

## Work Session

Tuesday, June 21, 2022 5:30 PM

Fridley Community Center, 6085 7th Street NE, Fridley, MN 55432

A.	<b>Signing Required Documents</b>	<b>Presenter:</b> Dr. Kim Hiel
B.	<b><u>GOVERNANCE AND POLICY</u></b>	
B.1.	First Reading of Policies	
B.1.a.	Policy 102 Equal Educational Opportunity for Students	<b>Presenter:</b> Dr. Jason Bodey
B.1.b.	Policy 406 Public and Private Personnel Data	<b>Presenter:</b> S. Ike Isaacson
B.1.c.	Policy 413 Harassment and Violence	<b>Presenter:</b> S. Ike Isaacson
C.	<b><u>OVERSIGHT OF OPERATIONS</u></b>	
C.1.	Legal, Staffing and Personnel Update	<b>Presenter:</b> S. Ike Isaacson
C.1.a.	New Contracts, Amendments, Leaves of Absence, Terminations, Resignations, and Retirements	
C.2.	Finance and Operations Update	<b>Presenter:</b> John Toop
C.2.a.	FY 23 Budget Presentation	<b>Presenter:</b> John Toop
C.2.b.	NE Metro 916 Long Term Facilities Maintenance Plan	<b>Presenter:</b> John Toop
C.3.	Rate for 2021-22 Private Transportation Contracts	<b>Presenter:</b> Dr. Kim Hiel
C.4.	Limited Contract for Type III Transportation (Vans)	<b>Presenter:</b> Dr. Kim Hiel
C.5.	2021-22 Q Comp Report	<b>Presenter:</b> Dr. Jason Bodey
C.6.	Student-Parent Handbook 2022-2023	<b>Presenter:</b> Josh Collins
C.7.	Minnesota State High School League Annual Membership	<b>Presenter:</b> Dr. Kim Hiel
C.8.	Partnership Updates	
C.8.a.	Northwest Suburban Integration School District Meeting held on May 18, 2022	<b>Presenter:</b> Nikki Auna
C.8.b.	Schools for Equity in Education Meeting held on May 26, 2022	<b>Presenter:</b> Dr. Abdisalam Adam
C.8.c.	Northeast Metro 916 Intermediate School District Meeting held on June 1, 2022	<b>Presenter:</b> Avonna Starck
D.	<b><u>BOARD GOVERNANCE POLICY</u></b>	
D.1.	Removing Partnership Updates from Business Meetings	<b>Presenter:</b> Ross Meisner
D.2.	Board Compensation	<b>Presenter:</b> Ross Meisner
E.	<b><u>SUPERINTENDENT RELATIONS</u></b>	
F.	<b><u>PUBLIC ENGAGEMENT</u></b>	

G. INFORMATIONAL ITEMS

G.1. Representative Erin Koegel

**Presenter:** Dr. Kim Hiel

G.2. At the Next Meeting - July 12

**Presenter:** Dr. Kim Hiel

G.3. Summer Construction Update

**Presenter:** Dr. Kim Hiel

G.4. Student Enrollment

**Presenter:** Dr. Kim Hiel

H. PUBLIC FORUM

**Presenter:** Dr. Kim Hiel



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## 102 Equal Educational Opportunity for Students

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation including gender identity and expression, or age. The school district also makes reasonable accommodations for ~~disabled~~ students with disabilities.

B. The school district prohibits ~~the harassment and discrimination~~ of any individual ~~for any of the categories based on any of the protected classifications~~ listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).

C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).

B.D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that may apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).

C.E. This policy applies to all areas of education including academics, coursework, co- curricular and extracurricular activities, or other rights or privileges of enrollment.

D.F. Every school district employee shall be responsible for complying with this policy ~~conscientiously~~.

E.G. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate building principal or administrator. As an alternative, any inquiry or a complaint can be referred to the superintendent of schools.

#### **Legal References:**

Minn. Stat § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §1681 *et seq.* (Title IX of the Education Amendments of 1972)  
[42 U.S. C. § 2000d \*et seq.\* \(Title VI of the Civil Rights Act of 1964\)](#)  
42 U.S.C. §12101 *et seq.* (Americans with Disabilities Act)

***Cross References:***

MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (~~Student Sex Nondiscrimination~~[Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process](#))

***School Board Action:***

Adopted December 21, 1999  
Revised May 17, 2016  
Revised August 21, 2018



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## 406 PUBLIC AND PRIVATE PERSONNEL DATA

### I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel~~employees~~, volunteers, independent contractors, and applicants (“personnel”).

### II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is available~~accessible only~~ to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.~~and to school district staff who need it to conduct the business of the school district.~~
- C. “Confidential” means the data is are not public and are not available~~accessible~~ to the subject.
- D. “Parking space leasing data” means the following government data on an applicantion~~tion~~ for, or lessee~~case~~ of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission~~. Personnel data include data submitted by an employee to the school district ~~by an employee~~ as part of an organized self-evaluation effort by the school district to request suggestions from

all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

- F. “Finalist” means an individual who is selected to be interviewed by the ~~s~~School ~~b~~Board for a position.
- G. “Protected health information” means individually identifiable health information ~~as defined in 45 C.F.R § 160.103, that is transmitted in electronic form by a school district acting as a~~ by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider in connection with a transaction covered by 45 C.F.R Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by Family Educational Rights and rvcy Act (FERPA) and employment records held by a school district in its role as employer; and records regarding a person who has deceased for more than fifty (50) years.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

#### IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, ~~including~~ volunteers and independent contractors of the school district, is public:
1. name;
  2. employee identification number, which may not be the employee’s social security number;
  3. actual gross salary;
  4. salary range;
  5. terms and conditions of employment relationship
  6. contract fees;
  7. actual gross pension;



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8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes-section-§ 13.43, Ssubdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;



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23. honors and awards received;
  24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on current and former applicants for employment by the school district or to an advisory board/ commission is public:
1. veteran status;
  2. relevant test scores;
  3. rank on eligible list;
  4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they applicants are considered by the school board to be ~~become~~ finalists for an public employment ~~position~~.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
    - c. education and training;
    - d. employment history;
    - e. volunteer work;
    - f. awards and honors;

- g. prior government service;
  - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section-§ 15.0597; and
  - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
- a. residential address;
  - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
  - c. first and last dates of service on the public body;
  - d. the existence and status of any complaints or charges against an appointee; and
  - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section-§ 13.43, Ssubdivision- 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section-§ 13.43, Ssubdivision. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- ~~F.~~ Data relating to a complaint or charge against a public official is public only if:  
(1) the complaint or charge results in disciplinary action or the employee resigns

or is terminated from employment while the complaint or charge is pending; or ~~(2)~~ potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

## V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private ~~and will only be shared with school district staff whose work requires such access. Private~~ data will not be otherwise released unless authorized by law ~~or by the employee's informed written consent.~~
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the responsible authority school district determines ~~it is~~ the dissemination is necessary for the labor organization to conduct its business elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services (BMS) to the extent the dissemination is or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if ~~its~~ the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
- ~~t~~ The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  - a A pre-petition screening team conducting an investigation of the

employee under ~~Minnesota: Statutes, section-§~~ 253B.07, ~~S~~ubdivision- 1; or

3. A court, law enforcement agency or prosecuting authority.

I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of ~~such~~ a crime or alleged crime committed by an employee.

J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

K. When allegations of sexual or other types of harassment are made against an employee, the employee ~~shall~~does not have access to data that would identify the complainant or other witnesses if the ~~school district~~responsible authority determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

L. The school district ~~shall~~must make any report to the Minnesota Professional Educator Licensing and Standards Board (PELSB) or ~~the state board of education~~ the Board of School Administrators (BOSA), whichever has jurisdiction over the teacher's or administrator's license, as required by ~~Minnesota: Statutes, section-§~~ 122A.20, ~~S~~ubdivision. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with ~~Minnesota: Statutes, section-§~~ 122A.20, ~~S~~ubdivision. 2.

M. Private personnel data shall be disclosed to the ~~D~~epartment of Employment and economic ~~security~~Development for the purpose of administration of the unemployment insurance program under ~~Minnesota: Statutes~~. Ch. 268.

N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the

Minnesota Department of Education (MDE) under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing-providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines. ~~that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~

O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if

1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or

2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remains classified as provided in Minnesota Statutes, Chapter 13.

Data that are released under this paragraph must not include data on the student.

P. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district or to improve school district operations is private. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestions, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

Q. Protected Health information, as defined in 45 C.F.R Parts 160 and 164, on employees is private and will not be disclosed – except as permitted or required unless otherwise provided by law. ~~To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~

- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E. 21 subdivision 4 or 260E.35, -, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section-§ 13.41, Ssubdivision- 5, and must provide the Minnesota Professional Educator Licensing and Standards BoardPELSB and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards BoardPELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section-§ 123B.03, a School Board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards BoardPELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.



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## VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota-Statutes, Chapter. 13, or any other state or federal law, the data are private.

## VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with ~~either~~ either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## VIII. RESPONSIBLE AUTHORITY

The school district has designated the Director of Human Resources as the authority responsible for personnel data. ~~If you have any questions, contact him/her.~~

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

## IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization/consent to release data form is included as an addendum to this policy.

## X. DATA REQUEST FORM

~~Data request forms are included as an addendum to policies 515.1 Data Request Policy for Subjects of Data and Policy 996 Data Request Policy for Public Data.~~

### ***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.41 (Licensing Data – Public Data)

Minn. Stat. § 13.43 (Personnel Data)



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Minn. Stat. § 13.601, ~~S~~subd. 3 (~~Elected and Appointed Officials~~[Applicants for Employment](#))

[Minn. Stat. § 15.0597 \(Appointment to Multimember Agencies\)](#)

Minn. Stat. § 122A.20, ~~S~~subd. 2 (Mandatory Reporting)

Minn. Stat. § 122A.40, ~~S~~subds. 13 and 16 (Employment; Contracts; Termination)

[Minn. Stat. § 123B.03 \(Background Check\)](#)

[Minn. Stat. § 123B.143, subd. 2 \(Disclose Past Buyouts\)](#)

[Minn. Stat. Ch. 179 \(Minnesota Labor Relations Act\)](#)

[Minn. Stat. Ch. 179A \(Minnesota Public Labor Relations Act\)](#)

Minn. Stat. ~~Ch. § 626.556260E~~, ~~Subd. 7~~ (Reporting of Maltreatment of Minors)

[Minn. Stat. Ch. 268 \(Unemployment Insurance\)](#)

[Minn. R. Pt. 1205 \(Data Practices\)](#)

P.L. 104-191 (HIPAA)

45 C.F.R. Parts 160, [162](#) and 164 (HIPAA Regulations)

***Cross References:***

Fridley School District Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Fridley School District Policy 515 (Protection and Privacy of Pupil Records)

Fridley School District Policy ~~515.1 (Data Request Policy for Subjects of Data)~~[722 \(Public Data Requests\)](#)

~~Fridley School District Policy 996 (Data Request Policy for Public Data)~~

MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin "I" (School Records–Privacy–Access to Data)

***School Board Action:***

Adopted March 16, 2004

Revised September 21, 2010

Revised July 19, 2011

Revised July 15, 2014

Revised February 17, 2015

Revised November 21, 2017



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## 413 HARASSMENT AND VIOLENCE

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, ~~including gender identity or expression~~, or disability: (Protected Class).

