



Fridley Public Schools School Board Work Session Agenda

Tuesday, July 21, 2020 at 5:30 PM

Fridley Community Center

6085 7th Street NE

Fridley, MN 55432

A. Signing Required Documents

B. **GOVERNANCE AND POLICY**

1. Operational Plan by Budget

C. **OVERSIGHT OF OPERATIONS**

1. Legal, Staffing and Personnel Update

a. New Contracts, Amendments, Leaves of Absence, Terminations, Resignations, and Retirements

b. 2019-2021 Custodian Master Agreement

2. Finance and Operations Update

a. Architect Facility Plans Review / Grade Span Change

b. Long Term Facilities Maintenance Plan (LTFM)

c. Review & Comment / Capital Projects Levy Renewal

3. 2020-21 Agreement to Provide Special Education & Related Staffing by NE Metro 916

4. 2020-2021 Student-Parent Handbook

5. Partnership Updates

a. Northwest Suburban Integration School District held on June 17, 2020

D. **BOARD GOVERNANCE POLICY**

1. Board Organization / Positions

2. School Board Open Position Applications

E. **INFORMATIONAL ITEMS**

1. 2020-2021 School Year Update

2. Student Enrollment

3. Tentative Board Agenda Items for 2020-2021

F. **PUBLIC FORUM**

Personnel Changes 2020-21 School Year

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

First Name	Last Name	Assignment	Step/Lane/Salary	School
Christine	Nalepka	Summer Strength Training Coach	Schedule C	FHS
Bryce	Richter	Summer Strength Training Coach	Schedule C	FHS
Eric	Wright	Summer Strength Training Coach	Schedule C	FHS
Erin	Green	Summer Strength Training Coach	Schedule C	FHS

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

First Name	Last Name	Assignment	Step/Lane/Salary	School
Joshua	Baumgartner	Teacher	BA+40/5	RLS
Travis	Bertram	Teacher	BA/2	FMS
Kevin	Bottiger	Teacher	BA/9	Hayes
MacKenzie	Bottolfson	Teacher	BA/1	Hayes
Justyn	Burgess	Teacher	MA/5	FMS
Sylvester	Carver	Assistant Principal	AP/Step 1	FMS
Theodore	Cullen	Teacher	BA/step 1	FHS
Heather	Dunham-Sunde	Teacher	BA+40/1	Hayes
Fernando	Lesniak	Teacher	MA+10/7	FHS/FMS
Kelsey	Groebner	Teacher	BA+10/8	FMS
Anthony	Helmer	CE Catalog Class Instructor	Per CE schedule	FCC
Hamdi	Husein	FY LTS Counselor	MA/Step 1	Hayes
Clare	Johnson	FY LTS Teacher	BA/6	Hayes
Hannah	Johnson	Teacher	MA/4	FHS
Tiffany	Nielsen-Winkelman	Teacher	PhD/8	Hayes
Caitlin	Ostman	Social Worker	MA/5	RLS
Tayla	Peterson	Teacher	BA/6	FMS
Bryce	Richter	Head Boys Basketball Coach	Schedule C	FHS
Erika	Schmieg	Teacher	MA/3	FMS
Samantha	Stewart	Teacher	BA/4	FMS
Hess	Trevor	Teacher	BA/2	FMS
Lisa	Valentine	Teacher	MA+10/8	FMS

Individual Contracts and Amendments (2020-2021)

First Name	Last Name	Assignment	Step/Lane/Salary	School
Bryan	Brown	Director of Buildings and Grounds	Individual Contract	District
Katherine	Talafous	IB Coordinator	Individual Contract	District

Resignations (2019-2020)

- Karyn Meier resigned her teacher position at Fridley High School, effective June 12, 2020.
- Sarah Vana resigned her teacher position at Hayes Elementary School, effective June 12, 2020.
- Andrea Orem resigned her teacher position at Hayes Elementary School, effective June 12, 2020.
- Youa Steffan resigned from her year-long leave of absence from her paraeducator position at Hayes Elementary School, effective July 8, 2020.

Resignations (2020-2021)

- James Hamill resigned his custodian position at Fridley Middle School, effective July 16, 2020
- Donald Morrell resigned his custodian position at Fridley Middle School, effective July 22, 2020.

Retirements (2019-2020)

- Kathleen Moore retired from her secretary position at Fridley Middle School, effective June 23, 2020.

Master Agreement

Between

Fridley Independent School District 14
School Board
Fridley, Minnesota

and

Custodians or Custodian Engineers

July 1, 2019 through June 30, 2021

Fridley Independent School District 14
2019-2021 MASTER AGREEMENT
Custodians or Custodian Engineers

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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 Education Minnesota Fridley Custodians AFL-CIO, hereinafter referred to as the Union in compliance with the Public Employment Labor Relations Act of 1971 as amended, mutually agree to the following terms and conditions of employment for the duration of this contract.

Article I

Collective Bargaining

The Employer recognizes and shall abide by the principles of collective bargaining as relating to wages, hours of employment and working conditions, and further recognizes the Union as the sole and exclusive bargaining agency for all custodians and custodian-engineer employees except those designated as supervisory or confidential employees.

Article II

Adhere to Agreement

The Employer shall not enter into any agreement with custodian or custodian-engineer employees, 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 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 employees.

Article III

Discipline, Discharge, Probationary Period, and Personnel Files

Section 1. Probationary Period

An employee under the provisions of this Agreement shall serve a probationary period of 120 working days of continuous service in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourses to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 2. Completion of Probationary Period, Discharge, Discipline

An employee who has completed the probationary period will have a disciplinary action taken against them 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.

Progressive Disciplinary action may include the following:

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

Subd 1. Whenever possible, the District shall discuss with the Custodian(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. Custodians 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 a Custodian 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. Probationary Period, Change of Position

In addition to the initial probationary period an employee transferred or promoted to a different position shall serve a new probationary period of thirty (30) working days in any such new position. During this thirty (30) working day probationary period, if it is determined by the School District that the employee's performance in the new position is unsatisfactory, the School District shall have the right to reassign the employee to the former position. The employee has the right to return to his/her former position within thirty (30) working days.

Section 4. Personnel Files

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

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

Subd 2. As provided by law, Custodians 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. Custodians 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. Right to Views

Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any custodian or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of

public employment or their betterment, so long as the same is not designated to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative or the employer.

Section 6. Anniversary Date

For purposes of determining eligibility for an experience increment wage increase, step advancement, vacation accrual, 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.

Article IV Assignment

Section 1. Basic Work Week

A regular work week shall consist of 5 eight-hour days exclusive of lunch. Authorized overtime is to be paid at the rate of time and one half. The foregoing hours represent the normal work day and shall not be considered a guarantee nor preclude part time employment, according to Federal Fair Labor Standards Act (FLSA).

Section 2. Shifts and Starting Time

All employees will be assigned starting time and shifts as determined by the School District.

Subd. 1. Starting times and shifts will be determined at the beginning and end of the school year. First shift will end no later than 6 p.m. Second shift will end no later than 1 a.m. Third shift will end no later than 8 a.m.

Subd. 2. Once a shift is established, at least two (2) weeks' notice shall be given before a change.

Subd. 3. When an employee is absent from work for more than five (5) days, the employee's shift shall be offered to current building custodians in seniority order. A substitute, if any, will be assigned the remaining shift. If a suitable substitute is not available, the shift change will not occur.

Subd. 4. Shifts may be adjusted on non-student contact days with a mutual agreement among the employee, the building principal, and the Director of Building and Grounds.

Section 3. Tuition for Course of Study

With the School District's prior approval, employees shall be reimbursed for the cost of tuition for a course of study in areas related to the employee's job responsibilities under the following conditions:

1. The course requested is related specifically to the employee's job functions;

2. Transcript verifying a "C" grade or above, or a certificate of satisfactory completion if lesser grades are not assigned, is received; and
3. Attendance at a minimum of 90% of the class sessions is verified by the instructor.

Section 4. State of Minnesota Engineer License

Employees in classifications II, III, IV, V and VI, of the wage schedule must have and maintain a State of Minnesota Engineer license not less than 2nd Class C Grade. The School District reserves the discretion to grant a new hire up to two (2) years to obtain licensure under this provision. Failure to maintain licensure will be cause for immediate discharge. It is the responsibility of the employee to obtain and maintain the licensure and for all associated costs.

