

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA HIGH SCHOOL, GLASS CLASSROOM
38175 GRAND AVE
NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
AUGUST 12, 2021
5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent's Report 5
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of July 8, 2021 Regular School Board Meeting 23
 - B. Minutes of July 15, 2021 OPEB Committee Meeting 28
 - C. Authorization of Payments, Transfers, and Investment Activity 29
 - D. Personnel
 - 1. Diane Higley, retirement effective August 16, 2021, as SPED Assistant at North Branch Area Middle School
 - 2. Kasey Cesafsky, resignation effective August 18, 2021, as Career Navigator at North Branch Area High School
 - 3. Nina Lopez, resignation effective July 12, 2021, as SPED Assistant at North Branch Area Education Center
 - 4. Nicollete DeVall, resignation effective July 14, 2021, as Community Education Early Childhood Instructor at North Branch Area Education Center
 - 5. Bridgett Das, resignation effective July 30, 2021, as SPED Assistant at North Branch Area High School
 - 6. Joan Audette, leave request effective July 14, 2021 through August 10, 2021, as Community Education Secretary at North Branch Area Public Schools
 - 7. Cynthia Scheele, leave request effective October 14, 2021 through January 5, 2022, as Senior Adult Assistant at North Branch Area Public Schools
 - 8. Allison Mantel, request to be released from her contract for the upcoming 2021-22 school year, contingent upon the district hiring a suitable replacement, as Elementary Teacher at Sunrise River Elementary School
 - 9. Kyle Pagel, request to be released from his contract for the upcoming 2021-22 school year, contingent upon the district hiring a suitable replacement, as Instrumental Music Teacher at North Branch Area Middle School
 - 10. Elizabeth Budahn, BA, Step 4, beginning with the 2021-22 school year, as Vocal Music Teacher for grades 6-12
 - 11. Annetta Dickman, BA, Step 1, beginning with the 2021-22 school year, as English Teacher at North Branch Area High School

12. Amy Kahl, BS, Step 8, beginning with the 2021-22 school year, as Elementary Teacher at North Branch Area Education Center
13. Vicki Kristo, BS, Step 3, beginning with the 2021-22 school year, as Elementary Teacher at Sunrise River Elementary School
14. Brianne McClellan, BS, Step 5, beginning with the 2021-22 school year, as 0.67 ALC/Distance Learning Social Studies Teacher at North Branch Area Public Schools
15. Whitney Murphy, BS, Step 1, one-year contract for 2021-22 for a Tier 1 License for SPED Teacher at North Branch Area High School
16. Rachel Nordenstrom, BA, Step 3, beginning with the 2021-22 school year, as Elementary Teacher at Sunrise River Elementary School
17. Samantha Weiss, MA, Step 2, beginning with the 2021-22 school year, as Spanish Teacher at North Branch Area High School
18. Ashley Diederichs, employment effective August 16, 2021, as Office Clerk at North Branch Area Education Center
19. Julie Flodquist, position change beginning with the 2021-22 school year, from SPED Assistant at Sunrise River Elementary School to Media Clerk at Sunrise River Elementary School
20. Amanda Glaser, position change beginning with the 2021-22 school year due to recall rights, from Lunchroom Assistant at North Branch Area Middle School to SPED Assistant at North Branch Area Middle School
21. Sarah Izzo, position change beginning with the 2021-22 school year, from DL Teacher to Elementary Teacher at North Branch Area Education Center
22. 2021-22 Extra Curricular Fall Coach Positions
 - a. Norm Nagel, Class 2, Step 2, as Head Coach for Cross Country
 - b. Nita Worthley, Class 4, Step 2, as Assistant Coach for Cross Country
 - c. Jake Borash, Class 2, Step 5, as Head Coach for Boys Soccer
 - d. Chad Johnson, Class 4, Step 8, as Assistant Coach for Boys Soccer
 - e. Josh Kopp, Class 2, Step 3, as Head Coach for Girls Soccer
 - f. Sherri Keller, Class 4, Step 6, as Assistant Coach for Girls Soccer
 - g. Joel Santjer, Class 3, Step 5, as Head Coach for Girls Tennis
 - h. Andy Spofford, Class 5, Step 5, as Assistant Coach for Girls Tennis
 - i. Justin Voss, Class 1, Step 3, as Head Coach for Football
 - j. Dan Johnson, Class 3, Step 6, as Assistant Coach for Football
 - k. Kyle Kahl, Class 3, Step 8, as Assistant Coach for Football
 - l. Brent Lundgren, Class 3, Step 7, as Assistant Coach for Football
 - m. Ian McWilliams, Class 3, Step 9, as Assistant Coach for Football
 - n. Mason Niederkorn, Class 3, Step 4, as Assistant Coach for Football
 - o. Andrew Timmer, Class 3, Step 1, as Assistant Coach for Football
 - p. Mike Selbitschka, Class 1, Step 8, as Head Coach for Volleyball
 - q. Tammi Minke, Class 3, Step 10, as Assistant Coach for Volleyball
 - r. Abby Moon, Class 3, Step 6, as Assistant Coach for Volleyball
 - s. Ron Trunk, Class 3, Step 10, as Assistant Coach for Volleyball
 - t. Kathy Crudo, Class 6, Step 5, as Middle School Volleyball Coach
 - u. Jim VanEerden, Class 6, Step 8, as Middle School Volleyball Coach
 - v. Parker Johnson, Class 6, Step 2, as Coach for Middle School Boys Soccer
 - w. Logan Delmont, Class 6, Step 1, as Coach for Middle School Girls Soccer

- x. Max Johnson - Volunteer Coach for Boys Soccer
- y. Brandon Korkowski - Volunteer Coach for Boys Soccer
- z. Jenel Korkowski - Volunteer Coach for Boys Soccer
- aa. Don Mattson - Volunteer Coach for Boys Soccer
- bb. Steve Dickhudt - Volunteer Coach for Volleyball
- 23. 2021-22 Activity Advisor Positions
 - a. James Pope, Class 8, Step 9, as High School Pep Band Advisor
 - b. James Pope, Class 4, Step 9, as High School Jazz Band Advisor
 - c. Elizabeth Budahn, Class 4, Step 4, as Extra-Curricular Vocals (Harmonaires)
 - d. Jennifer Joyal, Class 9, Step 10, as Assistant Knowledge Bowl Advisor
 - e. Laura Rothe, Class 8, Step 5, as National Honor Society Advisor
 - f. Ashley Twait, Class 10, Step 2, as Prom Advisor
 - g. Jennifer VanDyke, Class 6, Step 7, as Student Council Advisor
 - h. Sydney Rydberg-Engel, Class 7, Step 1, as Yearbook Advisor
 - i. Hannah Rawleigh, Class 6, Step 2, as ProStart Advisor
 - j. Julie Cooley, Class 6, Step 5, as DECA Advisor
 - k. Elizabeth Budahn, Class 10, Step 4, as Middle School Show Choir Advisor
 - l. Pam Newbauer, Class 9, Step 10, as Middle School Knowledge Bowl Advisor
 - m. Pam Newbauer, Class 8, Step 10, as Middle School Speech Advisor
 - n. Pam Newbauer, Class 8, Step 10, as Middle School Student Council Advisor
 - o. Jessica Richter, Class 7, Step 4, as Middle School Yearbook Advisor
 - p. Abby Moon, Class 8, Step 6, as Middle School Math League Advisor

E. Acceptance of Donations 30

Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 138 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

- VIII. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.