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of Protected Class.~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.~~ The School District prohibits any form of harassment or violence on the basis of Protected Class.~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.~~
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~Protected Class, as defined by this policy. (For purposes of this policy, school district personnel includes School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)
- C. A violation of this policy occurs when any student, teacher, administrator or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~Protected Class.
- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based upon a person's ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~Protected Class, and to discipline or take appropriate action against any student,



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teacher, administrator or any other school district personnel who is found to have violated this policy.

### III. DEFINITIONS

#### A. Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

#### B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
3. otherwise adversely affects an individual’s employment or academic opportunities.

#### C. “Immediately” means as soon as possible.

#### D. Protected Classifications; Definitions

1. “Disability” means ~~with respect to an individual any condition or characteristic that renders a person a disabled person. A disabled person is any person~~ who:

- a. ~~has~~ a physical, sensory, or mental impairment ~~which~~that materially limits one or more major life activities of such individual;
- b. has a record of such an impairment; or
- c. is regarded as having such an impairment

2. “Familial status” means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
  5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
  7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment ~~includes~~ consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct; or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, or education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
- a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school district personnel to avoid physical harm to persons or property.
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of including gender identity or expression.

#### G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof ~~which that~~ involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, ~~s~~Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing or pinching another person's intimate parts, ~~whether that person is of the same sex or the opposite sex;~~

- b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

#### H. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation including gender identity or expression, or disability~~ an individual's Protected Class.

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct ~~which~~ that may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the School District may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The ~~S~~school ~~d~~istrict encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the School District office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a ~~s~~School ~~d~~istrict human rights officer or to the Superintendent or Superintendent designee. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible

for receiving oral or written reports of religious, racial or sexual harassment or violence prohibited by this policy at the building level. Any adult School District employee who receives a report of harassment or violence prohibited by this policy at the building level shall inform the report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the School District human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The School Board hereby designates the Director of Human Resources as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.
- H. The School District shall conspicuously post the name of the Human Rights Officer including mailing address and telephone numbers. S. Ike Isaacson, 6000 West Moore Lake Drive, Fridley, MN 55432 763-502-5013
- I. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.

- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

## V. INVESTIGATION

- A. By authority of the School District, the human right's officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The

investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the School District may take immediate steps, at its discretion, to protect the target or victim, complainant, and students, teachers, administrators or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable School District policies and regulations.
- B. -The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed



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harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## VII. RETALIATION OR REPRISAL

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

## VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action or seeking redress under state criminal statutes and/or federal law.

## IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, § Chapter 260E.626-556 may be applicable.
- B. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

## X. DISSEMINATION OF POLICY AND TRAINING



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- A. This policy shall be ~~conspicuously posted throughout each school building in areas accessible to students and staff members.~~ on the district website.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The School District will develop a method of discussing this policy with students and employees.
- E. The School District may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

***Legal References:***

Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. ~~§ 626.556 et seq~~ Ch. 260E. (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973, ~~§ 504~~)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)413-9  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

***Cross References:***

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)



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- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 ([Title IX Student-Sex Nondiscrimination, Grievance Procedures and Process](#))
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

***School Board Action:***

- Adopted as Policy 11.406 December 20, 1994
- Revised as Policy 413 October 19, 2004
- Revised August 15, 2006
- Revised November 18, 2014
- Revised February 17, 2015
- Revised May 17, 2016
- Revised December 20, 2016
- Revised September 18, 2018

***Annual Review:***

<u>Month</u>	<u>Year</u>	<u>Notes</u>
June	2022	Reviewed / No changes

## Personnel Changes 2021-22 School Year

### New Contracts and Amendments per Master Agreements (2021-2022)

First Name	Last Name	Assignment	Step/Lane/Salary	School
Tyler	Antil	Boys Tennis Head Coach	Schedule C	FHS
Allison	Arlt	Summer School	Schedule C	District
Karen	Blomgren	Community Theater Director	Schedule C	FCC
Mandi	Burian	Prom – Grand March Advisor	Schedule C	FHS
Alejandra	Diaz Torres	WSI	\$14.84/hour	FCC
Valeria	Diaz Torres	WSI	\$14.84/hour	FCC
Jennifer	Haider	Community Theater	Schedule C	FCC
Sarah	Hazledine	Summer School	Schedule C	District
Amanda	Jones	Summer School	Schedule C	District
Ismar	Kalesic	WSI	\$14.84/hour	FCC
Alisa	Lowry	Prom – Advisor	Schedule C	FHS
Aaron	Quach	Boys Tennis Assistant Coach	Schedule C	FHS

### New Contracts and Amendments per Master Agreements (2022-2023)

First Name	Last Name	Assignment	Step/Lane/Salary	School
Emma	Strong	Grade K Teacher	MA/Step 1	RLS

### Individual Contracts (2022-2023)

First Name	Last Name	Assignment	Step/Lane/Salary	School
Valerie	Anderson	ECFE Coordinator	Individual Contract	FCC
Cara	Claggett	IB Coordinator	Individual Contract	Hayes
Amy	Gregoire	Alternatives to Suspension Specialist	Individual Contract	District
Kristen	Joly	Assistant Transportation Coordinator	Individual Contract	District
Laura	Seifert-Hertling	Director of Special Services	Individual Contract	District

### Leaves of Absence (2021-2022)

- Lori Teegarden has requested a leave of absence from her teacher position at Fridley Middle School effective May 18, 2022 through June 10, 2022.

### Leaves of Absence (2022-2023)

- Catherine Funk has requested a leave of absence from her teacher position at Fridley Middle School from September 9, 2022 through November 25, 2022.
- Fernando Gonzalez-Lesniak has requested a leave of absence from his teaching position at Fridley High School from August 29, 2022 through June 9, 2023.
- Kristin Hatling has requested a leave of absence from her teaching position at Fridley High School from August 29, 2022 through June 9, 2023.
- Elizabeth Schweitzer has requested a leave of absence from her teacher position at Fridley Community Center from August 29, 2022 through June 9, 2023.

## **Resignations (2021-2022)**

- Christina Alger resigned her teacher position at Fridley High School, effective June 10, 2022.
- Jessica Baker resigned her IB Coordinator position at Fridley Public Schools, effective June 30, 2022.
- Luis Benitez resigned his custodian position at Fridley Community Center, effective April 30, 2022.
- Mackenzie Bottolfson resigned her teacher position at Hayes Elementary School, effective June 10, 2022.
- Blake Cook resigned his teacher position at Fridley Middle School, effective June 10, 2022.
- Margaret Crenshaw resigned her teacher position at Hayes Elementary School, effective May 26, 2022.
- Marina Dupre resigned her para position at Stevenson Elementary, effective June 9, 2022.
- Hamdi Husein resigned her psychologist position at Hayes Elementary School, effective June 10, 2022.
- Jamily Holman resigned her teacher position at Fridley Middle School, effective June 10, 2022.
- Rita Martini resigned her teacher position at Stevenson Elementary School, effective June 10, 2022.
- Maija Overlie resigned her teacher position at Hayes Elementary School, effective June 10, 2022.
- Tamara Prindle resigned her teacher position at Hayes Elementary School, effective June 10, 2022.
- Priyanka Rai resigned her guidance office secretary position at Fridley High School, effective June 30, 2022.
- Michelle Salomone resigned her teacher position at Hayes Elementary School, effective June 10, 2022.



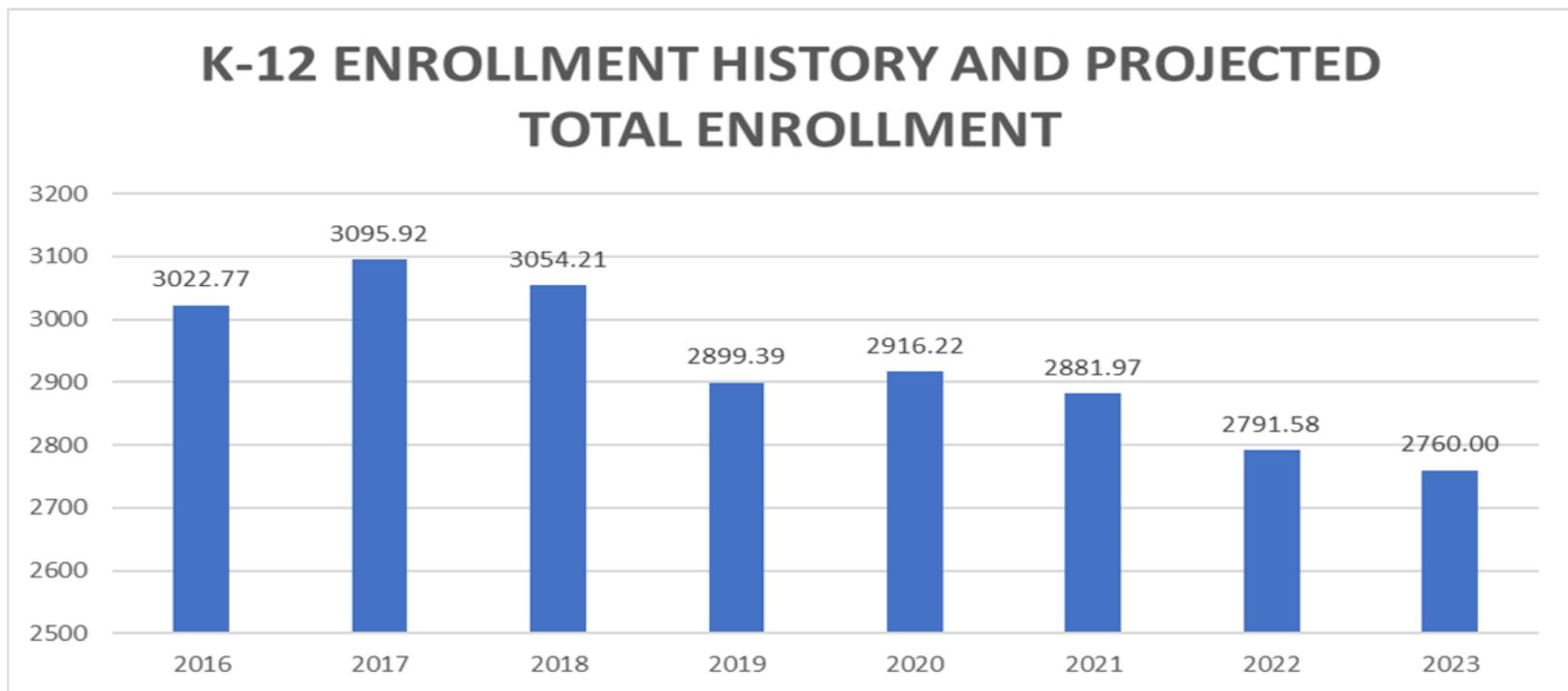
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# **Fridley Public Schools**

## **FY 2022-2023 Adopted Budget**

### **June 21, 2022**

# Enrollment Projection



# FY23 Budget Assumptions

- Enrollment
  - Average Daily Membership (ADM)
  - Pupil Units (PU)
- Revenue
  - Based on ADM and PU
  - Federal
  - State
  - Local / Miscellaneous



