been met.

A student participating in drama and/or music activities forfeits any post-season awards including the Fridley Letter, Hall of Fame, and Most Valuable awards with any violations.

Practice of MSHSL Participants During a Period of Ineligibility

1. After the first or second chemical violation, a student may practice with a team or group, but not be in uniform for contests.
2. During the period of academic ineligibility, the student may be allowed to practice with the team or group.

The coach or activity advisor having the responsibility for the ineligible student shall make every effort to see that the student's return to the sport or activity, following the period of ineligibility, is as successful and positive as possible.

This policy shall be subject to the review of the eligibility committee, when so determined by the administrative team.

Curricular and Co-Curricular Participation after an Absence

A student must be in school all day if he or she wishes to participate in any after school event or team practice. Special situations should be discussed with the assistant principal, athletic director or principal as they occur.

ACTIVITIES & CLUBS

Fridley High School encourages students to get involved in activities in school. The following list includes most of the clubs and activities (not including athletics) in which students may participate. Students are encouraged to ask classmates and faculty how to get involved.

Fine Arts Opportunities: Marching Band, Pep Band, Jazz Band, Fall Musical, Fall Danceline, One Act Play, Vocal Ensemble, Band Ensemble, Speech, Spring Production, Visual Arts.

Clubs: AASU (African-American Student Union), Art Club, Chinese Club, Clay Target Club, EXCEL, Gay Straight Alliance, German Club, Key Club, Link Crew, Math Team, National Honor Society, Performing Arts Club, Robotics, S.A.L.T., Science Club, Spanish Club, Student Council, Youth In Government.



This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as “not proficient” for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us) (education.state.mn.us > Students and Families > Statewide Testing).





Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments Your student’s district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student’s school.

To best support school district planning, please submit this form to the student’s school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 2020-2021 school year.)

Student’s Legal First Name _____ Student’s Legal Middle Initial _____

Student’s Legal Last Name _____ Student’s Date of Birth _____

Student’s District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will be counted as “not proficient” for the purpose of school and district accountability and waive the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state’s efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____



FOOD ASSISTANCE

Backpack Program / Weekend Meals

Fridley Public Schools offers a Backpack/Weekend Meals program to all students in the district. The backpack program is a word-of-mouth, referral based program that helps provide food resources to students and families who are in need. Students will be able to carry home with them on Friday afternoons a backpack full of various food for the weekend, and then simply return the backpack on Monday morning. Please contact your student's school social worker to enroll in this program.

Local Food Shelf

The Southern Anoka Community Assistance (SACA) Food Shelf serves families in Columbia Heights, Hilltop, Fridley and Spring Lake Park. SACA assists over 500 families in the community on a monthly basis, giving over 45,000 lbs of food. SACA also has a low barrier homeless youth program (ages 21 and under). There is also a Christmas toys program and complete holiday meal for either Thanksgiving or Christmas. To learn more, call 763-789-2444 or visit www.sacafoodshelf.org. SACA is located at 627 38th Avenue NE, Columbia Heights.

Fare For All

A non-profit volunteer based cooperative food buying program. Monthly food packages available for about \$17 and 2 hours of volunteer service in some capacity. Contact Fare for All for all locations via phone at 763-450-3880 and is available at the Fridley Community Center.

SUPPORT STAFF

School Social Workers

Each school in the district is staffed with a licensed social worker, a trained mental health professional to assist with mental health concerns; behavioral concerns; positive behavioral support; academic and classroom support; attendance concerns; consultation with teachers, parents and administrators; as well as provide individual and group counseling. In addition to these supports, the role of the school social worker is to connect students and families to various resources in the community. The social workers also serve as their designated building homeless liaison to help students and families who are experiencing homelessness.

Equity Specialists

The district support services include equity specialists. The role of the equity specialists is to support students and their families by providing information, educational services and intervention services. Equity specialists work to empower students to achieve to the best of their ability by helping with issues both at school and at home. The specialists also serve as a link between diverse and cultural differences among students and school personnel.

HAYES ELEMENTARY SCHOOL

Social Worker: 763-502-5232

Equity Specialist: 763-502-5220

Nurse: 763-502-5227

STEVENSON ELEMENTARY SCHOOL

Social Worker: 763-502-5310

Equity Specialist: 763-502-5300

Nurse: 763-502-5327

FRIDLEY MIDDLE SCHOOL

Social Worker: 763-502-5575

Equity Specialist: 763-502-5406

Nurse: 763-502-5627

FRIDLEY HIGH SCHOOL

Social Worker: 763-502-5660

Nurse: 763-502-5627

AREA LEARNING CENTER

Social Worker: 763-502-5145

FRIDLEY PRESCHOOL & COMMUNITY EDUCATION

Social Worker: 763-502-5121

Nurse: 763-502-5114

ADDITIONAL RESOURCES

Back-to-School Resource Fair

To support parents and help prepare students for a new school year, Fridley Public Schools holds an annual free Back-to-School Resource Fair event in late August. All district students are eligible to receive a free backpack filled with school supplies, while supplies last. Students must be accompanied by a parent or guardian. Please see the district calendar or website (www.fridley.k12.mn.us) for more information.