IX. Old Business

X. New Business

- A. MSHSL Why We Play Video 31
- B. Consider 2021-2022 Resolution for Membership in the Minnesota State High School League 32

C.	Consider Appendix W - Region 7AA Facilities Use Agreement for 2021-22	34
D.	Consider Resolution Regarding Fund Balance Transfers	36
E.	Consider Resolution Calling a Special Election to Fill a School Board Vacancy	37
F.	Consider Approval of 2021-22 Student and Parent Handbook	44
XI.	Addendum	
A.	New Business	
1.	Consider Watermain Easement Agreement	75
2.	Consider Trail Easement Agreement	84
XII.	Information	
A.	Board & Administrator August 2021 Issue	93
XIII.	Board Requests	
XIV.	Committee Reports	
A.	SEE (Schools for Equity in Education)	
B.	Negotiations	
C.	MSBA Update or Report	
D.	MSHSL	
E.	SCRED Report	
F.	Staff Development Report	
G.	Community Education Advisory Committee Report	
H.	Policy Committee Report	
XV.	Dates to Remember	
A.	Tuesday, August 17, 2021, Negotiations Committee Meeting, 3:30 pm, North Branch Area High School, High School Office Conference Room	
B.	Tuesday, August 17, 2021, NBEA Negotiation Session, 4:30 pm, North Branch Area High School, High School Office Conference Room	
C.	Thursday, August 19, 2021, 4:30 pm, School Board Retreat, North Branch Area High School, Glass Classroom	
D.	Thursday, August 26, 2021, Work Session, 5:30 pm, North Branch Area High School, Glass Classroom	
E.	Tuesday, August 31, 2021, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center, Conference Room	
F.	Tuesday, August 31, 2021, Custodian Negotiation Session, 4:30 pm, North Branch Area Education Center, Conference Room	
G.	Thursday, September 9, 2021, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center	
H.	Thursday, September 23, 2021, Work Session, 5:30 pm, North Branch Area Education Center	
XVI.	Adjournment	

Superintendent Update



NORTH BRANCH
AREA PUBLIC SCHOOLS
Inspire Dreams, Build Integrity, Instill Hope

5

Better Together
Superintendent Sara Paul
August 12, 2021

Dynamics of Trust



Transparency

Opacity



Trust



Partnership

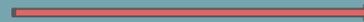
Trusting others and assuming they are competent.
Demonstrating trustworthiness and competence.

Isolation

Distrusting others and assuming their incompetence.



Competence



Interdependency

Independency



Components of Our Strategic Plan

Aspirational Vision-What we intend to create

Inspire dreams, build integrity and instill hope in our⁷ students, our staff, our families and our communities.



Components of Our Strategic Plan

Mission- Purpose of our work

Partner with students, families and communities to⁸ challenge all students to achieve their greatest potential and become informed and engaged citizens.



Components of Our Strategic Plan

NBAPS Core Values- What drives our words and actions

Positive Relating

*The **who** of the work.*

Mission Focusing

*The **why** of the work.*

Mobilizing Others

*The **how** of the work.*

Results focusing

*The **do** of the work.*

Multiplying impact

*The **win-win** of the work.*

Components of Our Strategic Plan



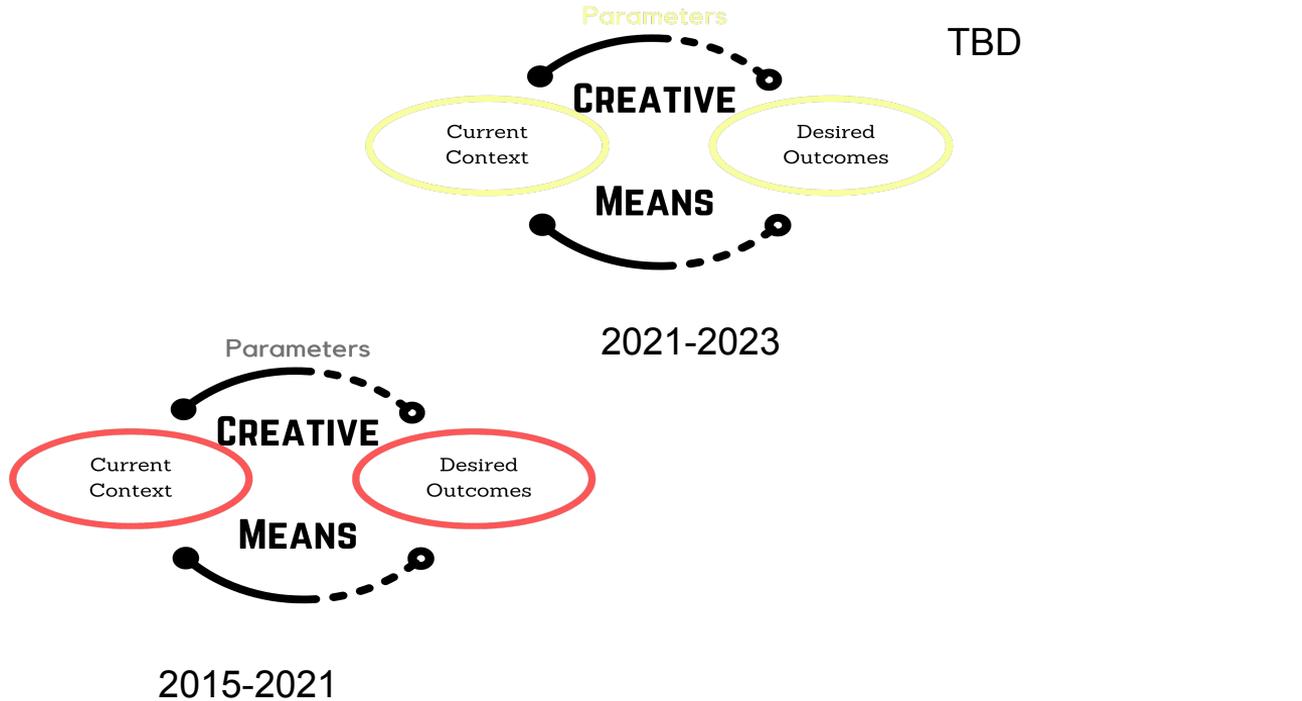
Strategic Directions- *what moves us towards our mission*

- Prepare all learners for success in school and in life
- Ensure mutual accountability for measurable progress^o toward shared goals
- Mobilize community engagement
- Commit resources to district priorities



We are jumping curves!