# FY23 Budget

- Revenue Overview – General Fund
  - Revenues impacted by Enrollment Projections (PU)
    - ✓ General Education Revenue (basic formula revenue) – \$6,863 for FY22-23 (2% increase)
    - ✓ Gifted & Talented
    - ✓ Staff Development
    - ✓ Learning & Development
    - ✓ Operating Capital
    - ✓ LTFM



# FY23 Budget

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- Revenue Overview – General Fund
  - Known Revenue Projections
    - ✓ Tax Levy Revenue – Taxes Payable in 2022 = Fiscal Year 2023 Revenue
    - ✓ Some state aids based on prior year enrollment (i.e. Compensatory, Q-comp)
  - Unknown / Estimated Revenues
    - ✓ Special Education
    - ✓ Federal Revenues
    - ✓ Local revenues

# FY23 Budget Categories

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- Expenses
  - Salary
  - Benefits
  - Purchased Services
  - Supplies
  - Equipment
  - Other

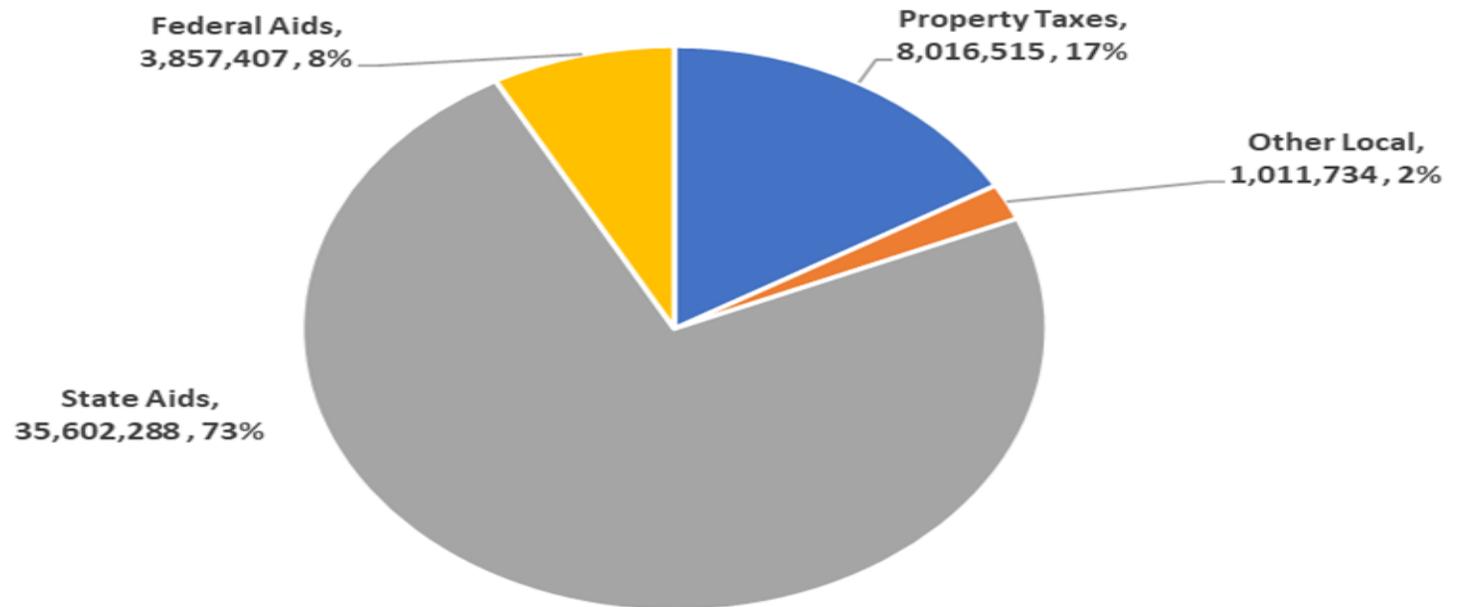
# FY23 Budget Category Assumptions

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- Expenditure Overview – General Fund
  - Salaries & Benefits
    - ✓ Projected steps/lanes and contract settlements
  - Non-people costs
    - ✓ Lease agreements (copiers, ALC, etc)
    - ✓ Utilities (projecting a 6% increase)
    - ✓ Insurance (Work Comp and P/C/L projecting a 10% increase)
    - ✓ Transportation

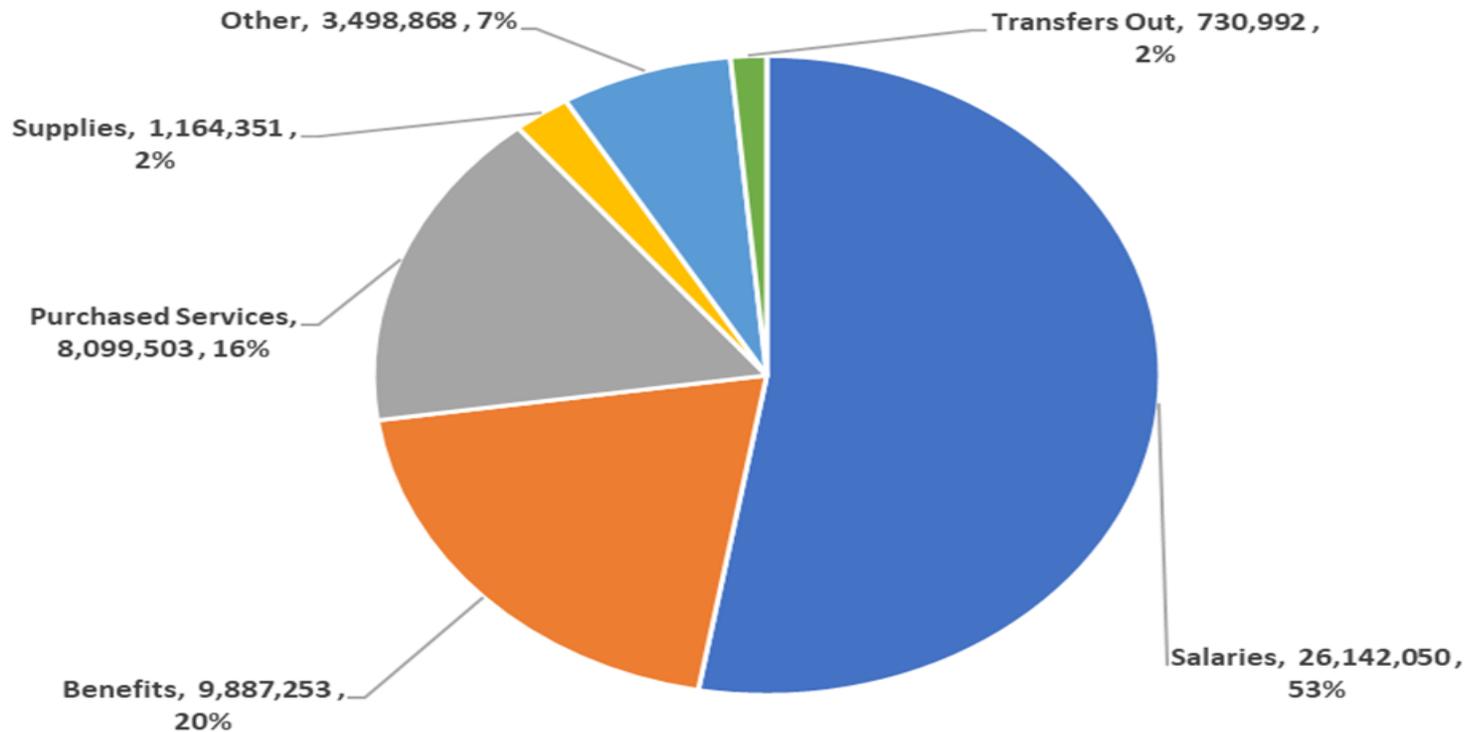
# Revenues by Type

## FY22-23 General Fund Revenues by Type



# Expenditures by Type

## FY22-23 General Fund Expenditures by Type



**INDEPENDENT SCHOOL DISTRICT #14**  
**COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES,**  
**AND PROJECTED CHANGES IN FUND BALANCE**  
**Fiscal Year Ending June 30, 2023**

	Projected Balance June 30, 2022	FY22-23 Original Revenues	FY22-23 Original Expenditures	FY22-23 Original Required Transfers	Original Projected Balance June 30, 2023
<b>GENERAL FUND (01)</b>					
Nonspendable - General	341,967	-	-	-	<b>341,967</b>
<b>Subtotal Nonspendable</b>	<b>341,967</b>	-	-	-	<b>341,967</b>
Restricted for Student Activities (Fund 51)	94,090	46,355	47,324	969	94,090
Restricted for Staff Development	-	415,349	415,349	-	-
Restricted for Operating Capital	324,704	713,322	778,598	-	259,428
Restricted for Capital Projects Levy	473,548	1,044,275	391,186	(730,992)	395,645
Restricted for Learning & Development	-	566,982	615,715	48,733	-
Restricted for Area Learning Center	-	637,756	840,252	202,496	-
Restricted for Gifted Education	1	39,338	39,339	-	-
Restricted for Basic Skills-ML	-	288,806	835,430	546,624	-
Restricted for Basic Skills-Compensatory	0	3,902,106	4,656,797	754,691	0
Restricted for Achievement & Integration	-	806,083	821,612	15,529	-
Restricted for Safe Schools	264,624	152,342	138,810	-	278,156
Restricted for Career & Tech Program	-	193,896	486,688	292,792	-
Restricted for Long Term Facilities Maintenance	189,606	1,205,018	2,205,018	-	(810,394)
Restricted for Medical Assistance	965,487	400,000	388,620	-	976,867
<b>Subtotal Restricted</b>	<b>2,312,061</b>	<b>10,411,627</b>	<b>12,660,737</b>	<b>1,130,842</b>	<b>1,193,793</b>
<b>Subtotal Assigned</b>	<b>2,355,416</b>	<b>149,694</b>	<b>87,698</b>	-	<b>2,417,412</b>
Assigned for QComp	-	-	-	-	-
Unassigned - General	3,021,368	37,926,623	36,043,590	(1,861,834)	3,042,567
<b>Subtotal Unassigned</b>	<b>3,021,368</b>	<b>37,926,623</b>	<b>36,043,590</b>	<b>(1,861,834)</b>	<b>3,042,567</b>
<b>Total General</b>	<b>8,030,811</b>	<b>48,487,944</b>	<b>48,061,033</b>	<b>(730,992)</b>	<b>6,995,738</b>
					<b>8.90%</b>

**COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES,  
AND PROJECTED CHANGES IN FUND BALANCE**

**Fiscal Year Ending June 30, 2023**

<b>FOOD SERVICE FUND (02)</b>					
Nonspendable	36,637	-	-	-	36,637
Restricted	576,092	1,856,882	2,361,762	-	71,212
<b>Total Food Service</b>	<b>612,729</b>	<b>1,856,882</b>	<b>2,361,762</b>	<b>-</b>	<b>107,849</b>
<b>COMMUNITY SERVICE FUND (04)</b>					
Nonspendable Community Ed - General	6,051	-	-	-	6,051
Restricted for Community Ed - General	(487,371)	1,914,764	2,025,605	-	(598,212)
Restricted for ECFE	31,165	186,364	185,711	-	31,818
Restricted for School Readiness	53,192	226,354	226,354	-	53,192
Restricted for Adult Basic Ed	-	-	-	-	-
Restricted for Other Community Ed	95,196	591,984	471,767	-	215,413
<b>Total Community Service</b>	<b>(301,767)</b>	<b>2,919,466</b>	<b>2,909,437</b>	<b>-</b>	<b>(291,738)</b>
<b>Total Operating Funds</b>	<b>8,341,773</b>	<b>53,264,292</b>	<b>53,332,232</b>	<b>(730,992)</b>	<b>6,811,849</b>
<b>BUILDING FUND (06)</b>					
Restricted for Capital Projects Levy	620,915	-	1,000,000	730,992	351,907
<b>Total Building</b>	<b>620,915</b>	<b>-</b>	<b>1,000,000</b>	<b>730,992</b>	<b>351,907</b>
<b>GENERAL AND OPEB DEBT FUND (07) AND (47)</b>					
Restricted for General Debt Service	967,865	4,359,801	4,283,650	-	1,044,016
Restricted for OPEB Debt Service	110,221	547,236	539,990	-	117,467
<b>Total Debt Service</b>	<b>1,078,086</b>	<b>4,907,037</b>	<b>4,823,640</b>	<b>-</b>	<b>1,161,483</b>
<b>TRUST AND AGENCY FUNDS (25)</b>					
OPEB Revocable Trust Fund	4,332,338	255,000	345,400	-	4,241,938
<b>Total Trust and Agency</b>	<b>4,332,338</b>	<b>255,000</b>	<b>345,400</b>	<b>-</b>	<b>4,241,938</b>
<b>INTERNAL SERVICE FUNDS (20) AND (21)</b>					
Unassigned Fund Balance - Health and Dental	5,467,964	5,730,000	6,033,050	-	5,164,914
<b>Total Internal Service</b>	<b>5,467,964</b>	<b>5,730,000</b>	<b>6,033,050</b>	<b>-</b>	<b>5,164,914</b>
<b>TOTAL ALL FUNDS</b>	<b>19,841,076</b>	<b>64,156,329</b>	<b>65,534,322</b>	<b>-</b>	<b>17,732,091</b>

# Questions / Comments

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A World-Class Community of Learners

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

TO: Members of the School Board and Superintendent Hiel  
 FROM: John Toop, Interim Director of Finance and Operations  
 DATE: June 21, 2022  
 RE: Approval of FY 2022-2023 Budget

**Recommendation**

**For the Board of Education to approve the proposed FY 2022-2023 budget as summarized below:**

			Community	Capital	General	OPEB	Internal Service	OPEB	Total
Fund	General	Food Service	Service	Projects	Debt Service	Debt Service	Funds	Trust	All Funds
Revenues	48,487,944	1,856,882	2,919,466	730,992	4,359,801	547,236	5,730,000	255,000	64,887,321
Expenditures	49,523,017	2,361,762	2,909,437	1,000,000	4,283,650	539,990	6,033,050	345,400	66,996,306
Net	(1,035,073)	(504,880)	10,029	(269,008)	76,151	7,246	(303,050)	(90,400)	(2,108,985)

Attachments:

- Fund Balance Summary



**INTERNATIONAL BACCALAUREATE (IB) PROGRAMME**

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

**OUR SCHOOLS**

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

# Budget Summary

## General Fund

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

### Adopted Budget Assumptions:

- Fiscal Year 2022-2023 average daily memberships (ADMs) are projected to be 2,760. This is a decrease of 31.58 ADMs compared to the fiscal year 2021-2022 revised budget ADMs of 2,791.58. Negative state aid impact of \$206,646.
  - Projections are made based on an average of ADM history as well as accounting for known enrollment figures moving forward.
- General education funding, on a per pupil basis, is \$6,863 (2% increase). Pupil units are calculated using a weighting factor of 1.0 for grades K-6 and 1.2 for grades 7-12.
- Salaries and benefits increases have been adjusted for known and estimated contract settlements.
  - Projections are based on salary matrix, lane-change, and estimated settlement costs.
- Non-salary costs have been adjusted for known changes in contracts, agreements, lease payment schedules, and changes in operations. Utility costs have been increased by 6%.
- Capital budgets have been aligned with funding projections and the long-term facilities maintenance ten-year plan.
- This budget anticipates use of ESSER III funds in the amount of \$1,865,729 out of a total of \$3,231,458. Construction costs of \$500,000 for the tennis court reconstruction is included in the amount of \$1,865,729. The remaining ESSER III funds will be set-aside for FY23-24 budgeting.

### Summary:

Based on the fiscal year 2021-2022 revised budget the District is projecting to end the 2021-2022 fiscal year with an Unassigned fund balance of approximately 8.86%. The 2022-2023 adopted budget is projected to end the year with an estimated Unassigned fund balance of 8.90%. The fund balance policy approved by the School Board has a minimum Unassigned fund balance of 7%. The adopted budget will be revised mid-year to adjust for the ongoing impact of COVID-19 (if any), legislative changes (if any due to a Special Session), final federal allocations, updated enrollments, staffing, any remaining contract settlements and fiscal year 2021-2022 audit results.

### **Food Service Fund**

The food service fund is used to record financial activities of the District's food service program. The FY22-23 adopted budget projects a \$250,000 planned spend down for freezer replacement (HS this summer, start Hayes next summer). Revenues are budgeted conservatively, while expenses are budgeted as if fully staffed (historically run short on staff). This is the worst case-scenario for the fund, and actual results should be more favorable. The ending fund balance for fiscal year 2021-2022 is projected to be \$576,092, or 21.58% of annual expenditures. The fiscal year 2022-2023 budget will be revised later in the year for known changes in operations, food pricing, staffing, and updated meals served estimates.

### **Community Service Fund**

The community service fund is used to record financial activities of the District's community service programs. The adopted budget projects a break-even outcome for the 2022-2023 fiscal year. The community service fund has been impacted significantly by COVID-19. Unfortunately, most community service programs are fee based and the revenues to support expenses was lost. As a result, the community service fund has a negative fund balance reserve. It is anticipated the community service fund will be whole within three years. Programming is moving back towards pre-pandemic level course offerings.

### **General and OPEB (Other Post Employment Benefits) Debt Service Funds**

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

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

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

The bonds refunded in 2020-2021 provided savings to our taxpayers by lowering the interest payments of the defeased bond and new bond schedule.

### **Internal Service Funds**

The Internal Service Funds account for the Districts self-insured medical and dental plans. We continue to have a healthy fund balance which allowed for a zero premium increase for 2022-23.

### **OPEB (Other Post Employment Benefits) Trust**

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

	<b>Division of School Finance</b> 1500 Highway 36 West Roseville, MN 55113-4266	<b>Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only</b>	ED - 02478-07
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**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:	Northeast Metro 916 Intermediate School District	Date:									
District Number:	916	Email:	mkumlien@916schools.org								
District Contact Name:	Mark Kumlien										
Contact Phone #	651-415-5650										

Fiscal Year (FY) Ending June 30											
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Expenditure Categories	2022 (base year)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
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**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	\$16,650	\$20,650	\$38,650	\$33,650	\$38,650	\$33,650	\$38,650	\$33,650	\$38,650	\$33,650	\$46,150
349	Other Hazardous Materials	\$8,500	\$8,500	\$11,500	\$11,500	\$14,500	\$8,500	\$8,500	\$11,500	\$11,500	\$14,500	\$12,500
352	Environmental Health and Safety Management	\$60,800	\$60,800	\$81,148	\$94,800	\$95,800	\$96,800	\$97,800	\$98,800	\$99,800	\$100,800	\$109,300
358	Asbestos Removal and Encapsulation	\$2,000	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$2,500
363	Fire Safety	\$20,450	\$20,250	\$26,300	\$23,050	\$24,100	\$28,600	\$22,000	\$24,400	\$26,600	\$22,000	\$31,300
366	Indoor Air Quality	\$7,500	\$7,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
<b>Total Health and Safety Capital Projects</b>		<b>\$115,900</b>	<b>\$117,700</b>	<b>\$170,098</b>	<b>\$177,500</b>	<b>\$185,550</b>	<b>\$180,050</b>	<b>\$181,450</b>	<b>\$180,850</b>	<b>\$189,050</b>	<b>\$185,450</b>	<b>\$214,250</b>

**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
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>										

**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
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>										

**Accessibility**

Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		<b>\$0</b>										

**Deferred Capital Expenditures and Maintenance Projects**

Finance Code	Category (5)											
368	Building Envelope	\$10,500	\$10,500	\$21,500	\$21,500	\$21,500	\$196,500	\$196,500	\$21,500	\$21,500	\$21,500	\$28,500
369	Building Hardware and Equipment	\$0	\$0	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$28,200	\$4,800	\$22,700	\$62,700	\$97,700	\$22,700	\$22,700	\$97,700	\$137,700	\$97,700	\$73,700
380	Mechanical Systems	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$12,000	\$12,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$614,000	\$14,000	\$14,000	\$17,000
384	Site Projects	\$6,000	\$6,000	\$15,000	\$52,000	\$15,000	\$15,000	\$65,000	\$50,000	\$15,000	\$15,000	\$15,000
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$56,700</b>	<b>\$33,300</b>	<b>\$107,200</b>	<b>\$154,200</b>	<b>\$152,200</b>	<b>\$252,200</b>	<b>\$302,200</b>	<b>\$787,200</b>	<b>\$192,200</b>	<b>\$152,200</b>	<b>\$138,200</b>

**Total Annual 10-Year Plan Expenditures**

		<b>\$172,600</b>	<b>\$151,000</b>	<b>\$277,298</b>	<b>\$331,700</b>	<b>\$337,750</b>	<b>\$432,250</b>	<b>\$483,650</b>	<b>\$968,050</b>	<b>\$381,250</b>	<b>\$337,650</b>	<b>\$352,450</b>
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**Fund Balance Section**

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Fund 01</b>											
Beginning Fund Balance 01-467-XX	\$31,038	\$438	\$126,736	\$181,138	\$187,188	\$281,688	\$333,088	\$817,488	\$230,688	\$187,088	\$201,888
LTFM Fiscal Year Revenue - Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue - AID if Applicable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other	\$142,000	\$277,298	\$331,700	\$337,750	\$432,250	\$483,650	\$968,050	\$381,250	\$337,650	\$352,450	\$350,750
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 - Special Legislation FY 20 and FY 21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures	\$172,600	\$151,000	\$277,298	\$331,700	\$337,750	\$432,250	\$483,650	\$968,050	\$381,250	\$337,650	\$352,450
<b>Ending Fiscal Year Fund Balance 01-467-XX</b>	<b>\$438</b>	<b>\$126,736</b>	<b>\$181,138</b>	<b>\$187,188</b>	<b>\$281,688</b>	<b>\$333,088</b>	<b>\$817,488</b>	<b>\$230,688</b>	<b>\$187,088</b>	<b>\$201,888</b>	<b>\$200,188</b>



EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 14  
(Fridley)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. 14, State of Minnesota, was held on \_\_\_\_\_(date), at \_\_\_\_\_(time), for the purpose, in part, of approving the FY 2024 Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Northeast Metro 916 Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution approving Northeast Metro 916 Intermediate School District's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of those projects in the district's application for fiscal year (FY) 2024 long-term facility maintenance revenue.**

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

1. The school board of Northeast Metro 916 Intermediate School District has approved a long-term facility maintenance program budget for its facilities for the 2023-2024 school year (Pay 2023 Levy) in the amount of \$277,298.00 of which School District No. 14's proportionate share is \$7,497.00 for pay as you go projects. The various components of this program budget are attached hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.53, subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where 25% of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and 75% of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's long-term facility

maintenance revenue application for fiscal year 2024 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

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

And the following voted against:

WHEREUPON said resolution was approved and adopted by the school board of School District No. 14.