Section 5. Training

Training and other professional development opportunities in the areas of machinery, equipment operation, licensure and certification including DOT driving certification may be provided for all unit members who desire such training as approved by the district.

Section 6. Workshops Staff Development

The school district will pay for all reasonable employee expenses to employees who are required by the school district to attend workshops, schools or meetings to maintain the necessary skills for the employee's position. Attendance at meetings, conventions, and workshops related to the employee's position will be granted without the loss of pay provided that the time for attendance is approved in advance by the employee's Principal or Director. Any employee may be given the option to attend a workshop of the employee's choosing for self-improvement subject to the building principal's or the appropriate director's approval.

Article V Vacations

Section 1. Eligibility

For employees with less than 1 year of service, as defined by Article III, Section 6, vacation will be earned and allocated to employees on a monthly basis.

If an employee does not complete his/her probationary period, any unused vacation will not be paid out to the employee, and any vacation used during the probationary period will be considered unearned and will be deducted from gross pay on the employee's final paycheck.

Section 2. Earned Vacations

For all employees, except those with less than one (1) year of service, vacation is credited to an employee on the first day of the fiscal year and credited on a prorated basis for part-time employees covered by this collective bargaining agreement.

An employee who terminates employment, having used but not yet earned vacation time shall repay, from the employee's final check, any over-use of credited vacation.

Employees shall be credited vacation as follows:

Less than 1 year of service – 4 hours/month
1-5 years of service – 80 hours annually
6-10 years of service – 120 hours annually
11-15 years of services – 160 hours annually
16+ years of service – 200 hours annually

Section 3. Request for Vacation Time

Request for vacation shall be submitted at least two weeks prior to use of vacation time. Vacations shall not be granted in less than an eight hour block of time. However, vacation may be taken, with district approval, in a four hour block (half day) if coverage for that period of time is not required or a substitute can be obtained. The custodian will submit the online request routed to the Director of Buildings and Grounds for approval. At the point of receiving the notification of the online request, the Director of Buildings and Grounds will approve or disapprove within 5 days of receiving this notification. If an employee has not received an online system response to the vacation request in writing within five days of submitting the request, the request will be deemed to have been granted and the employee will be allowed to take the requested time as vacation. If the Director of Buildings and Grounds is not available within this one-week period, the requests will need to be forwarded to a designee approved by the Director of Buildings and Grounds. The district will provide computer training for vacation requests for all custodians who request it.

Section 4. Scheduling

Unlimited vacations during the school year will be scheduled with the Director of Buildings & Grounds consistent with the requirements of the operations and where overtime coverage of responsibilities is not required. Every effort will be made to abide by the wishes of said employee to the extent consistent with the requirements of certain jobs being manned by qualified personnel.

Section 5. Holidays that Fall within Vacation Period

Any legal holiday or holidays that fall within an employee's vacation period shall not count as a vacation day.

Section 6. Vacation Pay upon Leaving Employment

Any employee who leaves the employ of the School District during the calendar year for any reason, other than a voluntary quit, without the giving of two weeks written notice shall receive vacation pay due immediately upon separation. If an employee does not complete his/her probationary period, any unused vacation will not be paid out to the employee, and any vacation used during the probationary period will be considered unearned and will be deducted from gross pay on the employee's final paycheck.

Section 7. Vacation Accrual

Custodians will be allowed to carryover up to ten (10) days of accrued vacation each fiscal year. All other vacation time must be used during the year in which it is accrued, July 1 through June 30, or it will be forfeited.

Article VI Sick Leave

Section 1. Sick Leave

Subd. 1. A full time employee shall earn sick leave at the rate of 8 hours for each month of service in the employ of the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. Part time employees' sick leave will be prorated based on the employee's hours worked per day up to eight hours.

Subd. 2. Unused sick leave hours may accumulate to an unlimited maximum.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness of the employee or the employee's minor children, which prevented attendance and performance of duties on that day or days.

Subd. 4. A certificate from a physician may be required whenever an absence for three or more consecutive days occurs.

Subd. 5. Sick leave allowed shall be deducted from the accrued sick leave hours earned by the employee.

Subd. 6. Sick leave pay shall be approved only upon submission of an absence recorded in the school district online system by the employee.

Subd. 7.

Earned sick leave may be used for illness or injury of relatives pursuant to *MS 181.9413* but must at least include the following individual's brother, sister, mother, father, spouse, child, in-laws, grandparents and grandchildren.

Subd. 8. Those employees hired after July 1, 1990 and after they have accumulated 400 hours of sick leave, shall have the right to turn in any additional unused sick leave, to a maximum of 80 hours per year, at one hundred (100) percent of the scheduled daily rate of pay for the year. 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 hours they wish to convert.

Section 2. Family and Medical Leave

Upon application, employees will be granted up to twelve (12) weeks of unpaid leave consistent with the Federal Family and Medical Leave Act.

Article VII Holidays

Section 1. Eligibility

This Article shall apply to employees who are regularly employed on a twelve (12) month basis and thirty (30) hours week on a regular assignment and shall not apply to employees regularly assigned less than twelve (12) months a year and thirty (30) hours per week.

Section 2. Paid Holidays

Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, and four (4) days to be taken on any of the following days subject to administrative approval 7calendar days in advance, when school is not in session: educational conventions, day after Thanksgiving, days during Winter Break, days during Spring Break, and District workshops/staff development days. Any employee taking a holiday other than those listed will be subject to full pay deduction. The only exception to the requirements that school not be in session is that the floating holidays may be used for a religious holiday not listed in this section. Employees who fail to take floating holidays on the days listed will forfeit them.

- New hire employees starting after July 1 and before Thanksgiving will be credited with four (4) floating holidays after completing their probationary period.
- New hire employees starting after Thanksgiving and before Martin Luther King Jr. day will be credited with three (3) floating holidays after completing their probationary period.
- New hire employees starting after Martin Luther King Jr. day and before Presidents' Day will be credited with two (2) floating holidays.
- New hire employees starting after Presidents' Day until June 30th will not be credited with floating holidays until after July 1st.

Subd. 1. Conflicts shall be resolved by seniority within buildings.

Subd. 2. Employees whose normal shift includes work on Saturday or Sunday shall be allowed to take the two floating holidays on Saturday(s) and/or Sunday(s).

Section 3. Weekends

Holidays that fall on weekends will be observed on Friday or Monday as established by the School District.

Section 4. Eligibility

In order to be eligible for holiday pay, an employee must have worked a regular work day before and after the holiday unless he/she is on approved leave or on vacation under these provisions.

Article VIII Hours of Service

Section 1. Overtime

All overtime will be assigned on an as needed basis. This will be scheduled as determined by the Director of Buildings and Grounds and the Buildings and Grounds Coordinator.

Section 2. Minimum Callback:

There shall be a two (2) hour minimum pay for call back at time and one half (1.5x) when an employee must either return after leaving work or is called in on a day off. Two (2) times the regular rate of pay shall be paid for holidays and Sundays.

Section 3. Split Shifts

Split shifts will be assigned, only by mutual agreement between employer and the affected employee, and the exclusive representative shall be notified before any shifts are agreed upon.

Section 4. Two Weeks' Notice

Two weeks' notice shall be required of an employee if he/she wishes to resign. Two weeks' notice shall be given an employee if he/she is to be subject to reduction in force.

Section 5. Inclement Weather

In the event schools are closed due to inclement weather or other emergency closings, custodians will work four hours on that day, and shall receive the regular eight hours pay for the day. If weather conditions are deemed hazardous to travel according to the Department of Transportation, 8 hours of vacation/personal leave may be used. If the inclement weather conditions improve and the employee wishes to attend work for his/her last four hours of their shift. They shall receive the regular eight hours pay for the day. The employee must contact their immediate supervisor or the Director of Building and Grounds of their decision to report to work for their last four hours of their shift.

Section 6. Holiday/Sunday Pay

Employees shall be paid two times the rate for hours worked when the employee is required to work on a holiday or on a Sunday (excluding employees regularly scheduled to work on Sundays).

Section 7. Union Meetings

The union shall be allowed up to four all member meetings during the duration of this agreement with a maximum of four hours total for contract proposal development and for contract ratification; the union shall attempt to schedule these meetings on non-student contact days. The meetings may be held during the work day. The exception to this shall be if the ratification occurs in a year other than the year in which the contract expires. The union shall schedule the meetings and inform the Director of Human Resources at least five working days prior to the scheduled meeting.