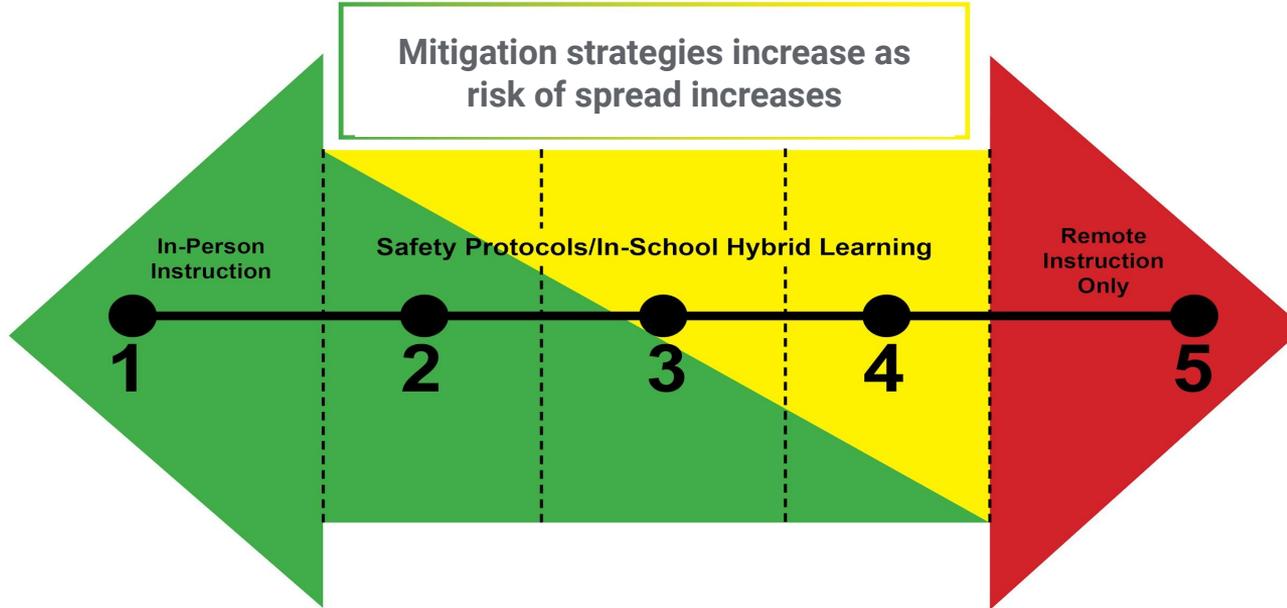
I
m
p
r
o
v
e
m
e
n
t



Living out our core values



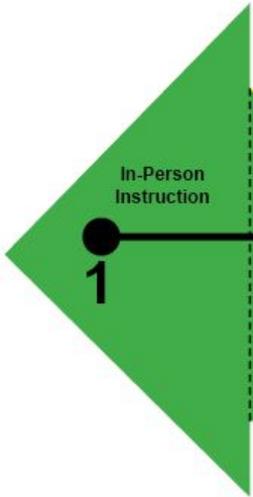
Safe Learning Continuum



Distance Learning Academy is an option available for students grades K-12

(Updated June 2021)

Level 1- Safe Learning Continuum- What to Expect*



- Students move throughout the building including at passing time and lunch in the cafeteria.
- Routines of hygiene education and practices prioritized with students and staff.
- Masks are optional. (Executive Order 20-103 lifted.)
- Students will be transported to school with reduced restrictions.
- After-school activities and programs will monitor MDE/MDH and MSHSL guidelines, and use local data to inform decisions.
- Fee-based child care will be offered to all families.
- All staff and students are [expected to self monitor](#) for COVID symptoms and stay home when sick.
 - Household members do not need to stay home when other household members are ill.
 - A confirmed COVID-19 positive case within the household may require quarantine.



SOCIAL and EMOTIONAL LEARNING

DEFINITION: Everything we do that helps people (students and adults) increase proficiency in 5 areas:



Help cope, manage, and thrive through healthy stress.

Reduce unnecessary stress.

Increase school connectedness.



Expanding learning opportunities through co-curricular activities



Purpose of Activities:

To provide a variety of *Education-Based Athletics* and *Activities* that enhance the development of the individual and support the academic mission of the school.

Increase school connectedness = Last period of the day.

Growth and development that come through the process of working to achieve at a high level



MSHSL Why We Play

Coaches, Parents, and Students asked to continually evaluate:

- Why do you (coach, participate or encourage participation) in High School¹⁷ Activities?
- Why do you (coach, play or parent) the way you do?
- What does it feel like to be coached by you, coach you, or interact with you?
- How do you define success?



Board Action Items

Resolution for Membership

- This agreement acknowledges that the school board members have watched the Why We Play video and agrees to continue to develop and offer programming in alignment with those values.

18

Region 7AA Facilities Use Agreement

- This form outlines the agreements between the MSHSL, region, and section, should North Branch host any Section events this year.
- Set to host 2AA Dance, 5AAA Girls Basketball, 7AA Track & Field
- Potentially host more section play depending on how our teams do in regular season



Boys Hockey Coop Approved by MSHSL

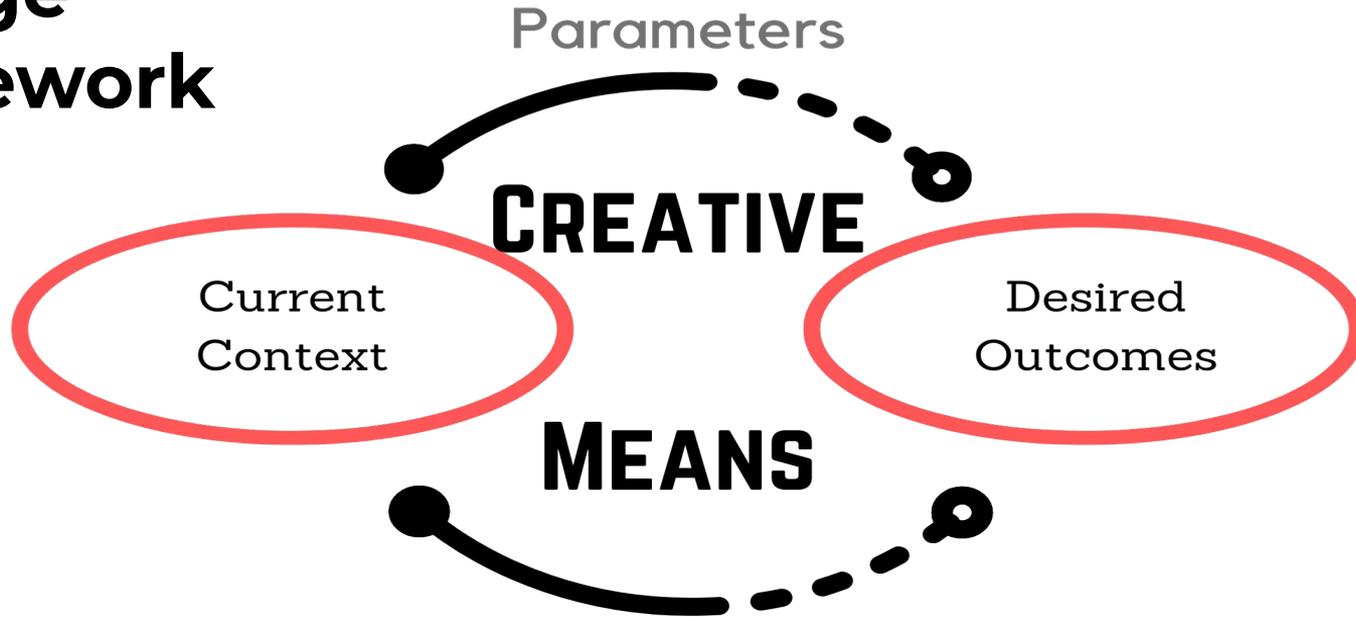
- Low numbers in North Branch (13 including upcoming 9th graders) and lower projected numbers in coming years
- Want to provide safe, healthy playing environment for HS hockey players of all abilities
- Next Steps:
 - Still waiting for class and section placement
 - Assumption based on MSHSL bylaws is that we will be AA

School Board Governance



- Shared Leadership
 - School Board members will ensure that the mission of the school district is reflected in the budget decision making.
 - Trust the strategic planning process.
- Policy Leadership
 - School Board members will develop policies and ensure alignment with statutory requirements.
- Advocacy
 - School Board member will advocate for the fiscal and educational needs to our state and federal representatives.