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

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

WITNESS MY HAND officially as such Clerk on \_\_\_\_\_ (date).

\_\_\_\_\_  
Clerk

Independent School District No. 14

Date: May 25, 2022

To: Superintendent Dr. Hiel  
Members of the School Board

From: Cindy McKay

Subject: 2022-23 Rate for Private Transportation Contracts

State Statute requires School Districts to transport students attending non-public schools to either the district boundary or to the non-public school within the school district boundary. Fridley Public Schools transports to Totino Grace, Al-Amal & Woodcrest Baptist School if resident families request. Transportation is scheduled using the Fridley Public School calendar. Resident families attending non-public schools outside the Fridley school district boundary enter into a private transportation contract for reimbursement. District policy states the rate is to be established annually.

For 2022-2023, MDE has given us an annual maximum dollar amount of **\$354.06 per family, per school**. The daily rate will be broken down based on this figure and the number of school days attended. Families who have students attending two different non-public schools, will receive a reimbursement per family, per school.

CC: Superintendent Dr. Hiel  
Lori Andler



**INTERNATIONAL BACCALAUREATE (IB) PROGRAMME**

**Our IB World Schools provide:**

Primary Years Programme (PYP) in Preschool  
Primary Years Programme (PYP) in grades K-4  
Middle Years Programme (MYP) in grades 5-10  
Diploma Programme (DP) in grades 9-12

**OUR SCHOOLS**

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

# Agreement to Perform Transportation Services

Services Performed for:

Fridley Public Schools  
6000 West Moore Lake Drive  
Fridley, MN 55432

Services Performed by:

Dynamic Transportation Service, LLC  
572 Landau Dr.  
Woodbury MN, 55125

## Dates of Contract

The Services shall commence on July 1, 2022 and shall continue through June 30, 2024.

## Contract for Services

This contract is entered into by and between Independent School District 14 – Fridley Public Schools (hereinafter "the District") and Dynamic Transportation Service, LLC (hereinafter "Bus Company" an Independent contractor for School Transportation Services for students attending school in District 14.

Now, therefore, in consideration of the mutual promise and benefits contained herein, the parties agree as follows:

1. **Bus Company Services:** Bus Company is an independent contractor and shall:
  - a. Provide services and comply with all terms and conditions described in the attached School Bus Contract Specifications, 2022-2024 attached hereto as Exhibit 1 (and incorporate by reference), the Transportation Quotation Form (hereto as Exhibit 2 with agreed changes, the Bus Price Information Sheet, attached here to as Exhibit 3 and the Dynamic Transportation Service Daily Fee Rates, attached hereto as Exhibit 4.. In the event of any conflict between the provisions of this Contract, and Exhibit 1, this contract shall prevail.
2. **Bus Company's Obligations:**
  - a. Bus Company agrees that Bus Company will not contract for or accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit, or any other organization that would create a conflict of interest in the performance of its obligations under this Contract.
  - b. Bus Company has obtained all necessary licenses or permits required to provide Bus Company's work under this Contract; and
  - c. Bus Company agrees to abide by applicable state and federal laws and the District policies, including but not limited to, the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, Minn. Stat. § 16C.05, subd. 5, and Minn. Stat. § 181.59.
3. **Term of Contract:** This Contract shall be for the term described above, unless earlier terminated by law or according to the provisions herein. The parties may change the duration of this Contract in accordance with Section IV, E-G of Exhibit 1.
4. **Consideration and Terms of Payment:**

- a. Bus Company shall provide all services under this Contract to the satisfaction of the Superintendent or its Authorized Agent (hereinafter "Director of Finance") and no payment shall be made for services not performed or performed in a manner not satisfactory to the Superintendent or Director of Finance. For the purposes of this Contract, the Authorized Agent is the Director of Finance. Transportation Services.
  - b. The District shall compensate Bus Company in accordance with Exhibit 1 at the rates agreed to in Exhibit 2.
5. **Cancellation:** This Contract may be canceled by the District for cause if Bus Company fails to cure any default after reasonable notice and an opportunity to cure. A default by Bus Company is defined as a material breach of the terms of this Contract. In the event of such cancellation, the Bus Company shall be entitled to any payment due, determined on a pro rata basis, for work or services satisfactorily performed up to the time of the notice of cancellation. Bus Company shall cease to perform services under this Contract upon receipt of notice of cancellation from the District.
6. **Indemnification and Insurance:** Unless waived by the District in writing, the following provisions apply. The District may waive any of the provisions in this paragraph only in cases where Bus Company provides services of a limited nature such as a one- time workshop or training.
- a. Except as provided otherwise expressly in writing, Bus Company and the District each shall be responsible for its own legal representation and costs.
  - b. In accordance with Section V, F of Exhibit 1, Bus Company agrees to indemnify the District and its Agents.
  - c. Bus Company shall, at its own expense, maintain comprehensive general liability insurance in accordance with Section V, D- E of Exhibit 1. In the event the tort liability limits established by Minn. Stat. § 466.04, subd.1 are amended, the Bus Company shall increase its coverage to reflect the limits established by that law.

The Bus Company, by signing, warrants that it has reviewed and agrees to all terms incorporated in this Contract and is authorized by law to execute this Contract, intending to be legally bound thereon.

APPROVED:

School District

\_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Bus Company - Dynamic Transportation Service, LLC

 \_\_\_\_\_

Title Owner

Date 06/03/22

Attachments

Exhibit 1 School Bus Contract Specifications

Exhibit 2 - Transportation Quotation Form

Exhibit 3 – Bus Price Information Sheet

Exhibit 4 – Dynamic Transportation Daily Fee Rates

# Agreement to Perform Transportation Services

Services Performed for:

Fridley Public Schools  
6000 West Moore Lake Drive  
Fridley, MN 55432

Services Performed by:

United Transportation Services, LLC  
945 West Pierce Butler Route  
Saint Paul, MN 55104

## Dates of Contract

The Services shall commence on July 1, 2022 and shall continue through June 30, 2024.

## Contract for Services

This contract is entered into by and between Independent School District 14 – Fridley Public Schools (hereinafter "the District") and United Transportation Service, LLC (hereinafter "Bus Company" an Independent contractor for School Transportation Services for students attending school in District 14.

Now, therefore, in consideration of the mutual promise and benefits contained herein, the parties agree as follows:

1. Bus Company Services: Bus Company is an independent contractor and shall:
  - a. Provide services and comply with all terms and conditions described in the attached School Bus Contract Specifications, 2022-2024 attached hereto as Exhibit 1 (and incorporate by reference), the Transportation Quotation Form – United attached hereto as Exhibit 2 with agreed changes, the Bus Price Information Sheet United, attached hereto as Exhibit 3 and the United Transportation Service Daily Fee Rates, attached hereto as Exhibit 4. In the event of any conflict between the provisions of this Contract, and Exhibit 1, this contract shall prevail.
2. Bus Company's Obligations:
  - a. Bus Company agrees that Bus Company will not contract for or accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit, or any other organization that would create a conflict of interest in the performance of its obligations under this Contract.
  - b. Bus Company has obtained all necessary licenses or permits required to provide Bus Company's work under this Contract; and
  - c. Bus Company agrees to abide by applicable state and federal laws and the District policies, including but not limited to, the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, Minn. Stat. § 16C.05, subd. 5, and Minn. Stat. § 181.59.
3. Term of Contract: This Contract shall be for the term described above, unless earlier terminated by law or according to the provisions herein. The parties may change the duration of this Contract in accordance with Section IV, E-G of Exhibit 1.
4. Consideration and Terms of Payment:

- a. Bus Company shall provide all services under this Contract to the satisfaction of the Superintendent or its Authorized Agent (hereinafter "Director of Finance") and no payment shall be made for services not performed or performed in a manner not satisfactory to the Superintendent or Director of Finance. For the purposes of this Contract, the Authorized Agent is the Director of Finance. Transportation Services.
- b. The District shall compensate Bus Company in accordance with Exhibit 1 at the rates agreed to in Exhibit 2.

5. **Cancellation:** This Contract may be canceled by the District for cause if Bus Company fails to cure any default after reasonable notice and an opportunity to cure. A default by Bus Company is defined as a material breach of the terms of this Contract. In the event of such cancellation, the Bus Company shall be entitled to any payment due, determined on a pro rata basis, for work or services satisfactorily performed up to the time of the notice of cancellation. Bus Company shall cease to perform services under this Contract upon receipt of notice of cancellation from the District.

6. **Indemnification and Insurance:** Unless waived by the District in writing, the following provisions apply. The District may waive any of the provisions in this paragraph only in cases where Bus Company provides services of a limited nature such as a one- time workshop or training.

- a. Except as provided otherwise expressly in writing, Bus Company and the District each shall be responsible for its own legal representation and costs.
- b. In accordance with Section V, F of Exhibit 1, Bus Company agrees to indemnify the District and its Agents.
- c. Bus Company shall, at its own expense, maintain comprehensive general liability insurance in accordance with Section V, D- E of Exhibit 1. In the event the tort liability limits established by Minn. Stat. § 466.04, subd. 1 are amended, the Bus Company shall increase its coverage to reflect the limits established by that law.

The Bus Company, by signing, warrants that it has reviewed and agrees to all terms incorporated in this Contract and is authorized by law to execute this Contract, intending to be legally bound thereon.

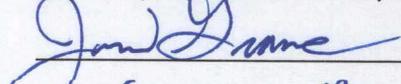
APPROVED:

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

Title \_\_\_\_\_

Date \_\_\_\_\_

Bus Company – United Transportation Service, LLC



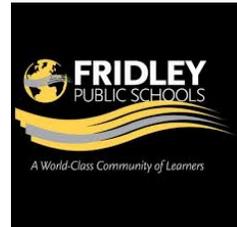
Title GENERAL MANAGER

Date 06/03/2022

Attachments

- Exhibit 1 School Bus Contract Specifications
- Exhibit 2 - Transportation Quotation Form - United
- Exhibit 3 – Bus Price Information Sheet United
- Exhibit 4 – United Transportation Daily Service Fee Rates

## Q Comp Annual Report



This template, which may be changed as needed, is designed to help formulate the Quality Compensation (Q Comp) Annual Report. Per [Minnesota Statutes, section 122A.414, subdivision 3\(a\)](#) the report must be submitted to the school board by June 15 of each year and include findings and recommendations for the program. We also recommend that the report include a summary of what was implemented for the year, to help provide context for the findings and recommendations.