Youth Services Network (YSN)

Provides youth-specific resources in the Twin Cities including real-time shelter bed availability, food, outreach workers, drop-in centers, etc. Use the YSNMN app or visit YSNMN.org

YMCA - Youth Resource Line

The Youth Resource line is a free message line for youth 12-24 who are homeless or at-risk. The YMCA staff will help you problem-solve with information on community resources and referrals. They can be contacted via phone at 763-493-3052 from 8am – 8pm daily.

Heading Home - Anoka Housing Collaborative

Provides housing resources within Anoka County. Please visit www.AnokaCounty.us/BasicNeeds or contact them via phone at 763-324-1215.

Alexandra House

Free and confidential services for victims of domestic violence and sexual violence that include: support groups, assistance in filing protection orders and legal representation at hearings, family law legal clinics, crime victim advocacy following a domestic or sexual assault, safety planning, information, and referral. They can be contacted via phone at 763-780-2330.

Metro Transit - TAP Program

Discounted Metro Transit rides for low income families. Visit <https://www.metrotransit.org/tap-riders> for more details.



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APPENDIX

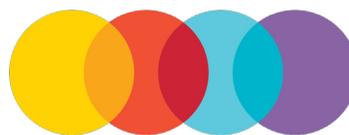
- Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing
- Community Resource Guide

INSERT (CENTER OF HANDBOOK)

- Handbook Acknowledge Form
- Internet Acceptable Use Agreement Form
- Media Release Form
- District Calendar
- District Map