Guiding Change Framework



Ongoing engagement that puts relationships first



- Welcome Days communication going out from schools next week
- Forward Together- virtual monthly lunch sessions with the Superintendent
 - First session, 12 - 1 pm Wednesday, Aug. 25

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA HIGH SCHOOL, GLASS CLASSROOM
JULY 8, 2021**

The School Board of Independent School District 138 met in regular session on Thursday, July 8, 2021, at 5:30 p.m. at the North Branch Area High School Glass Classroom.

Board Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender (via remote access), Kevin Bollman, Heather Osagiede, Tanya Giese, Jesse LaValla, and Superintendent Paul

Others in Attendance:

Bill Stickels III, Denise Martin, John Wagner, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

Moved by Osagiede, seconded by Giese and carried unanimously to approve the agenda.

SUPERINTENDENT'S REPORT

Superintendent Paul reflected on the 2020-21 Safe Learning Plan, reported on the 2021-22 "Return to In-Person Learning" plan, the Strategic Plan, and the school board retreat.

CONSENT ITEMS

Moved by Bollman, seconded by Giese and carried unanimously to approve the following consent items.

- A. Minutes of June 10, 2021 Public Meeting on Student Fees
- B. Minutes of June 10, 2021 Regular School Board Meeting
- C. Minutes of June 15, 2021 School Board Retreat
- D. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$791,970.56
 - Auxiliary, Bank 12 - \$8,640.09
 - Payroll, Bank 13 - \$3,199,397.52
 - Scholarship, Bank 18 - \$0.00
 - High School Student Activities, Bank 31 - \$14,118.08

- Middle School Student Activities, Bank 32 - \$0.00

E. Personnel

1. Karen McCorkle, retirement effective July 30, 2021, as Lead Custodian at the North Branch Area Education Center
2. Becky Wille, rescind resignation letter approved May 13, 2021, as Assessment Support Secretary at North Branch Area Public Schools
3. Taylor Olsen, resignation effective June 14, 2021, as Lunchroom Assistant at North Branch Area Middle School
4. Jared Hollembeak, resignation effective June 15, 2021, as SPED Assistant at North Branch Area Education Center
5. Tonya Barnes, resignation effective the end of the 2020-21 school year, as Vocal Music Teacher at North Branch Area High School
6. Sharon Goeman, resignation effective the end of the 2020-21 school year, as Spanish Teacher at North Branch Area High School
7. Tessa Strain, resignation of 0.5 FTE position as English/Language Arts Teacher to become permanent 0.5 FTE English/Language Arts Teacher at Norse Area Learning Center beginning with the 2021-22 school year
8. Kelly Johnson, extension of leave request effective August 30, 2021, through October 29, 2021, as Second Grade Teacher at Sunrise River Elementary School
9. Chantelle Luggar, leave request effective November 29, 2021 through February 21, 2022, as Community Education Office Clerk at North Branch Area Public Schools
10. Jolena Jones, termination effective June 14, 2021, as Lunchroom/Playground Assistant at Sunrise River Elementary School

F. Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Sara Paul to act as the Identified

Official with Authority (IOwA) and Arle Chambers to act as the IOwA to add and remove names only for LEA for North Branch Area Public Schools.

G. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
6/10/21	3M Foundation Volunteer Match (Brandon Korkowski)	NBHS Athletics	\$500.00	FRC Robotics Team
6/11/21	Girl Scout Troop #58190, Jessica Lyall – NB, MN	ECFE	\$132.95	ECFE Supplies
6/29/21	Karen McCorkle – NB, MN	NBHS Athletics	\$300.00	Choir Chanhassen Trip Donation
6/29/21	The NRA Foundation, Inc. – Fairfax, VA	NBHS Athletics	\$1,536.00	Clay Target Trap Team Donation
6/30/21	Edelstein Family Foundation – Edina, MN	NBHS Scholarship A/C	\$61,110.00	Scholarship Donation
		Total	\$63,578.95	

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

A. Approval of Contract for Garbage Pickup

Moved by Giese, seconded by Bollman and carried unanimously to accept the bid of Terry’s Disposal for garbage pickup for FY2022. Bids results are attached.

B. Approval of Contract for Diesel Fuel and Gasoline

Moved by Bollman, seconded by Osagiede and carried unanimously to award the bid for diesel fuel and gasoline to Petroleum Traders Corporation for FY 2022 for the school district and the City of North Branch. Bid results are attached.

C. Approval of Second Reading of the Following Policies

Moved by Bollman, seconded by LaValla and carried unanimously to approve the second reading of the following policies:

1. Policy 214-NB - Out-of-State Travel by School Board Members (Recommending removing NB changes - No MSBA changes)
2. Policy 406 - Public and Private Personnel Data (Review only - No MSBA changes)
3. Policy 412 - Expense Reimbursement (Review only - No MSBA changes)
4. Policy 417 - Chemical Use and Abuse (Review only - No MSBA changes)
5. Policy 418 - Drug-Free Workplace/Drug-Free School (Review only - No MSBA changes)
6. Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction (MSBA changes)

7. Policy 427 - Workload Limits for Certain Special Education Teachers (Review only - No MSBA changes)
8. Policy 515 - Protection and Privacy of Pupil Records (MSBA change - This change reflects an update to the reference. The substance of the policy language is not affected.)

NEW BUSINESS

A. Approval of Renewal of Membership in Minnesota Rural Education Association (MREA)

Moved by Osagiede, seconded by Giese and carried unanimously to approve the renewal of membership in the Minnesota Rural Education Association (MREA) in the amount of \$ 2,500.00.

B. Approval of Policy 496-NB – Teacher Substitute Pay

Moved by Bollman, seconded by Giese and carried unanimously to approve Policy 496-NB – Teacher Substitute Pay with one reading.

INFORMATION

The board reviewed the July 2021 issue of the Board and Administrator.

BOARD REQUESTS

None

COMMITTEE REPORTS

A. SEE (Schools for Equity in Education) – None

B. Negotiations – Board Member MacMillan reported the NBEA Negotiation Session is July 15 and the Custodian Negotiation Session is July 22.