**DATE PRESENTED TO SCHOOL BOARD: June 15, 2022**

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. **All information reported should be based on the current school year.** We recommend that each question be addressed with a brief summary of 3-7 sentences.

### Core Component: Career Advancement Options

#### Implementation

Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)?

**Yes.**

If no, please explain what changes have occurred and why?

#### Impact

How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

**Through staff development sessions, leadership team meetings and team meetings, the teacher leaders (Instructional Leaders or ILs) were able to provide greater understanding of instructional best practices. The teacher leaders also met with each teacher to develop an individual growth plan or IGP that focused on professional growth aligned with the evaluation rubric. In the final IGP reflection, teachers reported that the mentoring and coaching by the Instructional Leaders helped them understand better understand curriculum and instruction.**

How did the work of teacher leaders impact student achievement?

- **Developed and facilitated staff development**
- **Built greater understanding and support of instructional best practices**
- **Modeling of instructional best practices**
- **Assisted teachers in making changes to classroom practices**
- **Coaching and reflection during pre- and post- observation conferences guided teachers in trying and refining changes in instructional practice**

## Review Findings

How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

**This year we had all veteran teacher leaders, so we took this opportunity to dive deeper into our walkthrough process and how to formulate reflective questions to use as a coaching technique. Over the course of our meetings, we watched video clips of classrooms at various grade levels to develop inter-rater reliability in our observations and feedback. As we move forward, this specific coaching will provide our teachers with feedback to improve instruction.**

What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

**Teachers reported that the Instructional Leaders provided coaching and support for new instructional strategies, specifically related to technology integration, anti-bias classroom management strategies, and “returning through relationships” as we came back to in-person learning.**

## Recommendations

How will the district use the review findings to improve the effectiveness of teacher leadership?

**The district will re-examine and revise the training provided to new Instructional Leaders to the position. The four Principals/IL sessions fostered a deeper understanding of mentoring and the metrics that can be used in the evaluation process. Next year we will see a continued focus on inter-rater reliability, reflective questioning and coaching conversations, observing, and discussing culturally responsive classroom practices, and aligning evaluation elements to the IB Standards and Practices.**

## Core Component: Job-embedded Professional Development

### Implementation

Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

**Yes.**

If no, please explain the changes that have occurred and why?

### Impact

How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

**Teams shared their most promising and effective strategies and supported other teachers in the implementation of the strategies. Many times leadership teams and Instructional Leaders identified specific types or categories of strategies and provided training to peers:**

- Elementary –

- Equity and Inclusion anti-bias strategies, restorative practices, IB self-study work, Lucy Calkins writing, Math Expressions curriculum updates, and data protocols.
- Middle school –
  - Equity and Inclusion anti-bias strategies, restorative practices, IB self-study work, Lucy Calkins writing (5<sup>th</sup> & 6<sup>th</sup>), and data protocols.
- High School –
  - Equity and Inclusion anti-bias strategies, restorative practices, IB self-study work, department goals, and data protocols.
- Preschool –
  - Equity and Inclusion anti-bias strategies, restorative practices, PYP curriculum framework and inquiry, TS Gold data work, and play-based learning.

How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

**Teachers reported satisfaction in staff development sessions led by their peers with a focus on specific instructional strategies that can be easily implemented. The fall district opening PD session went well as all staff were able to participate in “returning through relationships” activities. Also, the district January PD session provided our staff with agency to choose learning opportunities regarding literacy instruction.**

## Review Findings

How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

**Building and department teams used multiple data points to determine students’ strengths and areas of growth. The data also provided the opportunity to identify and deliver targeted academic and behavioral interventions including Tier 1 in the general education classroom and Tier 2 and Tier 3 in small groups.**

How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

**Teams used pre- and post-testing results for reading and math and choose targeted interventions for students. Behavioral and climate data was also collected through behavioral screening tools and the Minnesota Student survey this year.**

## Recommendations

How will the district use the review findings to improve the effectiveness of job-embedded professional development?

**Data action teams will continue to look at specific student achievement data and behavioral data. Data is made available through the data warehouse with customized reports. The Teaching and Learning team, using a form from Stevenson Elementary, created growth reports for all schools after the winter and spring assessment windows. These reports were shared and analyzed by each school to look for ways to improve our curriculum and scheduling.**

## Core Component: Teacher Evaluation

### Implementation

Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes.

If no, please explain the changes that have occurred and why?

## Impact

What impact did the observation/evaluation process, including coaching, have on classroom instruction?

**Ongoing feedback from the Instructional Leader and principal beyond the evaluation observation were reported to be one of the single most valuable elements of the program. Instructional Leaders reported that they were able to see changes in practice reflective of the conversations they had with teachers pre- and post-observation.**

What impact did the observation/evaluation process, including coaching, have on student achievement?

**As the teachers are focused on specific strategies, the principal and teacher leader provide clear and on-going feedback related to those strategies creating a culture of professional learning, risk-taking and change in classroom practice, and team discussion and comparison of student results.**

## Review Findings

How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

**The observations provided individuals with multiple opportunities to receive feedback and reflect on the delivery and impact of the strategies. Meeting individually and in small groups about individual growth plans was also a beneficial strategy for reflection.**

How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

**Principals also met regularly with the Instructional Leaders from each building to develop and refine inter-rater reliability.**

## Recommendations

How will the district use the review findings to improve the effectiveness of teacher evaluation?

**There was a renewed focus on the evidence and reliability rather than just the "score." Coaching was the foundation for the majority of evaluations. The observation with the pre- and post-observations conferencing became an excellent learning opportunity for the observers. Instructional Leaders and principals will continue to work on the alignment of the Framework for Teaching with the IB Standards and Practices and evidence of deeper work in the area of equity and inclusion.**

# Core Component: Performance Pay and Alternative Salary Schedule

## Implementation

Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

**Yes**

If no, please explain the changes that have occurred and why?

Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

**Yes**

If no, please explain the changes that have occurred and why?

## Impact

1. What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement?

**All buildings met the standard to earn some performance pay (up to \$500) based on student achievement.**

- **Fridley High School - \$375**
- **Fridley Middle School - \$406.25**
- **Stevenson Elementary School - \$487.50**
- **Hayes Elementary School - \$466.67**
- **ALC - \$500**
- **Preschool/FCC - \$437.50**

2. What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results?

**For the 2021-22 school year 100% of participating, eligible teachers, earned some part of performance pay in this area.**

- a. What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results?
  - **For the 2021-22 school year 100% of participating, eligible teachers earned some part of performance pay in this area. Over 95% of teachers earned at least \$450+ out of \$500**
- b. What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results?

- **For the 2021-221 school year 100% of participating, eligible teachers earned some part of performance pay in this area. Over 95% of teachers earned at least \$400+ out of \$500**

3. Is performance pay awarded for another area (besides schoolwide goals, measures of student achievement and observation/evaluation results)?

yes no

If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area?

- **For the 2021-22 school year 100% of participating, eligible teachers earned some part of performance pay for professional development and individual growth plans.**

## Recommendations

How will the district use the data to improve the effectiveness of this core component?

**We will continue to develop student achievement building goals with teams focused on developing plans and activities to support student success. Our ACP plan (QComp and TDE) will be under review for the 2022-23 school year to reimagine our impact on professional growth and development. We want to increase our usage of data to inform programmatic and instructional decisions, continue to develop our coaching techniques, and to adjust the payout structure to make it financially sustainable for years to come.**

## General Program Impact and Recommendations

What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

**Over the years the Q Comp Program has created a culture of on-going and consistent reflection and refinement of instructional practice. Teams are improving on analyzing student data and acting on it in ways that provide students with more targeted instruction that is culturally responsive.**

What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

**We have had very challenging times these past three school years gathering valid and reliable data. We have seen the impacts on the disruption of the learning environment and will need to continue to provide meaningful opportunities for our students. With that said, we can't fully determine the impact that Q Comp has had on student achievement as the realities of the pandemic are just emerging.**

How will the district use the review findings to improve the overall effectiveness of the program?

**We will continue to work with our staff on returning to in-person learning, however our school environments have changed so much due to the pandemic and societal impacts in our country and local community that it is a prime time to re-evaluate our program and its impact on teacher development and growth.**

**Important Notice to Parents/Guardians:** While we plan to open schools regularly, we are aware that the COVID-19 virus will still be in our community. Processes and routines may be adjusted based on what is happening locally within our schools and county. Information in this handbook may change should there be an outbreak that require the school district, a particular school, or program, to change instruction and service delivery for students. We are optimistic that the worst of COVID-19 is behind us, and we look forward to a regular start and duration of the **2022-2023** school year.

## Welcome to Fridley Public Schools!

Thank you for choosing Fridley Public Schools, Minnesota's first and only full E-12 International Baccalaureate (IB) Continuum school district!

Fridley Public Schools serves the central area of the City of Fridley with the following schools and programmes: Fridley Preschool (3- and 4-year-olds), Hayes and Stevenson elementary schools (K-4), Fridley Middle School (5-8), Fridley Online Academy (7-12), Fridley High School (9-12), Fridley Area Learning Center (9-12), and Fridley Community Education (ages birth-seniors).

Our school district offers the International Baccalaureate (IB) programmes to all students: Primary Years Programme in Preschool and K-4, Middle Years Programme in grades 5-10, Diploma Programme in grades 11-12 and Career-related Programme in 10-12. 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 Continuum at Fridley schools is in the Academics section of this handbook.

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 50 languages spoken in our schools. Fridley's 3,000 students and their families are served by more than 450 teachers and staff members.

Welcome to Fridley Public Schools and we look forward to a great school year of learning!



## Superintendent Dr. Kim Hiel

Dr. Kim Hiel has served as the Fridley Public Schools Superintendent since 2018. She 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 and graduate ready for college and careers.



## 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.

## OUR EQUITY STATEMENT

*Fridley Public Schools is committed to creating a welcoming, respectful environment that provides an equitable and inclusive education for each student, staff, and community member by ensuring that opportunities, access, and resources are aligned to support the growth and academic achievement of each student.*

## Fridley School Board



Board Members: *Abdisalam Adam, Nikki Auna, Jake Karnopp, Ross Meisner, Donna Prewedo, and Avonna Starck.*

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. If you would like to contact the School Board, you may email [schoolboard@fridley.k12.mn.us](mailto:schoolboard@fridley.k12.mn.us) or call 763-502-5060.

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**

## A MESSAGE FROM OUR PRINCIPALS

Dear Students, Parents and Guardians:

Thank you for choosing Fridley Public Schools and welcome to our schools!

As we begin another year of school, we look 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 policies. 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 on the school district website at [www.fridleyschools.org](http://www.fridleyschools.org).

It is both the student 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 families 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

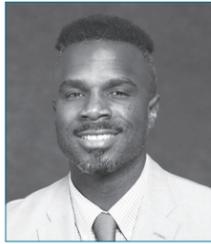
Please review this handbook with your child, sign and date the **Acknowledgement Form, Internet Acceptable Use Form and Media Release Form** located in the center of this handbook and return to their homeroom teacher during the first week of school.