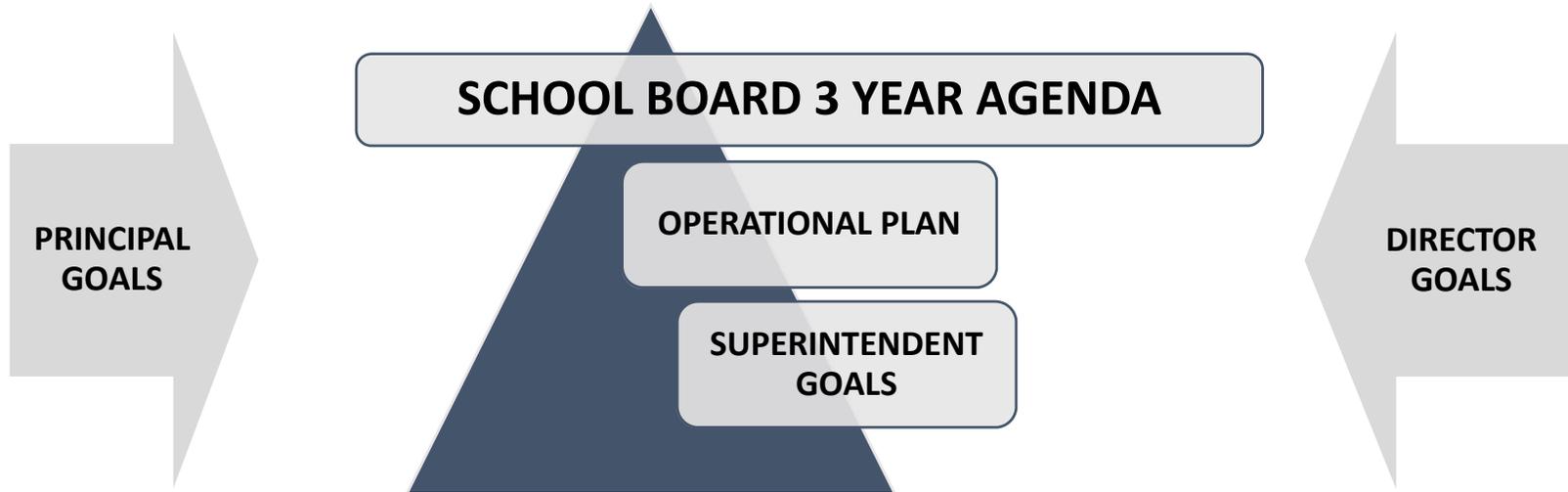


2020-21 Student-Parent Handbook

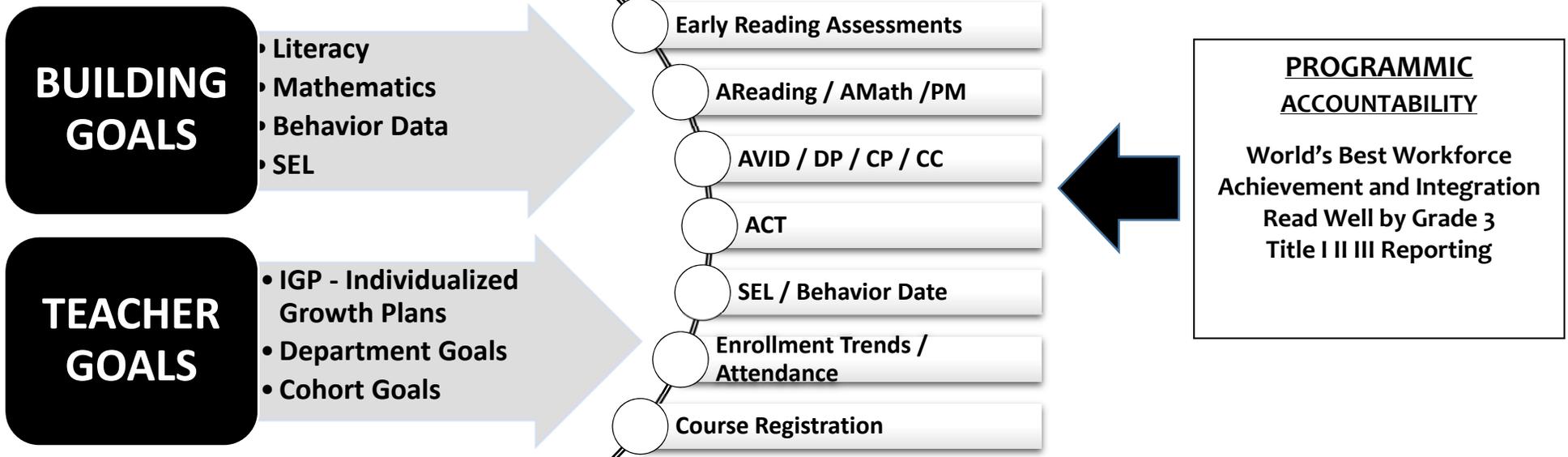


IB CONTINUUM

Fridley Public Schools
International Baccalaureate World Schools



DATA SUMMATIONS and PROGRAM VISION



FRIDLEY PUBLIC SCHOOLS ENROLLMENT

as of June 11, 2020 (End of Year)

		K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Elementary Schools	Hayes Elementary	103	110	90	108	115									526
	Stevenson Elementary	108	93	98	93	97									489
	Elementary Totals	211	203	188	201	212									1015
Secondary Schools	Fridley Middle School						213	241	200	211					865
	Fridley High School*										243	254	205	176	878
GRAND TOTAL		211	203	188	201	212	213	241	200	211	243	254	205	176	2758

*High School total does not include full-time PSEO students

Enrollment Comparison: 2018-2019 to 2019-2020

Grade	2018-19 School Year										2019-2020 School Year								19-20 Adopted Budget (Rev Feb)	Current Month +/- Adopted	
	2018-19 School Year									EOY	2019-2020 School Year							EOY			
	Oct 1 2018	Dec 1 2018	Jan 1 2019	Feb 1 2019	Mar 1 2019	Apr 1 2019	May 1 2019	June 1 2019	June 6 2019	EOY 2019	Oct 1 2019	Dec 1 2019	Jan 1 2020	Feb 1 2020	Mar 1 2020	Apr 1 2020	May 1 2020	June 1 2020			June 11 2020
Kindergarten to 4th	998	1011	1005	1013	1009	1008	1005	1009	1009	1009	989	1005	1009	1006	1010	1013	1012	1015	1015	986	29
5th to 8th	874	870	867	870	866	869	864	866	865	865	828	845	849	854	861	863	865	865	865	820	45
9th to 12th*	865	860	854	869	859	838	826	859	855	855	866	877	878	873	884	894	891	892	878	872	6
Kindergarten to 12th	2737	2741	2726	2752	2734	2715	2695	2734	2729	2729	2683	2727	2736	2733	2755	2770	2768	2772	2758	2678	80
ECSE	6	17	18	19	28	31	36	38	41	41	27	31	30	31	31	34	36	35	39	25	14
Full-time PSEO Students	78	78	77	76	86	86	86	48	45	45	47	48	48	47	47	48	48	46	46	0	46
Transition	11	10	10	10	9	10	9	9	9	9	6	4	3	3	3	3	3	3	3	12	-9
Full-time ALC	54	48	49	61	64	63	63	49	45	45	58	64	62	58	57	59	56	49	47	57	-10
Not Eligible for 1.0 ADM	149	153	154	166	187	190	194	144	140	140	138	147	143	139	138	144	143	133	135	94	41
Total Kindergarten to 12th	2886	2894	2880	2918	2921	2905	2889	2878	2869	2869	2821	2874	2879	2872	2893	2914	2911	2905	2893	2772	121
Four-Year Old Preschool	140	139	138	139	140	140	140	140	138	138	140	139	139	139	139	140	140	140	140		
TOTAL ENROLLED	3026	3033	3018	3057	3061	3045	3029	3018	3007	3007	2961	3013	3018	3011	3032	3053	3051	3045	3033		

*9th to 12th total does not include full-time PSEO students