Article IX

Leaves of Absence

Section 1. Personal Leave

Employees may use 24 hours 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. 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. For newly hired members, the personal leave allocation shall be pro-rated based on start date. The revised terms of this section will be effective beginning July 1, 2020.

Section 2. Jury Duty

All employees, regardless of scheduled shift, 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 3. Unpaid Leaves of Absences

In the event of a serious illness by an employee covered by this contract whereby accumulated sick leave is entirely used and is unable to return to normal duties because of this illness, the School Board grants a temporary unpaid leave of absence for the balance of said fiscal year. Said temporary leave may be, at the discretion of the Board, further extended by School Board action upon its expiration.

Subd. 1. Credit: An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the time he/she went on leave. No further credit shall accrue for the period of time that an employee was on unpaid leave.

Section 4. 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 during in which the employee is receiving workers' compensation benefits.

Section 5. 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.

Section 6. Union Leave

A total of no more than eight (8) hours per year may be used for union business at the discretion of the Union President. The president shall have sole discretion over approval of these hours.

Section 7. Child Care Leave

Employees covered by the 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 and the Family Medical Leave Act. Child care leave shall be granted because of the need to prepare and 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 may elect to utilize sick leave pursuant to the sick leave provisions of this Agreement and the Family Medical Leave Act. A pregnant employee will also provide at the time of the leave application, a statement from her physician indicating the expected day of delivery.

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 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. Up to six (6) weeks may be taken as paid leave, providing the employee has accumulated adequate sick leave. The paid leave shall come from the employee's accumulated sick leave.

Section 8. Aging Parent Leave

Subd. 1. An unpaid aging parent leave shall be granted by the School District subject to the provisions of this section. Aging parent leave shall be granted because of the need to prepare and provide care for an aging parent of the employee for an extended period of time.

Subd. 2. An employee electing aging parent leave shall inform the Superintendent in writing of his/her intention to take this leave as soon as known. The leave shall be approved at the discretion of the Superintendent.

Article X Rates of Pay

Section 1. Wage Schedule -See Attachment A

The classification, hourly wage and differentials in Attachment A, including step advancement shall be a part of this Agreement and will be paid for each hour worked or taken as paid leave

by the employee. Upon ratification of this agreement, salary, step advancement and benefits shall be retroactive to July 1, 2019. Retroactive pay and benefits shall apply only to employees employed at the time of ratification.

Section 2. Step Placement

When hired, Custodians may be placed on the wage schedule at the discretion of the School District.

Section 3. Substitute Differential

An employee substituting in a higher classification, will be paid the wages for that classification after the second consecutive day retroactive to the start of the substitute service.

Section 4. Uniforms

Clean, pressed and mended uniforms will be required with color, style, and vendors to be determined at meet and confer with the Union, the Director of Finance, and the Director of Buildings and Grounds. Work shoes, coveralls, or other items that are approved by the Director of Building and Grounds will be considered authorized uniform items. Claims must be submitted prior to October 31 for payment. Uniforms are required year around. Eligibility for this benefit is limited to employees who have completed the probationary period.

Uniform shirts and safety rated clothing/equipment for use in high voltage areas will be provided by the District at no cost to the employees. Pants meeting District specifications should be purchased by the employee with no reimbursement from the District. Qualified non slip shoes shall be worn at all times during the work day except for occasions which require alternate outdoor footwear. A \$300.00 allowance will be paid to the employee on the first paycheck of each fiscal year to purchase qualified non slip shoes.

Section 5. Off-Site Lunch Break

Employees may the leave work site during lunch break provided that the custodian has his/her pager or cell phone on at all times during his/her break and that the employee will immediately return to work if called back to the building. The employee's time will be recorded when leaving and returning.

Section 6. Job Descriptions

All changes to job descriptions will be reviewed with the Union President.

Article XI Insurance

Section 1. Selection of Carrier

The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Insurance Benefits

Health and Hospitalization Contribution: The School District shall contribute up to the same amount provided for the teachers for all custodians working 80% or more of a full time schedule and who 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.

The district's contribution toward health insurance shall be:

Single	100% of the Base plan
Employee + 1	81% of the Base plan
Family	74% of the Base plan

Long Term Disability Contribution: The District will provide a long-term disability insurance plan for employees scheduled to work 20 or more hours/week providing a benefit of 70% of basic annual salary in the event of disability caused by sickness or accident. The waiting period for this benefit shall be 60 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 has been made to compensate for the deduction of the Long Term Disability premium.

Life Insurance Contribution: The District will provide a group term life insurance policy on the life of all custodians scheduled to work 20 or more hours/week by the District in the amount of \$50,000. Each custodian may apply for up to \$150,000 of supplemental coverage at their own expense.

Dental Insurance Contribution: The District shall contribute the total premium for individual coverage for all custodians scheduled to work 40 hours/week by the School District who qualify for and who are enrolled in the School District dental health plan. For custodians working less than 40 hours/week, but more than 20 hours/week, a prorated amount towards premium for individual coverage will be contributed by the District.

Section 3. Claims against the School District

It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 4. Duration of Insurance Contributions

An employee is eligible for School District contribution as provided in this Article as long as the employee is employed by the School District. Upon exhaustion of sick leave or termination of employment, all District contributions shall cease except as stated in Article XVI, Section 9.

Section 5. Eligibility

Benefits provided in this Article are designed for permanent personnel.

Section 6. Continuation of Insurance after Retirement

An employee who retires after age 55 and has fifteen (15) years of service to the District, pursuant to severance pay or qualified for disability retirement at any age may continue participation in the District group medical and group life insurance plans. The employee shall pay the entire premium for such insurance commencing with the date of retirement.

Section 7. IRS 125b Plan

An IRS 125B plan will be made available to custodial employees.

Article XII Reduction in Force

Section 1. Layoff

In the event it is necessary to reduce the work force, the least senior employee shall be first laid off. Employees shall be laid off in accordance with the following:

Subd. 1. Custodian Job Classification: In the case of elimination of a position or reduction in the work force, the employees affected may exercise their seniority by replacing a junior employee within his/her classification if qualified. Employees displaced with no junior employee to displace shall be placed on layoff in accordance with Subd. 2 of this section.

Subd. 2. Recall from Layoff: Employees shall be recalled from layoff based on seniority, the last employee laid off shall be the first employee recalled. Employees shall retain recall rights for a period of two (2) years from the date of layoff. Employees recalled from layoff shall have their earned sick leave and seniority reinstated as of the date of layoff. The employee shall forfeit these rights if they fail to report for work within fifteen (15) work days.

Subd. 3. Declination of Vacancies: A custodian may decline a vacant position for which the custodian is qualified if the position is not equal in hours or pay to the employee's original position and still retain recall rights.

Subd. 4. Acceptance of Vacancies: A custodian may accept a vacant position for which the custodian is qualified if the position is not equal in hours or pay to the employee's original position and still retain recall rights.

Section 2. Seniority Date

Employees shall acquire seniority upon completion of the probationary period as defined in this Agreement, and upon acquiring seniority, the seniority date shall relate back to the first date of service. If more than one employee commences work on the same day, seniority ranking for such employees shall be determined by the last four digits of their social security number whichever is greater. The seniority list is to be published and posted by October 1. Any person whose name appears on the seniority list shall have 21 days from the date of posting to supply written documentation, proof, and request for change in seniority. Failure to make a timely

request for change shall constitute a waiver of the right to challenge the posted list. Upon completion of the challenge period the seniority list may not be challenged until the subsequent year's posting period.

Article XIII

Job Postings

Positions which become available shall be posted for a minimum of 5 working days.

1. The applicants whose background and abilities best meet the requirements of the posted position will be called in for an interview by the Director of Buildings and Grounds.

Article XIV

Grievance Procedure

In case of a dispute having to do with the interpretation of/or adherence to the terms and/or provisions of the Agreement, the following procedure will be followed:

Step 1. The individual or individuals concerned shall take the matter up with their immediate supervisor (Director of Buildings and Grounds) for settlement within ten (10) scheduled working days. If the parties fail to agree or the immediate supervisor fails to adjust the alleged grievance within ten (10) scheduled working days after the grievance is made, the employee may appeal it to the 2nd step as hereinafter provided.