C. MSBA Report – None

D. MSHSL – None

E. SCRED Report –

F. Staff Development Report – None

G. Community Education – None

H. Policy Committee Report – None

DATES TO REMEMBER

A. July 15, 2021, OPEB Committee Meeting, 8:00 am, Virtual

- B. July 15, 2021, Negotiations Committee Meeting, 4:00 pm, North Branch Area High School, High School Office Conference Room
- C. July 15, 2021, NBEA Negotiation Session, 4:30 pm, North Branch Area High School, High School Office Conference Room
- D. July 22, 2021, Negotiations Committee Meeting, 4:00 pm, North Branch Area High School, High School Office Conference Room
- E. July 22, 2021, Custodian Negotiation Session, 4:30 pm, North Branch Area High School, High School Office Conference Room
- F. August 12, 2021, Regular School Board Meeting, 5:30 pm, North Branch Area High School, Glass Classroom
- G. August 19, 2021, 4:30 pm, School Board Retreat, Location to be determined
- H. August 26, 2021, Work Session, 5:30 pm, North Branch Area High School, Glass Classroom

Adjournment

Moved by Osagiede, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:32 pm.

Kevin Bollman, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
SUNRISE RIVER ELEMENTARY SCHOOL
OPEB COMMITTEE MEETING
July 15, 2021

The OPEB Committee met in a virtual meeting on Thursday, July 15, 2021 at 8:00 a.m.

In attendance: Superintendent Paul, Todd Tetzlaff, Tim MacMillan, Kevin Bollman, and Merle Waters from Wells Fargo

Tim MacMillan, Kevin Bollman, Sara Paul and Todd Tetzlaff met virtually with Merle Waters from Wells Fargo to review the performance of the OPEB (Other Post Employment Benefits) Trust. The trust performance, re-balancing that has taken place during the past 12 months and distributions were discussed at this investment review meeting.

The trust fund was initiated in October of 2009 and is managed by Wells Fargo. The trust includes funds in four categories: 42% Fixed Income, 42% Equity, 10% Alternative Strategies, and 6% Real Assets.

Overall, the school district is well positioned to meet their future obligations for post-employment benefit costs contained in current contracts. When the OPEB Trust was established, the school district was required to sunset post-employment benefits and that has taken place in all of our contracts.

Kevin Bollman, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
JULY 2021**

Direct Dep Cks			\$1,065,223.83	
ACHS			<u>\$12,507.08</u>	
			\$1,077,730.91	
Transfer from Construction Account to General Operating:	2017A Bond	7/9/2021		\$7,202.25
Associated Bank Debt Service Payments:		7/27/2021		\$1,325,933.63
Wells Fargo Debt Service Payment:		7/30/2021		\$38,875.00
Other Electronic Fund Transfers:		7/6/2021		\$50,643.21
Federal/FICA Taxes		7/6/2021		\$62,894.14
(Also reflected in P/R info)		7/19/2021		\$46,605.17
		7/19/2021		<u>\$63,735.53</u>
				\$223,878.05
Minnesota Withholding Taxes		7/1/2021		\$4,143.30
(Also reflected in P/R info)		7/7/2021		\$8,153.53
		7/7/2021		\$10,777.98
		7/20/2021		\$7,191.50
		7/20/2021		<u>\$10,937.81</u>
				\$41,204.12
Economic Service (EBC)		7/7/2021		\$9,536.22
(Also reflected in P/R info)		7/7/2021		\$17,859.06
		7/19/2021		\$13,839.11
		7/19/2021		<u>\$17,922.57</u>
				\$59,156.96
MII LIFE-F S A	PEIP	7/6/2021		\$754.53
	PEIP	7/12/2021		\$725.42
	PEIP	7/19/2021		\$2,412.92
	PEIP Admin Fee	7/22/2021		<u>\$250.20</u>
				\$4,143.07
MII LIFE-M S A		7/6/2021		\$6,533.26
(Also reflected in P/R info)		7/20/2021		<u>\$6,533.26</u>
				\$13,066.52
Minnesota Teachers Retirement		7/2/2021		\$7,960.94
		7/2/2021		\$43,744.94
		7/16/2021		\$7,960.20
		7/16/2021		\$44,196.50
		7/30/2021		\$7,953.60
		7/30/2021		\$9,569.00
		7/30/2021		<u>\$51,629.92</u>
				\$173,015.10
PERA		7/2/2021		\$24,367.89
		7/16/2021		\$16,220.27
		7/30/2021		<u>\$18,801.00</u>
				\$59,389.16
Delta Dental Plan		7/21/2021		\$16,616.63
MN Sales Tax		7/20/2021		\$277.00

JULY 2021

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
7/9/21	ECE, 412 Main Ave N, P.O. Box 39, Braham, MN 55006	Community Ed	\$100.00	Concerts in the Park Donation
7/9/21	Lions Club of North Branch, P.O. Box 172, North Branch, MN 55056	Community Ed	\$300.00	Concerts in the Park Donation
			\$400.00	
July	Christine Piper, 7126 407th St, North Branch MN 55056	NBMS		Donated Baritone to the Music Program

Link to the MSHSL WHY WE PLAY video

<https://vimeo.com/128275166>



**2021-2022 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 0138, County of Chisago, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

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

North Branch Area 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 (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 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: _____

Date: _____

District Office Address, City, Zip: 38705 Grand Avenue, North Branch, MN 55056

School Superintendent's Phone: 651-674-1000

School Superintendent's Email: spaul@isd138.org

**This form must be completed and submitted to MSHSL NOT LATER THAN AUGUST 31, 2021
Retain one copy for the school files.**

2021-2022 RESOLUTION FOR MEMBERSHIP

This page must be completed once for each school in the district.

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.

Please complete and return this form with your school’s 2021-2022 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

North Branch Area High School
Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Tim MacMillan
(Designated School Board Member – please print)

Andrea Schmidt
(Designated School Representative – please print)

tmacmillan@isd138.org
Email Address

aschmidt@isd138.org
Email Address

208.02 ACTIVITY REPRESENTATIVES

Andrea Schmidt
(Boys’ Sports – please print)

Andrea Schmidt
(Girls’ Sports – please print)

Jessica Petrik
(Speech – please print)

Elizabeth Budahn
(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

Andrea Schmidt
(Mailing Representative—please print)
The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Appendix W -- Region 7AA Facilities Use Agreement – 2021-2022

Return Electronically to: Tom Lenarz, 7AA Executive Secretary Email: tlenarz@isd 94.org

This Agreement is entered into on August 12, 2021 (Date) by and between Minnesota State High School League and Region 7AA, and North Branch Area Public Schools (Host School).

The term of this agreement is August 1, 2021 through July 31, 2022.

WHEREAS, Region conducts playoff contests in various interscholastic athletic and arts activities and Host wishes to conduct and administer such contests.

NOW, THEREFORE, in consideration for the promises contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. When applicable, Host agrees to provide reasonable and necessary facilities (the “Facilities”) to conduct Region contests at a date, time, and location to be determined once sub-section/section contest sites are determined. A specific contest facilities agreement shall be executed as soon as reasonably possible after sub-section/section contests sites are determined based on the usual and customary practice regarding fees, including but not limited to information from the Region 7AA Tournament Report Form. Host is responsible to comply with all federal, state, and local laws and regulations, including those relating to public health, safety, and welfare.