**FRIDLEY SCHOOL LEADERSHIP**



**Patty Hand**  
Principal  
Fridley High School



**Lamii Zarlee**  
Assistant Principal  
Fridley High School



**Justin Reese**  
Activities Director  
Fridley Public Schools



**Kelly McConville**  
Principal  
ALC/Preschool



**Dr. Amy Cochran**  
Principal  
Fridley Middle School



**Matthew Engelhardt**  
Assistant Principal  
Fridley Middle School



**Angaelicka Iverson**  
Principal  
Hayes Elementary



**Veronica Mathison**  
Principal  
Stevenson Elementary

**FRIDLEY PUBLIC SCHOOL DISTRICT**

**District Office**  
6000 West Moore Lake Drive | Fridley, MN 55432

**Fridley Preschool**  
6085 Seventh Street NE | Fridley, MN 55432

**Hayes Elementary School**  
615 NE Mississippi Street | Fridley, MN 55432

**Stevenson Elementary School**  
6080 East River Road | Fridley, MN 55432

**Fridley Middle School**  
6100 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 Community Center & Enrollment Center**  
6085 Seventh Street NE | Fridley, MN 55432

**DISTRICT ADMINISTRATIVE OFFICES**

Activities.....	763-502-5606
Buildings & Grounds .....	763-502-5008
Business & Finance .....	763-502-5004
Communications.....	763-502-5020
Community Education .....	763-502-5100
Early Childhood Education .....	763-502-5143
Enrollment .....	763-502-5081
Equity and Inclusion .....	763-502-5063
Human Resources .....	763-502-5013
Nutritional Services .....	763-502-5021
Special Services .....	763-502-5661
Teaching & Learning .....	763-502-5005
Technology .....	763-502-5032
Transportation .....	763-502-5026
IB (Diploma, Career-related) .....	763-502-5062
IB (Middle Years Programme) .....	763-502-5036
IB (Primary Years Programme)	
Hayes Elementary School .....	763-502-5228
Stevenson Elementary School .....	763-502-5317
Fridley Preschool.....	763-502-5117

**ARRIVAL & DISMISSAL HOURS**

**FRIDLEY HIGH SCHOOL**

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

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

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

**FRIDLEY MIDDLE SCHOOL**

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

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

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

**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 (Half-day, Fee based)**

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

Afternoon: Monday – Thursday, 12:00 -2:45 PM

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

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

Afternoons: Monday – Friday, 12:00 -3:00 PM

**4-Year-Old Preschool (Full day, Fee based)**

Monday – Friday, 7:30 AM - 4:30 PM

**BUILDING DIRECTORY**

**FRIDLEY HIGH SCHOOL ..... 763-502-5600**

Patty Hand, Principal .....	763-502-5601
Principal's Secretary .....	763-502-5602
Lamii Zarlee, Assistant Principal .....	763-502-5603
Justin Reese, 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**

Kelly McConville, Principal .....	763-502-5101
Attendance .....	763-502-5103
Social Worker .....	763-502-5145

**FRIDLEY MIDDLE SCHOOL ..... 763-502-5400**

Dr. Amy Cochran, Principal .....	763-502-5401
Principal's Secretary .....	763-502-5402
Matthew Engelhardt, 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**

Kelly McConville, 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](http://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 as possible. The district will 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 will be sent prior to the start of the school day. 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. **Students are required to request transportation. Requests are moved to the following school year except for 4th grade moving to 5th grade, Kindergarten and Preschool. This process is done with a form submitted from the website.**

### 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. **Eligible students need to submit a form for the activity bus each season/class. This process is done with a form submitted from the website.**

## 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](http://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.

## CAMPUS PARENT PORTAL

**Upon enrollment, each parent/guardian will be required to sign a copy of the Internet Acceptable Use Agreement Form.**

**Once this is done, they will be assigned an activation code to activate their own Campus Parent Portal account. The account remains active as long as the parent has children in the Fridley school district.**

**Existing parents/guardians who do not yet have a Campus Parent Portal account can get an activation key from their student's school building secretary.**

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 contacting your child's building secretary.**

## ANNOUNCEMENTS

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

## PUBLICATIONS AND MATERIALS

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

## DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES

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

## DISTRICT-OWNED MEDIA PLATFORMS

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

## POSTERS & FLIERS

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

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

## EQUAL ACCESS TO SCHOOL FACILITIES

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings

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

## NON-DISCRIMINATION

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

## STUDENT SERVICES AND COUNSELING

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

## FOOD AND NUTRITION SERVICES

### Food in the Classrooms

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

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

Now is a great time to encourage your kids to choose school breakfast and lunch! School meals offer students a variety of fruits and vegetables, proteins and grains, and low fat milk. They also must meet guidelines on sodium, 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. In Minnesota, any student who qualifies for a reduced price meal will receive lunch at no cost due to state funding. Application for Educational Benefits must be completed each school year. Please complete the form before the first day of school **or at Fall Open House events.**
- 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. Please talk with your children about what additional items they can purchase through ala carte. **Cash is not accepted at the cashier stations during meal service and can be turned into the school’s main office or Nutritional Services Office prior to lunch.**
- To see our menus and get more information please go to the Nutritional Services page on the district website at [www.fridleyschools.org](http://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, 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) may be available at Stevenson and Hayes elementary schools. This program provides all children with a variety of free fresh fruit and vegetable snacks during 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.

#### APPLICATION FOR EDUCATIONAL BENEFITS (Free/Reduced Price Meals)

Families **MUST** re-apply every year prior to the start of the school year 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>

Select New User Registration>follow online directions. You must have a Campus Parent Portal account to complete the online application. If you do not, please contact your child’s school secretary for assistance.

2. **Download paper application at:**  
[www.fridleyschools.org](http://www.fridleyschools.org)

3. **Mailed Paper Application:**  
Application For Educational Benefits are also mailed to families in July or August. Any paper applications can be returned to your child’s main office, FCC or the District Office.

- A new application **MUST** be filled out prior to the start of school **EACH** year or **at Fall Back to School events.**
- **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.

#### ONLINE NOTIFICATION & PAYMENT OPTION PAYMENT OPTION IN INFINITE CAMPUS

- Families should deposit a minimum of \$10 in each child’s account before school starts to cover meals until new eligibility is approved.
- We no longer refund any balance of \$10 and under.
- Families can set up email notification when meal account balances are low. You can also set up reoccurring meal payments.
- **Families will also receive an automated email when their student has a negative lunch balance.**
- **Payments can be made online using a credit or debit card through Infinite Campus at <https://fridleymn.infinitecampus.org/campus/portal/parents/fridley.jsp>**

#### MEAL PAYMENTS

- Fridley uses a computerized point of sale system for all school meals purchases. Advance payment is required for meals. Each student is issued a PIN (personal identification number). The student’s PIN is in a barcode and they must bring this to the cashier station. Students are given a laminated barcode to

use. Middle and High School students can also use their student ID card or the barcode in the Student Campus App at the cashier station.

- Students can deposit money into their meal account daily.
- *High School Only* - **Turn in payment to the Nutritional Services window in the District Office 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.
- **Online payment using a credit or debit card can be made through Infinite Campus at <https://fridleymn.infinitecampus.org/campus/portal/parents/fridley.jsp>**
- 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, dean 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)	<b>\$3.00</b>
Lunch (elementary school)	<b>\$2.75</b>
Lunch (reduced price)	Free
Milk only	\$.55
Adult Lunch	<b>\$4.50</b>
Adult Breakfast	<b>\$2.25</b>

#### 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/Food Delivery Services:** For safety reasons and limitation of disruption to school operations, Fridley Middle School and Fridley High School students are not permitted to order food delivery services to the school. Attempted food delivery service will be refused by the school main offices. Other than a bag lunch or school purchased food, no other food may be brought into 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

Volunteers are an important part of our school programs. Volunteers must sign in at the school office and receive an identification badge before assuming their duties. We invite you to consider volunteering in ISD14 Fridley Public Schools. Please contact your child's school for further information. Volunteers are required to complete a district background check prior to performing service in the School District.

### PARENT AND TEACHER CONFERENCES

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

### NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district may give notice to teachers and other appropriate school district staff when students with a history of violent behavior are placed in their classrooms. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

### STUDENT RECORDS

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

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

### SCHOOL PICTURES

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

### STUDENT SURVEYS

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

### VIDEO AND AUDIO RECORDING

#### Buses

All school buses used by the school district may be equipped for the placement and operation of a video cam-

era. 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.

### GPS

All school buses used by the school district may be equipped with GPS to verify the location of vehicle at any time. The school district will use this data to route safe and efficient routes for all students.

### 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. At each school, students can access a variety of resources including visual, electronic and printed resources.

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 6:30 am to 6:00 pm (K-6th Grade) and 7:30 am to 4:30 pm (Pre-K) in the Fridley Community Center. For more information please contact 763-502-5107.

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

Preschool, elementary, and 5th and 6th grade students routinely participate in outdoor recess during the school year. In the winter, students may be outdoors as long as weather conditions are conducive to outdoor activities. Appropriate attire such as hats, boots, mittens and coats are required for outdoor playtime during winter. Snow pants are also highly encouraged. Children are not allowed to stay inside alone when other students are participating in outdoor recess.





## The International Baccalaureate (IB) An E-12 Continuum at Fridley Public Schools



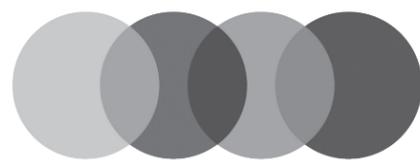
As the world becomes increasingly globalized, today's economy demands an engaged, intelligent, and culturally aware workforce. Although the world is rapidly changing, an International Baccalaureate education ensures students are prepared for the future. Fridley Public Schools provides a foundation of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

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

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

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

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



IB CONTINUUM  
CONTINUUM DE L'IB  
CONTINUO DEL IB



*Inquirers*  
*Open Minded*  
*Knowledgeable*  
*Caring*  
*Thinkers*

*Risk-Takers*  
*Communicators*  
*Balanced*  
*Principled*  
*Reflective*



### **(IB) PRIMARY YEARS PROGRAMME (PYP) Grades Preschool-4**

Hayes and Stevenson Elementary Schools received authorization from the International Baccalaureate to offer the Primary Years Programme (PYP) in 2010, and Fridley Preschool became the first and only preschool in the state of Minnesota to offer the PYP in 2020. 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**

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](mailto: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](http://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, after school during the school year, and grades K-7 during summer. 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 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, 2022 for the 2022-2023** school year. State forms will not be signed after **May 30, 2022 for the 2022-23** 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 courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis;

10th graders are eligible to enroll in PSEO on a more limited basis (see note below). Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis.

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

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

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

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

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

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

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

A student's acceptance into a post-secondary option program is a commitment by the student to abide by the rules of the

post-secondary institution that he/she is attending as well as the rules of Fridley High School. Students will be expected to attend all classes, participate, and maintain satisfactory progress. The post-secondary credits earned will apply toward graduation requirements at Fridley High School. Grades earned at the post-secondary institution are included in the high school grade point average. Courses taken outside of Fridley High School are not weighted in our weighted grading system.

### Important To Remember (PSEO):

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

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

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

## GRADUATION REQUIREMENTS

### Course Credits Required for Graduation

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

### Honor Criteria for Graduation

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

- **Honors:** Students have a cumulative weighted GPA of 3.25 to 3.49. These students will earn an



academic letter and be noted by wearing a gold honor cord at commencement.