Step 2. The employee with the representation of the President shall take the matter up with the Director of Human Resources within 10 days after the alleged original occurrence. If the parties fail to agree or the matter has not been adjusted within five days after the grievance has reached the 2nd step, the employee may appeal to the 3rd step as hereinafter provided.

Step 3. The employee with the representation of the President may appeal the grievance to the Superintendent or designee within five (5) scheduled working days after the employee received the written response to Step 2. If the parties fail to agree or the matter has not been adjusted within five (5) days after the grievance has reached Step 3, the employee may appeal to Step 4 as hereinafter provided.

Step 4. A Petition for Mediation will be filed within 20 days with the State of Minnesota, Bureau of Mediation Services to attempt adjustment of the matter between the parties involved. If the Mediator cannot resolve the dispute within a reasonable time, he/she shall in good judgment declare an impasse. If an impasse has been declared the dispute may then be appealed to Step 5 as hereinafter provided.

Step 5. Arbitration Procedures. In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request. A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten days following the decision in 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 provision.

Subd. 3. Selection of Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement is reached, either party may request that the Bureau of Mediation Services (BMS) supply a list of arbitrators from which the parties shall strike until a single arbitrator is selected pursuant to Minn. Stat. 179A.21, Subd. 2. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information.

- a) 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 School Board, the submission of the grievance which shall include the following:
 - 1. The issues involved.
 - 2. Statement of the facts.
 - 3. Position of the grievant.
- b) The School Board shall make a similar submission of information to the union within 5 days of the appointment of arbitrator.

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/her 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 XV

I.R.S. Code 403(b)

Section 1. Matching Annuity

Effective no later than July 1, 2001, an eligible Custodian 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 a Custodian to be eligible to participate in the matching annuity plan, the following criteria must be met.

Subd. 1. Custodians working 80 percent or more of a full time schedule shall receive the full contribution.

Section 3. District Contribution

The maximum annual District contribution shall be based on matching a Custodian's contribution per the following:

Subd. 1. Effective July 1, 2003 the following rate table is to be used to calculate the matching amount for employees. The maximum annual District contribution shall be based on matching an employee's contribution per the following:

	2019-2020	2020-2021
Zero to 1 (one) years in Fridley	\$0	\$0
2 (two) to 3 (three) years in Fridley	\$0	\$200
4 (four) to 9 (nine) years in Fridley	\$1250	\$1450
10 (ten) to 14 (fourteen) years in Fridley	\$1350	\$1550
15 (fifteen) to 19 (nineteen) years in Fridley	\$1450	\$1650
20 (twenty) + years in Fridley	\$1550	\$1750

Subd. 2. The District contribution will begin when the employee initiates an eligible investment program. The amount of the District's contribution will not exceed the benefit schedule set out in Subd. 1. above.

Subd. 3. 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. 4. 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. 5. When an employee has an eligible plan in effect, the district's contribution shall be automatic unless the employee requests otherwise.

Subd. 6. 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. 7. All qualified insurance companies authorized by the Minnesota State Board of Investment will be eligible to receive the employer match.

Subd. 8. Contributions cannot be retroactive to the previous calendar year.

Subd. 9. The District's maximum lifetime contribution shall be no more than \$50,000.

Section 4. Judicial Decision

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

Article XVI

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.

Education Minnesota Fridley Custodians
AFL-CIO

As Representing the School Board
School District 14

By_____

By_____

By_____

By_____

Dated_____

Dated_____

Attachment A
Wage Schedule 2019-2021
FRIDLEY CUSTODIANS

2019-2020

	I	II	III	IV	V	VI
STEP	Custodian	Lead Custodian	Maintenance Tech	Head of Grounds	MS Head Custodian	HS Head Custodian
1	14.84	19.06	20.90	23.19	23.19	23.87
2	15.43	19.79	21.63	24.07	24.07	24.75
3	16.03	20.57	22.39	25.27	25.27	25.94
4	16.65	21.37	23.18	26.14	26.14	26.79
5	17.30	22.21	24.00	27.04	27.04	27.68

2020-2021

	I	II	III	IV	V	VI
STEP	Custodian	Lead Custodian	Maintenance Tech	Head of Grounds	MS Head Custodian	HS Head Custodian
1	15.06	19.35	21.21	23.54	23.54	24.23
2	15.66	20.09	21.95	24.43	24.43	25.12
3	16.27	20.88	22.73	25.65	25.65	26.33
4	16.90	21.69	23.53	26.53	26.53	27.19
5	17.56	22.54	24.36	27.45	27.45	28.10

Shift Differential	Amount
2nd Shift	\$0.50
3rd Shift	\$0.55
Day Lead Shift (effective 7/1/2020)	\$0.50

Longevity

Employees shall receive longevity pay recognizing their years of service with the employer on the following basis:

After 10 years	\$0.50 per hour
After 15 years	\$0.55 per hour
After 20 years	\$0.60 per hour
After 25 years	\$0.65 per hour



FRIDLEY PUBLIC SCHOOLS

Brady Hoffman, Interim Director of Finance & Operations | brady.hoffman@fridley.k12.mn.us |
763-502-5004

MEMORANDUM

TO: Members of the School Board and Dr. Hiel

FROM: Brady Hoffman, Interim Director of Finance and Operations

DATE: July 21, 2020

RE: Approval of Long-term Facility Maintenance Plan

Recommendation

That the School Board approve the Long-term Facilities Maintenance plan as presented.

The School Board must annually update the Long-term Facilities Maintenance (LTFM) plan and indicate its intention to levy for the LTFM funds. Attached is the updated ten-year revenue projection and expenditure plan.

Attachments:

- Statement of Assurances
- Ten-Year Revenue Projection
- Ten-Year Expenditure Plan



FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection					Revised 6/18/2020												
14	<= Type in School District Number																
	FRIDLEY PUBLIC SCHOOL DISTRICT																
			Change only if requiring levy adjustments	Payable 2020 LLC Certification	Current Estimate												
Calculations for Ten Year Projection					Pay 20 LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
1	Type your district number in cell A2 (Minneapolis = 1.2)																
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b																
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33																
4	Look-up data from following tabs																
5	Initial Formula Revenue																
6	Current year APU	57		3,095.40	3,106.63	3,057.00	2,984.00	2,933.00	2,913.00	2,913.00	2,913.00	2,913.00	2,913.00	2,913.00	2,913.00	2,913.00	2,913.00
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)																
6b	Total Adjusted Pupil Units = (6) + (6a)						3,106.63	3,057.00	2,984.00	2,933.00	2,913.00	2,913.00	2,913.00	2,913.00	2,913.00	2,913.00	2,913.00
7	District average building age (uncapped)	451		54.52	54.52	55.52	56.52	57.52	58.52	59.52	60.52	61.52	62.52	63.52			
8	Formula allowance			\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	452			1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	453		1,176,252	1,180,518	1,161,660	1,133,920	1,114,540	1,106,940	1,106,940	1,106,940	1,106,940	1,106,940	1,106,940	1,106,940	1,106,940	1,106,940
11	Added revenue for Eligible H&S Projects > \$100,000 / site																
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702			1,982,610	1,970,273	1,960,560	1,947,960	1,953,473	2,028,548	2,999,010	2,871,960	-	-			
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756			-	-	-	-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701			-	-	-	-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755			-	-	-	-	-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				-	-	-	-	-	-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767			-	-	-	-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455		-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456		1,906,741	1,982,610	1,970,273	1,960,560	1,947,960	1,953,473	2,028,548	2,999,010	2,871,960	-	-			
Added revenue for Pre-K remodeling (for VPK approvals only)																	
20a	Net debt service for bonds approved for Pre-K remodeling	768			-	-	-	-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	457			-												
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	458			3,163,128	3,131,933	3,094,480	3,062,500	3,060,413	3,135,488	4,105,950	3,978,900	1,106,940	1,106,940			