2. Host understands and acknowledges that during Region 7AA contests the Facilities are to be used exclusively for Region contests and are not to be shared with other events. Host agrees to comply with all MSHSL and Region bylaws, policies, and guidelines, including but not limited to those relating to media credentials, ticket pricing, passes, program/merchandise sales, televising, videotaping, audiotaping, web streaming, and any other electronic recording. MSHSL and Region reserves and retains the exclusive rights to any and all advertising, copyright, broadcast and other similar or related rights to the contests.

3. When applicable, Region shall be responsible for obtaining and compensating game officials and the tournament director/manager for the contest.

4. Subject to Paragraph 3, Host shall provide, manage, pay, and supervise all other personnel reasonably necessary to safely and properly conduct the contest, including for illustrative purposes only, ticket sellers/takers, announcers, concession workers, statisticians, time-clock/scoreboard operators, security personnel, custodial workers, and others deemed necessary to safely and properly conduct the contest. Host shall be solely responsible for compliance with all laws and regulations regarding payment for the labor and/or services of individuals hired by Host as part of its management responsibilities, including without limitation, compliance with IRS and Minnesota Department of Revenue regulations regarding income tax, FICA and other withholdings, the issuance of tax reports, and any and all other applicable federal, state, and local laws and regulations.

5. This Agreement cannot be transferred or assigned by Host to any other party without the express written consent of the Region.

6. Host agrees to indemnify, defend and hold harmless Region and its officers, agents, employees, board members, contractors, and volunteers from and against any and all claims, damages or allegations arising from or relating to this Facilities Use Agreement except for claims that arise from the gross negligence or intentional misconduct of Region 7AA or its agents. Region 7AA agrees to indemnify, defend and hold harmless Host and its officers, agents, employees, board members, contractors, and volunteers from and against any and all claims, damages or allegations arising from or relating to this Facilities Use Agreement except for claims that arise from the gross negligence or intentional misconduct of Host or its agents.

(37-38)

7. Region may terminate this agreement immediately at any time it reasonably determines the Facilities are not adequate, safe, or otherwise suitable for the contests. Region may terminate this agreement by written notice if Host materially breaches this Agreement and such breach has not been cured within five (5) days of written notification.

8. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements or discussions. No changes to this Agreement will be valid or enforceable unless in writing and signed by all parties. The undersigned warrants and represents that he/she is authorized to enter into this agreement for and on behalf of Host.

9. The parties understand and agree that the invalidity or partial invalidity of any portion of this Agreement shall not invalidate the remainder of it, and the remainder shall remain in full force and effect. This Agreement is to be interpreted and enforced in accordance with the laws of the State of Minnesota.

10. This agreement will terminate on July 31, 2022.

This agreement is signed by the member school designee acting on the authority of the local school board.

School Name North Branch Area Public Schools

Authorized Signer Name _____

Title School Board Chair

Date _____

Return Electronically to: Tom Lenarz, 7AA Executive Secretary Email: tlenarz@isd94.org

MSHSL Region _____ 7AA _____

Authorized Signer Name _____ *Tom Lenarz* _____

Title _____ Executive Secretary/Treasurer _____

Date _____

The following resolution was moved by _____ and seconded by _____:

RESOLUTION REGARDING FUND BALANCE TRANSFERS

WHEREAS, Minnesota Governor Tim Walz issued Emergency Executive Order 20-19 on March 25, 2020, which stated in part:

Paragraph 21. Upon approval by the Executive Council, school districts and schools are authorized to transfer operating funds from certain programs that are not already assigned to or encumbered by staff salary and benefits, or otherwise encumbered by federal law, for the following purposes:

- A. to provide care to Eligible Children during the school day between November 23, 2020 through January 15, 2021.

WHEREAS, a fund transfer is allowed if the transfer meets the criteria set forth in Paragraph 21(c) of Emergency Executive Order 20-19:

1. The transfer does not increase state aid obligations to the district or result in additional property tax authority for the district or charter school.
2. A transfer is limited to the operating funds of a district or charter school.
3. A school board must approve a fund transfer by the fiscal year reporting deadline.
4. A district or charter school must maintain accounting records for the purpose of this Executive Order that are sufficient to document both the specific funds transferred and use of those funds. Such accounting records are subject to auditor review.
5. Any execution of this flexibility must not interfere with or jeopardize funding per federal requirements.
6. Any transfer must not interfere with the equitable delivery of distance learning or social distancing models

WHEREAS, the School Board of North Branch Area Public Schools, Independent School District 138, has determined that that the criteria identified under Paragraph 21(c) have been satisfied for a fund transfer pursuant to Emergency Executive Order 20-19;

WHEREAS, the School Board of Independent School District has reviewed and approved the attached *Request for Fund Transfer*

THEREFORE, BE IT RESOLVED, that the School Board of Independent School District 138 authorizes the School District administration to submit the attached *Request for Fund Transfer*.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: _____
Chair

36 By: _____
Clerk

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 138
(NORTH BRANCH AREA PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: August 12, 2021

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 138 (North Branch Area Public Schools), State of Minnesota, was held in said school district on August 12, 2021, at 5:30 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION CALLING A SPECIAL ELECTION
TO FILL A SCHOOL BOARD VACANCY**

WHEREAS, a vacancy has occurred in the office of school board member with a term expiring January 2, 2023.

BE IT RESOLVED by the School Board of Independent School District No. 138, State of Minnesota, as follows:

1. The clerk shall accept Affidavits of Candidacy for this office between 84 and 98 days before the date of the special election.
2. (a) It is necessary for the school district to hold a special election to elect one (1) individual to fill the vacancy in the term of school board member expiring January 2, 2023.

(b) The clerk shall include on the special election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

3. The special election is hereby called and directed to be held on Tuesday, November 2, 2021 between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.
4. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by the polling place, as previously established and designated by school board resolution for school district elections during calendar year 2021, is hereby designated for this special election.
5. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the County Auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall specify the date of said election and the office to be voted on at said special election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot must reflect the office, candidates and rotation sequence on the ballots used in the combined polling place.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the special election.

The notice of special election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and combined polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each combined polling place on election day.

6. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of

the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

7. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

[Form of Ballot on Next Page]

Special Election Ballot

Independent School District No. 138
(North Branch Area Public Schools)

November 2, 2021

Instructions To Voters:

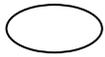
To vote, completely fill in the oval(s) next to your choice(s) like this:  .

Special Election
For School Board Member
to fill vacancy in term expiring January 2, 2023

Vote for One



Jesse LaValla_____



write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

8. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill that vacancy in the manner specified in Minnesota law.
9. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.
10. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the special election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.
11. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the special election and in the newspaper of widest circulation once on the day preceding the special election, or once the week preceding the special election if the newspaper is a weekly.
12. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must

consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

- 13. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the November 2, 2021 special election. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections. The special election must be canvassed between the third and the tenth day following the special election.