- **High Honors:** Students have a cumulative weighted GPA of 3.5 to 3.74. These students will earn an academic letter and be noted by wearing a gold cord at commencement.
- **Highest Honors:** Students have a cumulative weighted GPA of 3.75 and above and have taken a minimum of 6 semester credits in three IB Diploma Courses with external assessments. These students will earn an academic letter and be noted by wearing a gold honor stole at commencement. **Full time PSEO students cannot achieve highest honors as they do not take IB courses their junior and senior years.**
- **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 their advisories over the four years of their high school experience, both personally and academically, to help them achieve their goals.

- An avenue for sharing grade-specific information.

### PARENT RIGHT TO KNOW

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

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

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will also provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

### FIELD TRIPS

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

### IMPORTANT NOTIFICATION

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

Students and parents/guardians are REQUIRED to sign for the receipt of the Student Parent Handbook which includes the Student Code of Conduct using the [Acknowledgment Form in the center of this handbook](#). **Any student and his or her parents that do not sign a receipt SHALL NOT be relieved of any responsibilities 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 un-excused from school for nine (9) days, we are required to file an educational neglect report with their local county of residence 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, dean of students, social worker, 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 from the athletic office notifying 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 be in school



and should not participate in co-curricular or extra-curricular activities for the day they are not in school. Students must be in school all day to participate in extracurricular activities.

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

### Un-excused Absences

Failure to attend school, except when excused for legitimate reasons, results in an un-excused absence. Class work missed must be completed satisfactorily to complete any course. Un-excused absences include such situations as missing a bus, shopping, oversleeping, missing your ride, breakdown of an automobile, etc.

### DENTAL, DOCTOR, COURT AND OTHER APPOINTMENTS

If possible, doctor and dentist appointments should be scheduled outside of school hours. Sometimes parents may 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 the 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 UN-EXCUSED 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 un-excused and the student is legally truant. Minnesota Student Truancy Statutes will be enforced.

### MAKE-UP WORK - A STUDENT'S RESPONSIBILITY

Following an excused or un-excused 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 they return, or they 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).

### 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 un-excused absence. If a student has a personal emergency, they 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/guardian to the main office before the first period class.
2. The student will be given a pass to meet their parent / guardian in the office at the appropriate time.
3. The parent/guardian must sign their student out of the main office before taking the student off of school grounds.
4. If a student returns to school that day, they must sign in at the main office.

### STUDENT DISCIPLINE

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

To ensure this safe environment, the district has established clear student discipline policies, consequences appropriate to

behaviors, and a practice to implement these guidelines fairly. Students are expected to behave in accordance with federal, state and local laws, district policies and guidelines, and in a way that respects the rights and safety of others. Known violations of federal state and local laws will be reported to local law authorities.

### Student Behavior/Conduct

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

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

### Violations of the Student Code of Conduct

Fridley Public Schools [District Policy 506 Student Discipline](#) applies to any student whose conduct interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, employees, or other parties. The policy applies to all school buildings, grounds and property, school-sponsored activities or trips, school bus stops, school buses, vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions.

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

### Reasonable Force

Allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by Minnesota Statute 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

### Student Rights and Responsibilities

The student has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. The student is responsible for knowing

and complying with school rules, for being respectful and behaving in a civil manner. The student shall be responsible for his/her own actions.

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

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

All students attending Fridley Public Schools have the responsibility to:

1. Attend school daily, except when excused, and to be on time to all classes and other school day functions;
2. Pursue and attempt to complete the course of study prescribed by state and local school authorities;
3. Make necessary arrangements for making up work when absent from school;
4. Assist the school staff in maintaining a safe school for all students enrolled therein;
5. Be aware of all school rules and regulations and conduct themselves in accordance with them;
6. Assume that until a rule is waived, altered, or repealed, it is in full effect;
7. Be aware of and comply with state and local laws;
8. Be aware of and comply with both State High School League rules and regulations and School Board policy when participating in extracurricular activities;
9. Be willing to volunteer information in disciplinary cases and cooperate with school staff;
10. Protect and take care of the school's property, and the property of others;
11. Dress and groom to meet fair standards of safety, health, and common standards of decency;
12. Avoid inaccuracies in student newspapers or publications and indecent or obscene language, both written and verbal, (see [District Policy 505 Distribution of Materials on School Property or at School Events](#));
13. Express ideas in a manner that will not demean, offend or slander others (see [District policy 413 Harassment and Violence](#)). This includes, but is not limited, to the District cyber bullying [Policy 514 Bullying Prohibition](#).



## Student Rules of Conduct

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

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

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

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

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

### Tennessee Warning

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

### ACADEMIC HONESTY POLICY

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

Students are expected to:

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

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

### BUS CONDUCT AND CONSEQUENCES FOR MISBEHAVIOR

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

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

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

- Students are only allowed to ride their assigned bus. Students are not allowed to ride their friend's bus to go home with them. If a parent wants his/her child to go home with another student, that parent must transport their child there.
- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

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

- Follow the driver's directions at all times.



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

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

## BICYCLES

Bicycle racks are available for students at each school. It is the students' responsibility to secure their bicycle to the rack. All bicycles should be in a bike rack and not secured to posts of the school building. The schools 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 office.
6. Students are not allowed to "loiter" in the parking lot before or after school.
7. Parking permits are to be used only by the person to whom the permit has been issued.
8. Students improperly or illegally parked will be issued

a citation and may have their vehicles towed at their own expense on the second offense.

9. Students who leave the school parking lot during the day without a valid pass, or who take other students who do not have a valid school pass to leave school with them in their vehicle, will forfeit their parking privileges for the remainder of the school year. No refund will be made.
10. Students and parent/guardian agree to indemnify and hold harmless School District 14, its employees and agents for any loss, damage, or injury to the student, student's vehicle, or property which may result from parking or driving on school district property.
11. The parking fee is \$5.00 per year. There will be a \$5.00 charge per permit for each additional vehicle registered per student. A \$5.00 fee will also be charged for replacement of lost or stolen parking permits.

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

## BULLYING PROHIBITION

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

## HARASSMENT AND VIOLENCE PROHIBITION

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

## GANGS/THREATENING GROUP ACTIVITY

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

## HAZING PROHIBITION

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

## VANDALISM

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

## TOBACCO-FREE SCHOOLS

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

## DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy. District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school [District policies 515 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, such as use for classroom activities, accessing remote learning and instruction, and educational research. Use of the school district's system is a privilege, not a right.

### 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.

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.*

### Important Notice

Fridley Public Schools takes measures to filter and monitor resources and information accessed through its information and data systems. Though effort is 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.

### 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 if:

1. A dance consent form has been completed and returned to the main office by 3:05 pm the day before the dance.
2. All student guests must bring a valid student ID and/or driver's license for verification purposes.
3. Guests may not be older than 19 years old.
4. Dances typically run from 8:00 – 11:00 pm.
5. 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 Homecoming activities. Students serving in the Homecoming Royal Court are elected by the senior class and 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. Students who wish to bring a guest to the dance must first complete the guest form and return it to the assistant principal for approval.



### 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 – 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 Minnesota Department of Health and the CDC.

Please do not send your child to school if they exhibit any symptoms of illness or allergy. Instead, please call the school’s health office to review current protocol from MDH in regard to your child’s attendance when feeling ill or experiencing symptoms.

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 your child has a persistent cough or thick, continuous nasal drainage that would make it hard to learn, please keep your 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.

Please keep your emergency contact numbers up to date so that health office is able to reach you when needed.

#### 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
- Pest Management

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, DeLaSalle, St. Anthony Village, St. Croix Lutheran, Visitation and Richfield.

**ATHLETIC INJURY BENEFITS/INSURANCE**

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

**INTERSCHOLASTIC ATHLETICS & ACTIVITIES**

A fee to participate is charged to all athletes in 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

Fridley High School stresses the importance of a well-balanced educational program. We believe that participation in activities is an integral part of the educational process. Whether it is a club, fine arts activity or an athletic team, it will provide an opportunity to be part of a group, learn important life lessons, and encourage the emotional, physical and intellectual development of each individual.

For the most current listing of our Athletics, Fine Arts, and Club opportunities, please visit the Athletics page of the Fridley School district website.

# Community Resource Guide

## FOOD ASSISTANCE

### 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](http://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.

### 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.

## 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 and Inclusion Specialists

The district support services include equity and inclusion 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 and Inclusion Specialist:** 763-502-5220

**Nurse:** 763-502-5227

## STEVENS ON ELEMENTARY SCHOOL

**Social Worker:** 763-502-5310

**Equity and Inclusion Specialist:** 763-502-5300

**Nurse:** 763-502-5327

## FRIDLEY MIDDLE SCHOOL

**Social Worker:** 763-502-5575

**Equity and Inclusion Specialist:** 763-502-5406

**Nurse:** 763-502-5627

## FRIDLEY HIGH SCHOOL

**Social Worker:** 763-502-5660

**Equity and Inclusion Specialist:** 763-506-5638

**Nurse:** 763-502-5627

## AREA LEARNING CENTER

**Social Worker:** 763-502-5145

## FRIDLEY PRESCHOOL & COMMUNITY EDUCATION

**Social Worker:** 763-502-5121

**Equity and Inclusion Specialist:** 763-502-5125

**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](http://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](http://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](http://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.





**2022-2023 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

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

**FURTHER RESOLVED**, that the high schools listed below (name all high schools under your governing board):

Fridley High School \_\_\_\_\_

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

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

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League;  
School Enrollment (grades 9-12): \_\_\_\_\_  
OR;  
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

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

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

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

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

Signed: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Signed: \_\_\_\_\_  
(Superintendent or Head of School)

Date: June 21, 2022

Date: June 21, 2022

District/School Office Address: 6000 West Moore Lake Drive, Fridley, MN 5432

Head of School/Superintendent's Phone: Dr. Kim Hiel / 763-502-5001

Head of School/Superintendent's Email: kim.hiel@fridley.k12.mn.us

**This form must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2022. Retain one copy for the school files.**

## 2022-2023 RESOLUTION FOR MEMBERSHIP

This information on page must be entered electronically on the MSHSL Resolution for Membership 2022-2023 Form on the League website once for each high school under your governing board.

The following is taken from the MSHSL Constitution:

### 208.00 LOCAL CONTROL

#### 208.01 Designated School Representatives

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

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

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

#### 208.02 Designated Activity Representatives

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

#### 208.03 Local Advisory Committee

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

### 208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

- Designated School Board Member Jake Karnopp
- Designated School Representative Justin Reese

### 208.02 ACTIVITY REPRESENTATIVES

- Boys Sports Justin Reese
- Girls Sports Justin Reese
- Speech Justin Reese
- Music Becca Shuman

### 208.03 LOCAL ADVISORY COMMITTEE MEMBERS

- Board Member Jake Karnopp
- Student Ethan Andler
- Parent Jim Stangler
- Faculty Member Kari Reiter

### MAILING REPRESENTATIVE

By signature on the first page, I have verified that all required representatives above have been entered electronically on the MSHSL Resolution for Membership 2022-2023 Form.