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/18/2020										
14	<= Type in School District Number													
	FRIDLEY PUBLIC SCHOOL DISTRICT		Change only if requiring levy	Payable 2020 LLC Certification	Current Estimate									
Calculations for Ten Year Projection		Pay 20	adjustments											
		LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Old Formula revenue													
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	459		276,518	276,518	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22				-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765			-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766			1,982,610	1,970,273	1,960,560	1,947,960	1,953,473	2,028,548	2,999,010	2,871,960	-	-
26	Old formula alt facilities pay as you go revenue (1A)	460	-		-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	463			-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	767			-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	769			-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = ((22) + (26) = 0, (10) * (\$64 / formula allowance))	466			198,824	195,648	190,976	187,712	186,432	186,432	186,432	186,432	186,432	186,432
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467		2,381,365	2,457,952	2,165,921	2,151,536	2,135,672	2,139,905	2,214,980	3,185,442	3,058,392	186,432	186,432
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or ((29) + (20c))	468		3,082,993	3,163,128	3,131,933	3,094,480	3,062,500	3,060,413	3,135,488	4,105,950	3,978,900	1,106,940	1,106,940
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469		-	-	-	-	-	-	-	-	-	-	-
32	District LTFM Revenue (30) - (31)	470		3,082,993	3,163,128	3,131,933	3,094,480	3,062,500	3,060,413	3,135,488	4,105,950	3,978,900	1,106,940	1,106,940
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471		3,463	5,605	5,605	5,605	5,605	5,605	5,605	5,605	5,605	5,605	5,605
34	Grand Total LTFM Revenue (32) + (33)	472		3,086,457	3,168,733	3,137,538	3,100,085	3,068,105	3,066,018	3,141,093	4,111,555	3,984,505	1,112,545	1,112,545
	Aid and Levy Shares of Total Revenue													
35	For ANTC & APU, three year prior date			2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
36	Three year prior Ag Modified ANTC	33		18,186,723	18,186,723	19,546,984	20,328,863	21,142,018	21,987,699	22,867,207	23,781,895	24,733,171	25,722,498	26,751,397
37	Three year prior Adjusted PU (New Weights)	54		3,341.16	3,341.16	3,173.18	3,134.04	3,106.63	3,146.79	3,146.79	3,146.79	3,146.79	3,146.79	3,146.79
38	ANTC / APU = (36) / (37)	474		5,443.24	5,443.23	6,160.07	6,486.47	6,805.46	6,987.34	7,266.84	7,557.51	7,859.81	8,174.20	8,501.17
39	State average ANTC / APU with ag value adjustment	475		8,569.99	8,569.99	9,139.23	9,569.17	9,960.02	10,358.00	10,772.00	11,203.00	11,651.00	12,117.00	12,602.00
40	Equalizing Factor = 123% of (39)	476		10,541.09	10,541.09	11,241.25	11,770.08	12,250.82	12,740.34	13,249.56	13,779.69	14,330.73	14,903.91	15,500.46
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477		51.64%	51.64%	54.80%	55.11%	55.55%	54.84%	54.85%	54.85%	54.85%	54.85%	54.84%
42	State (aid) share of Equalized Revenue (1 - (41))	478		48.36%	48.36%	45.20%	44.89%	44.45%	45.15%	45.15%	45.15%	45.15%	45.15%	45.16%
43	Equalized Revenue (lesser of (34) or (6) * (8))	473		1,176,252	1,180,518	1,161,660	1,133,920	1,114,540	1,106,940	1,106,940	1,106,940	1,106,940	1,106,940	1,106,940
44	Initial LTFM State Aid (42) * (43)	479		568,849	570,919	525,084	509,019	495,401	499,847	499,829	499,836	499,829	499,828	499,843
45	Old formula Grandfathered Alternative Facilities Aid	481		-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	482		568,849	570,919	525,084	509,019	495,401	499,847	499,829	499,836	499,829	499,828	499,843
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485		2,517,608	2,597,813	2,612,453	2,591,066	2,572,704	2,566,170	2,641,264	3,611,719	3,484,676	612,717	612,702
48	Debt Service Portion of Revenue (non-grandfather districts)													
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	765+766+767+768			1,982,610	1,970,273	1,960,560	1,947,960	1,953,473	2,028,548	2,999,010	2,871,960	-	-
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769			-	-	-	-	-	-	-	-	-	-
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	770			1,982,610	1,970,273	1,960,560	1,947,960	1,953,473	2,028,548	2,999,010	2,871,960	-	-
52	Equalized debt Service Revenue (lesser of (43) or (51))	486			1,180,518	1,161,660	1,133,920	1,114,540	1,106,940	1,106,940	1,106,940	1,106,940	-	-
53	Debt Service Aid = (52) * (42)	488			570,919	525,084	509,019	495,401	499,847	499,829	499,836	499,829	-	-
54	Equalized Debt Service Levy = (52) - (53)	489			609,598	636,576	624,901	619,139	607,093	607,111	607,104	607,111	-	-
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490			802,092	808,300	826,640	833,420	846,533	921,608	1,892,070	1,765,020	-	-
56	General Fund Portion of Revenue (non-grandfather districts)													
57	Total General Fund Revenue = (34) - (51)	491			1,186,123	1,167,265	1,139,525	1,120,145	1,112,545	1,112,545	1,112,545	1,112,545	1,112,545	1,112,545
58	General Fund Equalized Revenue = (43) - (52)	492			-	-	-	-	-	-	-	-	1,106,940	1,106,940

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/18/2020									
14	<= Type in School District Number												
	FRIDLEY PUBLIC SCHOOL DISTRICT												
		Change only											
		if requiring levy	Payable 2020										
Calculations for Ten Year Projection		Pay 20	adjustments	Current Estimate									
		LLC #	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
59	Total General Fund Aid = (46) - (53)	493		-	-	-	-	-	-	-	-	499,828	499,843
60	General Fund Equalized Levy = (58) * (41)	494		-	-	-	-	-	-	-	-	607,112	607,097
61	General Fund Unequalized levy = (57) - (58)	495		1,186,123	1,167,265	1,139,525	1,120,145	1,112,545	1,112,545	1,112,545	1,112,545	5,605	5,605
62	Total General Fund Levy = (60) + (61)	496		1,186,123	1,167,265	1,139,525	1,120,145	1,112,545	1,112,545	1,112,545	1,112,545	612,717	612,702
	Notes: 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.												