- 14. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon the following voted in favor

thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



2021-2022 Student-Parent Handbook

Independent School District #138
38705 Grand Ave., North Branch, MN 55056
651-674-1000/phone | isd138.org

Adopted by the School Board – August 12, 2021



@nbapschools



@nbapschools



@nbapschools



Search North Branch Area Public Schools



TABLE OF CONTENTS

CALENDAR.....	3
NORTH BRANCH AREA PUBLIC SCHOOLS GENERAL INFORMATION	4
ACCIDENT INSURANCE	5
ACTIVITIES.....	5
ADDRESS CHANGES.....	5
ATTENDANCE	5
AVAILABLE SERVICES	6
CHEMICAL HEALTH SERVICES	6
COUNSELING SERVICES.....	6
MEDIA CENTERS	6
USE OF SCHOOL BUILDINGS	6
COMMUNITY EDUCATION.....	6
COMMUNITY EDUCATION SCHOOL-AGE CARE PROGRAM	7
CONSENT TO RELEASE EDUCATIONAL INFORMATION	7
DISTRIBUTION OF MATERIALS	7
ELIGIBILITY REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES	7
EMERGENCY CARDS	8
FINES FOR LOST OR DAMAGED BOOKS.....	8
FOOD TREATS.....	8
FUND RAISING	8
GRADUATION CEREMONY REQUIREMENTS.....	8
HALL PASS VISITOR MANAGEMENT SYSTEM.....	9
HOT LUNCH PROGRAM/PRICES/NOTICE	9
ILLNESS AT SCHOOL	9
INDOOR AIR QUALITY	9
INTERNET ACCEPTABLE USE AND SAFETY POLICY	10
MEDICATIONS	10
MILITARY PERSONNEL	10
MINNESOTA ACADEMIC STANDARDS AND ASSESSMENTS.....	10
MOBILE APP	14
ONLINE ACCESS TO STUDENT INFORMATION	14
PARENT LINK.....	15
PARENT TEACHER CONFERENCES	15
PAYING FEES ONLINE.....	15
PERSONAL PORTABLE DIGITAL DEVICES.....	15

PESTICIDE NOTICE TO PARENTS AND GUARDIANS.....	16
PLEDGE OF ALLEGIANCE.....	17
SCHOOL BOARD INFORMATION.....	17
SCHOOL CLOSINGS OR EMERGENCIES	17
SCHOOL INFORMATION TELEPHONE LINE (651-674-1411).....	17
SCHOOL DISTRICT WEBSITE: www.isd138.org	17
STUDENT SAFETY/DISCIPLINE.....	18
TEACHER QUALIFICATIONS NOTICE.....	18
TRANSPORTATION.....	18
VIDEO TAPING ON SCHOOL BUSES.....	21
VIDEO SURVEILLANCE OTHER THAN ON BUSES.....	21
VISITOR POLICY.....	21
WELLNESS.....	21
NOTICES SECTION	
NONDISCRIMINATION ON THE BASIS OF DISABILITY.....	22
NONDISCRIMINATION ON THE BASIS OF GENDER.....	22
BULLYING POLICY NOTICE.....	23
DATA PRIVACY NOTIFICATION.....	23
TEACHER QUALIFICATION NOTICE.....	26
ASBESTOS – ANNUAL NOTIFICATION OF AVAILABILITY OF THE MANAGEMENT PLAN AND RELATED ACTIVITIES	26
STUDENT POLICIES	
POLICY 413 - HARASSMENT AND VIOLENCE.....	27
POLICY 418 – DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL	27
POLICY 419 – TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES.....	27
POLICY 501 – SCHOOL WEAPONS POLICY.....	27
POLICY 502 – SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT’S PERSON	27
POLICY 503 – ATTENDANCE POLICY	27
POLICY 504 – STUDENT DRESS AND APPEARANCE	27
POLICY 505 – DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES.....	27
POLICY 506 – STUDENT DISCIPLINE	27
POLICY 511 – FUNDRAISING AND SOLICITATION	27
POLICY 514 – BULLYING PROHIBITION POLICY	27
POLICY 516 – STUDENT MEDICATION	27
POLICY 520 – STUDENT SURVEYS.....	27
POLICY 522 – TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS.....	27
POLICY 524 – INTERNET ACCEPTABLE USE AND SAFETY POLICY	27
POLICY 525 – VIOLENCE PREVENTION – (APPLICABLE TO STUDENTS AND STAFF).....	27
POLICY 526 – HAZING PROHIBITION	27
POLICY 527 – STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES	27
POLICY 529 – STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS	27
POLICY 530 – IMMUNIZATION REQUIREMENTS	27
POLICY 533 – WELLNESS.....	27
POLICY 534 – UNPAID MEAL CHARGES.....	27
POLICY 711 – VIDEO RECORDING ON SCHOOL BUSES.....	27
POLICY 712 – VIDEO SURVEILLANCE OTHER THAN ON BUSES.....	27
POLICY 903 – VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES	27
POLICY 904 – DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONNEL	27

NBAPS August 2021 - July 2022 rev.05.11.21

The School Board reserves the right to adjust the school calendar based upon legislation related to education when it is available. School district calendars will be finalized in December of each year for the following school year. Winter Break and Spring Break will remain at predictable times of the school year. Calendar days identified as Professional Development may be adjusted if needed. The classified staff professional development days will be determined on a yearly basis.

August '21						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '22						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June '22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

-  First Day of School K-8 / Last Day of School K-12
-  New Teacher Workshop
-  Welcome Back Conferences K-8
9 - 12 Grades in Session
CCSLWC Orientation
-  Professional Development Day (No School)
-  New and 2nd Year Teacher Workshop
-  Graduation
-  School Closed/Holiday
-  Welcome Back Conferences K - 8
9th Grade Orientation
CCSLWC Orientation