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-06	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.															
District Info.		Enter Information		District Info.		Enter Information									
District Name:		Fridley Public Schools		Date:		7/21/2020									
District Number:		14		Email:		Brady.Hoffman@fridley.k12.mn.us									
District Contact Name:		Brady Hoffman													
Contact Phone #		763-502-5004													
Fiscal Year (FY) Ending June 30															
Expenditure Categories				2020 (base year)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.															
Finance Code	Category (1)														
347	Physical Hazards			\$36,201	\$38,000	\$39,140	\$40,314	\$41,524	\$42,769	\$44,052	\$122,987	\$46,735	\$48,137	\$49,581	
349	Other Hazardous Materials			\$13,484	\$14,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389	\$17,911	\$18,448	\$19,002	\$19,572	
352	Environmental Health and Safety Management			\$68,771	\$69,000	\$73,336	\$75,536	\$77,802	\$80,136	\$82,540	\$116,062	\$87,567	\$90,194	\$92,900	
358	Asbestos Removal and Encapsulation			\$67,195	\$70,000	\$72,100	\$74,263	\$76,491	\$78,786	\$81,149	\$83,584	\$86,091	\$88,674	\$91,334	
363	Fire Safety			\$13,446	\$72,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389	\$17,911	\$18,448	\$19,002	\$19,572	
366	Indoor Air Quality			\$53,200	\$20,000	\$41,200	\$42,436	\$43,709	\$45,020	\$46,371	\$47,762	\$49,195	\$50,671	\$52,191	
Total Health and Safety Capital Projects				\$252,297	\$283,000	\$256,676	\$264,376	\$272,308	\$280,477	\$288,891	\$406,217	\$306,485	\$315,679	\$325,149	
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year															
Finance Code	Category (2)														
358	Asbestos Removal and Encapsulation			\$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	
366	Indoor Air Quality			\$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	
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151															
Finance Code	Category (3)														
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Remodeling for Approved Voluntary Pre-K Projects				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Accessibility															
Finance Code	Category (4)														
367	Accessibility			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Accessibility Projects				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Deferred Capital Expenditures and Maintenance Projects															
Finance Code	Category (5)														
368	Building Envelope			\$80,730	\$92,000	\$432,600	\$269,469	\$133,313	\$137,312	\$158,821	\$145,674	\$150,045	\$154,546	\$159,182	
369	Building Hardware and Equipment			\$38,000	\$40,000	\$84,460	\$536,550	\$401,850	\$0	\$3,130	\$597,026	\$0	\$0	\$195,716	
370	Electrical			\$72,100	\$75,000	\$41,200	\$58,350	\$0	\$0	\$0	\$77,613	\$0	\$0	\$0	
379	Interior Surfaces			\$100,000	\$103,000	\$445,681	\$31,615	\$10,927	\$122,906	\$362,273	\$68,061	\$0	\$2,057,235	\$0	
380	Mechanical Systems			\$300,000	\$113,000	\$0	\$1,129,859	\$1,748,363	\$0	\$0	\$179,108	\$0	\$0	\$0	
381	Plumbing			\$50,000	\$51,000	\$20,600	\$100,786	\$131,127	\$1,823,324	\$23,185	\$23,881	\$24,597	\$25,335	\$26,095	
382	Professional Services and Salary			\$51,500	\$53,000	\$340,678	\$422,564	\$469,285	\$421,143	\$300,924	\$278,931	\$144,879	\$473,962	\$183,060	
383	Roof Systems			\$22,000	\$248,000	\$154,500	\$159,135	\$163,909	\$168,826	\$173,891	\$179,108	\$184,481	\$190,016	\$195,716	
384	Site Projects			\$232,000	\$160,000	\$748,810	\$177,701	\$174,836	\$180,081	\$898,437	\$191,048	\$196,780	\$310,359	\$208,764	
Total Deferred Capital Expense and Maintenance				\$946,330	\$935,000	\$2,268,529	\$2,886,029	\$3,233,610	\$2,853,592	\$1,920,661	\$1,740,450	\$700,782	\$3,211,453	\$968,533	
Total Annual 10-Year Plan Expenditures				\$1,198,627	\$1,218,000	\$2,525,205	\$3,150,405	\$3,505,918	\$3,134,069	\$2,209,552	\$2,146,667	\$1,007,267	\$3,527,132	\$1,293,682	
Fund Balance Section															
Fund 01															
Beginning Fund Balance 01-467-XX				\$25,658	\$35,189	\$3,312	-\$1,354,628	-\$3,365,509	-\$5,751,281	-\$7,772,805	-\$8,869,812	-\$9,903,934	-\$9,798,655	-\$12,213,242	
LTFM Fiscal Year Revenue - Levy				\$1,208,158	\$1,186,123	\$1,167,265	\$1,139,525	\$1,120,145	\$1,112,545	\$1,112,545	\$1,112,545	\$1,112,545	\$612,717	\$612,702	
LTFM Fiscal Year Revenue - AID if Applicable				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$499,828	\$499,843	
LTFM Fiscal Year Revenue Other				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT if applicable (COVID-19) by End of Fiscal Year (06-30-20)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Estimated Fiscal Year Expenditures				\$1,198,627	\$1,218,000	\$2,525,205	\$3,150,405	\$3,505,918	\$3,134,069	\$2,209,552	\$2,146,667	\$1,007,267	\$3,527,132	\$1,293,682	
Ending Fiscal Year Fund Balance 01-467-XX				\$35,189	\$3,312	-\$1,354,628	-\$3,365,509	-\$5,751,281	-\$7,772,805	-\$8,869,812	-\$9,903,934	-\$9,798,655	-\$12,213,242	-\$12,394,380	
Fund 06															
Beginning Fund Balance 06-467-XX				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Bonded Revenue				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Revenue Other				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT if applicable (COVID-19) by End of Fiscal Year (06-30-20)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Estimated Fiscal Year Expenditures				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Ending Fiscal Year Fund Balance 06-467-XX				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
End of worksheet															



Fiscal Year (FY) 2022 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

General Information: Minnesota school districts, intermediate school districts and cooperatives applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2020. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
----------------------------------	---------------------------	-----------------

Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2022 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2022 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. § 127A.411, subd. 3).
6. The district's plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. § 121A.335).

Certification of Statement of Assurances

A Statement of Assurances submitted by a single district must be signed by the district superintendent. A Statement of Assurances submitted by an intermediate school district or cooperative must be signed by the intermediate district superintendent or cooperative director.

Signature – Superintendent or Cooperative Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
	33	



FRIDLEY PUBLIC SCHOOLS

Brady Hoffman, Interim Director of Finance & Operations | brady.hoffman@fridley.k12.mn.us
| 763-502-5004

MEMORANDUM

TO: Members of the School Board and Dr. Hiel

FROM: Brady Hoffman, Interim Director of Finance and Operations

DATE: July 21, 2020

RE: Authorize Submission of Review and Comment to the Commissioner of Education

Recommendation

The Board authorizes the Superintendent to submit all required information to the Commissioner of Education to request Review and Comment on a capital project levy that, if approved by the voters, will be renewed at the same rate as previously authorized.



Agreement To Provide Special Education and Related Staffing

This Agreement is made and entered into by and between the Northeast Metropolitan Intermediate School District No. 916 ("Northeast Metro 916") and Independent School District No. 14 ("School District") on this 1st day of July, 2020, for the purpose of Northeast Metro 916 providing special education and/or related staffing to students enrolled in and receiving educational and related services at the School District.

WHEREAS, Northeast Metro 916 is a Minnesota intermediate school district providing special education and related services to students whose resident school districts request such services to be provided by Northeast Metro 916; and

WHEREAS, the School District is a Minnesota independent school district providing educational services to or for its resident students; and

WHEREAS, the School District desires Northeast Metro 916 to provide special education and/or related services to those students enrolled in and as requested by the School District; and

WHEREAS, Northeast Metro 916 is willing and has the authority to enter into an Agreement to provide special education and/or related services to students enrolled in the School District, pursuant to Minnesota Statutes, Chapter 136D;

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE SCHOOL DISTRICT AND NORTHEAST METRO 916 AS FOLLOWS:

I. School District Obligations

1. The School District shall be solely responsible for ensuring that appropriate special education and/or related services are made available to its resident students.
2. The School District shall submit any requests for educational and related services for its students in writing in any format, including electronic. Such requests shall specify the nature of the services requested, the number of students to be served, the full time equivalent (FTE) needed, and the location at which the services will be provided.
3. The School District shall be responsible to pay, on a timely basis, any and all invoices submitted by Northeast Metro 916 for the services it provides on behalf of the School District.
4. The School District shall be responsible for state and federal reporting requirements relating to the students receiving educational and/or related services under this Agreement, such as MARSS reporting.
5. The School District shall provide supervision of Northeast Metro 916 employees providing special education and/or related services at the School District, as it relates to sign-in/sign-out procedures, classroom and office usage, and similar site procedures,

although the Northeast Metro 916 employees shall remain employees only of Northeast Metro 916. The School District shall notify Northeast Metro 916 of any known non-compliance by Northeast Metro 916 employees with such School District procedures.

6. The number of days in this contract shall be determined by the Northeast Metro 916's employee's labor agreement subject to the School District's pro rata share of the FTE assignment.

II. Northeast Metro 916 Obligations

7. Northeast Metro 916 shall provide special education and/or related services as requested by the School District with appropriately licensed Northeast Metro 916 employees. Northeast Metro 916 shall be responsible for STAR reporting requirements relating to the staffing provided the School District.
8. The individuals assigned to provide special education and/or related services at the School District by Northeast Metro 916 shall be Northeast Metro 916 employees, and shall be hired, retained, assigned, directed, supervised, evaluated, compensated, disciplined or terminated by Northeast Metro 916, according to applicable Northeast Metro 916 employment agreements, Northeast Metro 916 policies and procedures and any applicable state or federal laws or regulations.
9. Despite the preceding language, the parties expect that the School District shall provide site supervision of the Northeast Metro 916 employee while providing services at the School District as it relates to sign-in/sign-out, classroom and office usage, and other site procedures. The Northeast Metro 916 employees assigned to work at the School District shall abide by any and all School District procedures of which s/he is notified.
10. Northeast Metro 916 shall set staffing reimbursement rates for the special education and related services it provides at the School District and shall issue billing invoices quarterly, consistent with the Northeast Metro 916 billing cycle. Billing shall also include reimbursement for staff mileage and travel time and the costs of supplies, equipment and overhead.
11. This Agreement shall not be construed to give rise to any employment relationship between the School District and any Northeast Metro 916 employee assigned to work at the School District.

III. Transportation of Students

Student transportation shall be provided and paid for by the School District, as required by state and federal laws.

IV. Data Practices

Nothing in this Agreement shall be construed to be contrary to Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act ("MGDPA"), and in particular, Minn. Stat. § 13.32, and the Federal Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA") regarding the creation and maintenance of educational records. All of the data created, collected, received, stored, used or maintained by the parties in performing functions under this Agreement

is subject to the requirements of the MGDPA and FERPA and the parties must comply with those requirements.

V. Insurance and Liability

Nothing in this Agreement shall constitute a waiver of the rights, privileges and benefits to which either party is entitled under Minnesota Statutes. The liability and monetary limits of liability of the School District and Northeast Metro 916 shall be governed by the Minnesota Government Tort Claims Act, Minnesota Statutes, Chapter 466, et. seq., and other applicable law. Northeast Metro 916 and the School District shall each maintain insurance against claims arising out of or relating to the provision of services under this Agreement, in an amount and of a nature consistent with each party's Board policies, procedures or practices and as required by the laws of the State of Minnesota.

VI. Term and Cancellation

This Agreement shall commence on the date indicated below and shall remain in effect through June 30, 2021, unless Northeast Metro and the School District mutually agree to terminate or cancel the Agreement prior to that date by 60 days written notice. Written notices under this Agreement shall be sent to:

For Northeast Metro 916:

Director of Special Education
Northeast Metro 916
2540 East County Road F
White Bear Lake, MN
55110

For The School District:

Director of Special Education
Fridley Independent School District No. 14
6000 West Moore Lake Drive
Fridley, MN
55432

VII. Renewal

The parties to this Agreement may renew this Agreement if mutually agreed upon in one-year increments by executing a written renewal agreement at least sixty (60) days prior to expiration of the Agreement or any subsequent renewal period, subject to the same terms and conditions as this Agreement, or as otherwise mutually agreed upon.

VIII. Assignment

Neither party to this Agreement shall assign, delegate or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

X. Amendments

This Agreement may be amended during the term of this Agreement and may only be amended in writing by the mutual agreement of the parties.

XI. Entire Agreement

This Agreement contains the entire Agreement between the parties with regard to the matters set forth herein.

IN WITNESS WHEREOF, Independent School District No. 14 and Northeast Metropolitan Intermediate School District No. 916 have executed this Agreement this _____ day of _____, 2020.

INDEPENDENT SCHOOL DISTRICT NO. 14

School Board Chairperson Date: _____

Director of Special Services Date: _____

NORTHEAST METROPOLITAN INTERMEDIATE SCHOOL DISTRICT NO. 916

_____
School Board Chairperson Date: 2/3/2020

_____
Director of Special Education Date: _____

2020-2021



FRIDLEY
PUBLIC SCHOOLS



Student-Parent Handbook

Policies, procedures, rights & responsibilities



International Baccalaureate World Schools

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- 5 Superintendent & School Board
- 6 School Leadership

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INSERT (CENTER OF HANDBOOK)

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

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.fridleyschools.org.

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

Board Members:
Abdisalam Adam, Jake Karnopp, Donna Prewedo, Avonna Starck and Carol Thornton.

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 public can contact Board members individually or collectively as a Board. Contact information is on our district’s School Board website.

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. Board work sessions are held on the first Tuesday of the month. 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

TBA
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 & Grounds763-502-5008
- Business & Finance763-502-5004
- Communications.....763-502-5020
- Community Education763-502-5100
- Early Childhood Education763-502-5143
- Enrollment763-502-5081
- Equity763-502-5063
- Human Resources763-502-5013
- Nutritional Services763-502-5021
- Special Services763-502-5661
- Teaching & Learning763-502-5009
- Technology763-502-5032
- 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 - 11:15 am

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

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
- TBA, 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 Mathison, 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.fridleyschools.org. Hover over the ABOUT US 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.fridleyschools.org. 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 stan-



dards 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 re-

cords 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. Graduation 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.

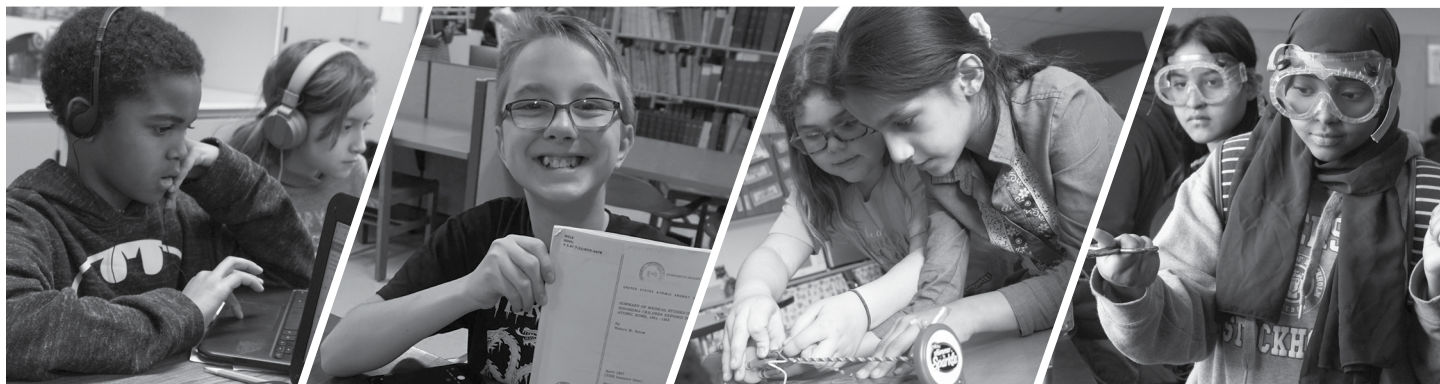
EXTENDED DAY CHILDCARE (TIGER CLUB)

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:



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.fridleyschools.org 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

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 nonsec-tarian courses at eligible participating postsecondary institu-tions. 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 admis-sions 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 Stat-utes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to partici-pate 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 plan-ning, 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 be-comes their property when the course or program is com-pleted, 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 technol-ogy resources during regular school hours to participate in PSEO courses, whether online or on campus.

Each year, districts must publish their grade-weighting policy on their website, including a list of courses for which stu-dents 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 stu-dents to enroll in online courses consistent with the institu-tion’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 in-stitution 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 Re-quirements 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-Spon-sored Events Procedure guarantees that in accordance with established procedures:

- A student enrolled in a post-secondary enrollment op-tions 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 re-sources 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 require-ments 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 un-weighted 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.



PART 3 - STUDENT CODE OF CONDUCT

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 of the 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 un-excused 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 of-

fice 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 voluntarily 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 organized 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.

Tennessen Warning

The Tennessen 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 Tennessen 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 accept 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

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.
- 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.
 - 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

- 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.
- 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.
- 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:

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

- All student guests must bring a valid student ID and/or driver’s license for verification purposes.
- Guests may not be older than 19 years old.
- Dances typically run from 8:00 – 11:00 pm.
- 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.

Coronavirus (COVID-19)

To reduce the risk of infection, please to continue to follow the health and safety precautions recommended by the state department of health and the CDC.

Please do not send your child to school if they exhibit respiratory ‘shortness-of-breath’; a new onset of a ‘cough’ or difficulty breathing.

Further, please consult with your medical provider before sending your child to school if he or she has a cluster of two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

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 purchases. 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 (MSHL), Fridley High School and the students who represent Fridley High School are governed by eligibility and training rules, as prescribed in the MSHL 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 six 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 first 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, Minnesota 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](#) ([education.state.mn.us > Students and Families > Programs & Initiatives > 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. 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.fridleyschools.org) 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 8 am – 8 pm 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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• 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



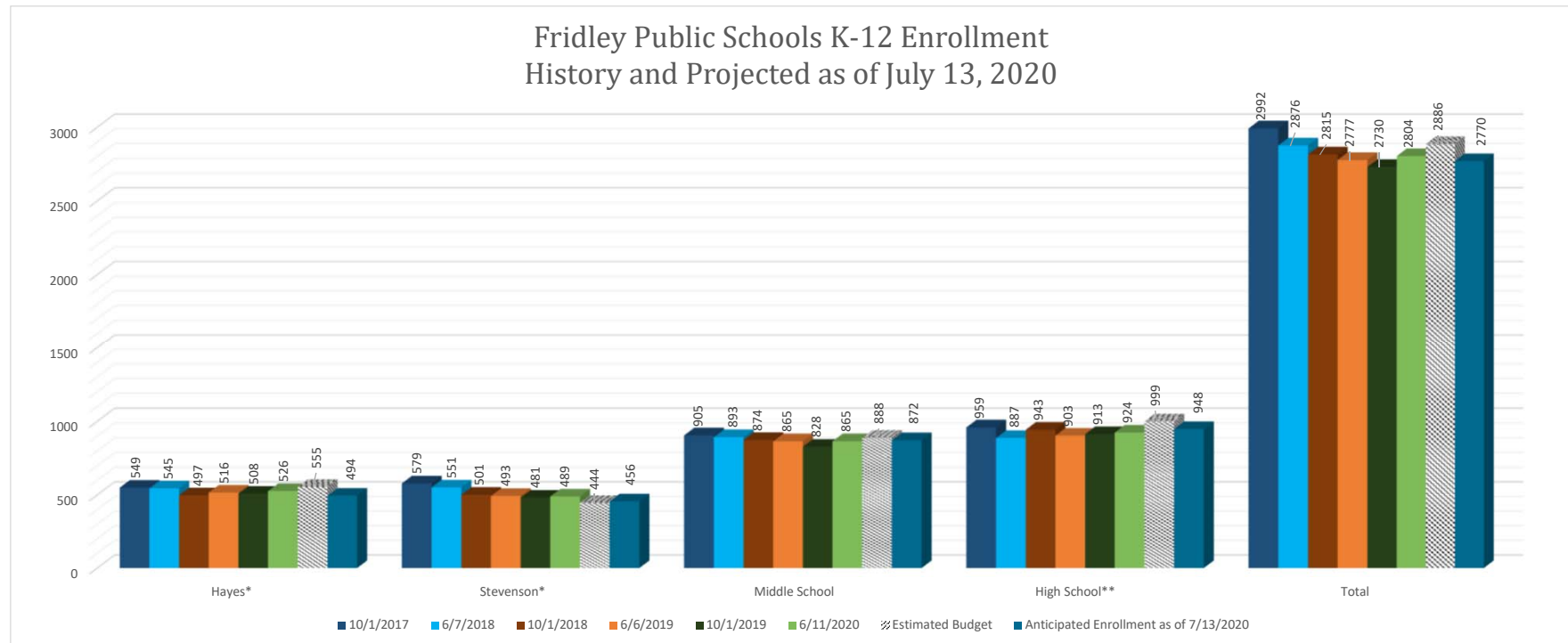
IB CONTINUUM

Fridley Public Schools
International Baccalaureate World Schools

	2017-2018		2018-2019		2019-2020		2020-2021	
School	10/1/2017	6/7/2018	10/1/2018	6/6/2019	10/1/2019	6/11/2020	Estimated Budget	Anticipated Enrollment as of 7/13/2020
Hayes*	549	545	497	516	508	526	555	494
Stevenson*	579	551	501	493	481	489	444	456
Middle School	905	893	874	865	828	865	888	872
High School**	959	887	943	903	913	924	999	948
Total	2992	2876	2815	2777	2730	2804	2886	2770

* Hayes and Stevenson counts include projected counts for Kindergarten

**High School counts include full-time PSEO students





FRIDLEY PUBLIC SCHOOLS

2020-2021 Fridley School Board Agenda Map

****ALL ITEMS ARE TENTATIVE AND SUBJECT TO CHANGE****

Policies being reviewed in 2020-2021:

100s – School District Series

400s – Employees Personnel

700s – Non Instructional Operations & Business Services

<u>Month</u>	<u>Item</u>	<u>Board Action</u>	<u>Owner</u>
<u>Jul</u> <u>2020</u>			
	Summary of progress goals from District Operational Plan	Informational	Superintendent and Directors
	Approval of MSBA membership and memberships in other organizations	Review/Vote	Superintendent and Board Chair
<u>Aug</u> <u>2020</u>			
	Attend MSBA Summer Seminar	Attendance suggested	ALL Board Members
	Consider revisions to the Board 3-Year Agenda	Informational / Separate Meeting	Superintendent and All Board Members
	District Academic Update	Informational	Director of Teaching & Learning
	Consider revisions to the district's strategic plan and World's Best Workforce (WBWF) goals	Informational	Superintendent and Directors
	Approve 10-year long term facilities maintenance plan (LTFM)	Review/Vote	Director of Finance & Operations
<u>Sep</u> <u>2020</u>			
	Review of opening week, including student enrollment figures	Informational	Director of Finance & Operations
	Certify proposed property tax levy (by September 30)	Review/Vote	Director of Finance & Operations
	Current and Prior Year Budget Information presented	Informational	Director of Finance & Operations
	Appoint student representatives to the Board	Informational	Superintendent and Board Chair
	Attend MSBA Advocacy Tour meeting	Attendance suggested	ALL Board Members
<u>Oct</u> <u>2020</u>			
	Review audit report	Informational	Director of Finance & Operations

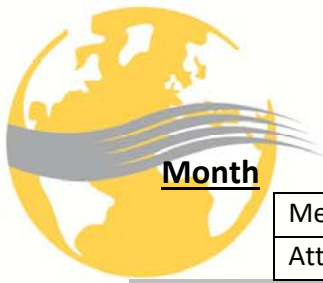




FRIDLEY PUBLIC SCHOOLS

<u>Month</u>	<u>Item</u>	<u>Board Action</u>	<u>Owner</u>
<u>Nov</u> <u>2020</u>	Approve Assurance of Compliance Reports	Review/Vote	Director of Special Services
	Community Education Annual Report	Informational	Director of Community Education
	Assign Board mentor to newly elected Board member(s), if necessary	Review/Vote	Board Chair
<u>Dec</u> <u>2020</u>	Hold Truth in Taxation Hearing	Informational	Director of Finance & Operations
	Hold/attend new Board Member orientations	Informational	ALL Board Members
	Approve revised current year annual budget, if necessary	Review/Vote	Director of Finance & Operations
	Attend MSBA Phase I-Phase II workshops for newly elected Board Members	Attendance suggested	ALL applicable Board Members
<u>Jan</u> <u>2021</u>	Hold organizational meeting: - Elect officers – establish & clarify roles & responsibilities - Appoint board committees and representatives - Establish meeting times and dates - Designate official newspaper - Designate depository and school attorney - Establish board member stipend	Review/Vote	Board Chair and Board Members
	Induct new members	Informational	Board Chair and Board Members
	Review student enrollment projections	Informational	Director of Finance & Operations
	Approve fund balance transfer, if needed	Review/Vote	Director of Finance & Operations
	Attend MSBA leadership conference	Attendance Suggested	ALL Board Members
<u>Feb</u> <u>2021</u>	Review high school registration guide	Review/Vote	Director of Teaching & Learning
	Approve school calendar (on 3-year cycle)	Review/Vote	Director of Teaching & Learning





FRIDLEY PUBLIC SCHOOLS

<u>Month</u>	<u>Item</u>	<u>Board Action</u>	<u>Owner</u>
	Meet with local legislators	Informational	Superintendent
	Attend MSBA Officers' Workshop	Attendance Suggested	ALL Board Members
<u>Mar</u>			
2021	Take action on resolutions discontinuing and/or reducing programs and positions, if necessary	Review/Vote	Superintendent
	Review district communications plan	Informational	Director of Communications and Community Relations
	Consider closed meeting to set negotiations strategy for appropriate certified bargaining groups	Review/Vote	Superintendent and Directors
<u>Apr</u>			
2021	Adopt resolution relating to the termination and nonrenewal of the teaching contract(s) of probationary teacher(s), if appropriate	Review/Vote	Director of Human Resources
	Adopt resolution proposing to place continuing contract/tenure teacher(s) on Unrequested Leave of Absence (ULA), if required	Review/Vote	Director of Human Resources
	Complete Superintendent Evaluation	Informational	ALL Board Members
	Complete Board Evaluation	Informational	ALL Board Members
	Attend MSBA Phase II Workshop	Attendance Suggested	ALL Board Members
<u>May</u>			
2021	Review Superintendent Evaluation	Informational	Superintendent and Board Chair
	Review Board Evaluation	Informational	ALL Board Members
<u>Jun</u>			
2021	Review and approve the Student-Parent Handbook	Review/Vote	Director of Communications and Community Relations
	Approve and adopt initial revenue and expenditure budget for coming year	Review/Vote	Director of Finance & Operations

Monthly there will be presentations by staff and student representation as determined by availability and events happening each month.