**NORTH BRANCH AREA PUBLIC SCHOOLS
GENERAL INFORMATION**

<p>NORTH BRANCH AREA EDUCATION CENTER 38705 Grand Ave, PO Box 370 Grades – EC - Kindergarten Principal – Brett Carlson bcarlson@isd138.org Phone Number – 651-674-1022 School Hours: 8:05 am – 2:40 pm (KG)</p> <p>SUNRISE RIVER ELEMENTARY SCHOOL 38705 Grand Ave, PO Box 370 Grades 1-5 Principal – Taylor Swanson tswanson@isd138.org Phone Number – 651-674-1100 School Hours: 7:50 am – 2:25 pm</p> <p>NORTH BRANCH AREA MIDDLE SCHOOL 38431 Lincoln Trail, PO Box 370 Grades 6-8 Principal – Kelly Detzler kdetzler@isd138.org Assistant Principal – Matt Lattimore mlattimo@isd138.org Phone Number – 651-674-1300 School Hours – 8:05 am – 2:40 pm</p> <p>NORTH BRANCH AREA HIGH SCHOOL 38175 Grand Ave, PO Box 370 Grades 9-12 Principal – Coleman McDonough cmcdonough@isd138.org Assistant Principal – Glen Stevens gstevens@isd138.org Director of Activities – Andrea Schmidt aschmidt@isd138.org Phone Number – 651-674-1500 School Hours – 7:55 am – 2:25 pm</p> <p>NORSE AREA LEARNING CENTER 38423 Lincoln Trail, PO Box 370 Grades – 7-12 Principal – David Treichel dtreichel@isd138.org Phone Number – 651-674-1050 School Hours – 7:55 am – 2:25 pm</p> <p>DISTANCE LEARNING ACADEMY Grades – KG-12 Principal – David Treichel dtreichel@isd138.org Phone Number – 651-674-1050</p> <p>LIFE WORK CENTER 38431 Lincoln Trail, PO Box 370 Grades 12+ Principal – Kelly Detzler kdetzler@isd138.org Phone Number – 651-674-1300 School Hours – 8:00 am – 2:35 pm</p>	<p>OFFICE OF TEACHING AND LEARNING Curriculum, Instruction, Assessment, ALC/Distance Learning, and Staff Development 38705 Grand Ave, PO Box 370 Director – David Treichel dtreichel@isd138.org Phone Number – 651-674-1050</p> <p>COMMUNITY EDUCATION 38705 Grand Ave, PO Box 370 Director of Community Education – Brett Carlson bcarlson@isd138.org Phone Number – 651-674-1025</p> <p>SCHOOL AGE CARE 38705 Grand Ave, PO Box 370 Director of Community Education – Brett Carlson bcarlson@isd138.org Phone Number – 651-674-1025 Hours of Operation – 5:45 am – 6:00 pm School Age Care – 651-674-1029</p> <p>DISTRICT OFFICE 38705 Grand Ave, PO Box 370 Superintendent – Sara Paul spaul@isd138.org Director of Finance and Human Resources – Todd Tetzlaff ttetzlaff@isd138.org Community Relations/Grants – Pat Tepoorten ptepoorten@isd138.org COVID Coordinator – Sara Paul spaul@isd138.org Phone Number – 651-674-1000 Office Hours – 7:00 am – 3:30 pm</p> <p>TRANSPORTATION DEPARTMENT 38150 Grand Avenue, PO Box 370 Director – Lonnie Hansen lhansen@isd138.org Phone Number – 651-674-1030 Office Hours – 6:00 am – 4:30 pm</p> <p>BUILDINGS AND GROUNDS DEPARTMENT 38705 Grand Ave, PO Box 370 Director – Art Tobin atobin@isd138.org Phone Number – 651-674-1091 Office Hours – 6:00 am – 2:30 pm</p> <p>FOOD SERVICE – TAHER DINING 38175 Grand Ave, PO Box 370 Manager – Don Kivimaki dkivimak@isd138.org Phone Number – 651-674-1520 Office Hours – 6:00 am – 3:00 pm</p> <p>SPECIAL EDUCATION 38705 Grand Ave, PO Box 370 Special Services Supervisor – Jennifer Danielson jdanielson@scred.k12.mn.us Phone Number – 651-674-1016</p> <p>HEARING IMPAIRED – Call 711</p>
---	---

SCHOOL WEB SITE: isd138.org

Twitter: <http://twitter.com/nbaps>

Superintendent Blog: <http://supeoftheday.blogspot.com>

Facebook – www.facebook.com/pages/North-Branch-MN/North-Branch-Area-Public-Schools/88416309480

Sara Paul – Superintendent

38705 Grand Ave, PO Box 370, North Branch, MN 55056

(651) 674-1012 – office (651) 338-1302 – cell

spaul@isd138.org

NORTH BRANCH AREA PUBLIC SCHOOLS STUDENT AND PARENT HANDBOOK 2021-2022

ACCIDENT INSURANCE

We wish to emphasize that the school district **does not** provide any type of health or accident insurance for injuries incurred by your child at school. We encourage parents to review their present policies to determine if coverage is adequate.

ACTIVITIES

North Branch Area Public Schools offers a far-ranging variety of co-curricular activities in both fine arts and sports. The goal of the Activities Department is to have every student in grades 7-12 involved in at least one co-curricular activity. Fees will be charged for all activities and must be paid before the first day of practice. Special consideration will be given to those students financially unable to pay. Students may participate in one sport per season. Prorated refunds will be issued when a student must resign from an activity due to program cuts, a medical condition, or transfer. There are no refunds for rules violations or arbitrary resignations.

To pay for activity fees online, see "Paying Fees Online" on page 16.

Fee Schedule:

High School Fee Schedule		Middle School Fee Schedule	
Boys and Girls Hockey	\$545	Boys and Girls Hockey	\$455
Grades 9 – 12	\$230	Grades 7 – 8	\$140
Grades 7 – 8: playing 7 – 12 sport	\$140		
Activities		Activities	
Speech	\$150	Grades 7 – 8: Speech	\$95
Fall Musical	\$150	Grades 7 – 8: Knowledge Bowl	\$95
Math League	\$150	Grades 7 – 8: Math League	\$95
Knowledge Bowl	\$150	Jazz Band	\$95
Jazz Band	\$150	Show Choir	\$95
Harmonaires	\$150	Robotics	\$100
DECA, ProStart	\$150		
Robotics	\$150		
Clay Target	\$235		
Weight Room Fees per trimester (Free during season with athletic registration)	\$40		
Family Cap: \$900.00			

Eligibility standards have been set by the school district for participation in any co-curricular activity. These standards apply to athletics, competitive organizations, fine arts, and clubs. The Co-Curricular Registration Handout contains detailed explanations of eligibility standards, academic probation, etc.

ADDRESS CHANGES

Please notify your child's school building office with address changes.

ATTENDANCE

Students are to be in attendance each day in which school is in session. If a student is absent from school, a parent must call the school to inform us of the reason for the absence. Each school has its own attendance clerk and telephone number for parents to call. A note from parents is also acceptable on the day the student returns.

- Education Center (Early Childhood, Kindergarten): 651-674-1207
- Sunrise (First - Fifth Grade): 651-674-1107
- Middle School (Sixth - Eighth Grade): 651-674-1303

- High School (Ninth - Twelfth Grade): 651-674-1503
- Distance Learning Academy: 651-674-1062
- Norse Area Learning Center: 651-674-1062
- District COVID-19 Coordinator: 651-674-1012

Unexcused absences are considered truancy, whether for a whole day or any part of it. Repeated incidents of truancy will be reported to truancy intervention personnel (See policy 503).

AVAILABLE SERVICES

Chemical Health Services

Chemical health services promotes healthy lifestyles through classroom presentation and support through the district's health curriculum. Prevention efforts and intervention services are addressed through support programs provided by school counselors and social workers.

Resources for Parents

- ◆ Chisago County Chemical Health Unit 651-213-5600
- ◆ Fairview Behavioral Services 651-982-7000
- ◆ Hazelden 1-855-563-7364
- ◆ Lakes Area Human Services 651-464-2194
- ◆ Youth Service Bureau 651-464-3685
- ◆ MN Department of Health at www.health.state.mn.us

Counseling Services

Counselors, social workers, or mental health staff are available to work with students relating to their intellectual, physical, emotional, and social development. They provide a channel of communication to support students.

Media Centers

The North Branch Area Public Schools provides a media center in each building for student use. The books and other media are borrowed property and deserve the respect of the borrower. Each media center has its own rules and behavior expectations and it is the student's responsibility to know and respect both.

Use Of School Buildings

The North Branch Area Public Schools Community Education Office is responsible for scheduling all buildings and athletic facilities, etc. used by interested parties. Groups should contact Community Education at 651-674-1025.

COMMUNITY EDUCATION

Community Education is part of North Branch Area Public Schools #138. Community Education offers a wide variety of programs, including:

- Adult Basic Education and General Education Development
- Adult Enrichment and Recreation Classes and Leagues
- Arts Fest
- Craft Classes
- Computer Courses and Online Classes
- Early Childhood Family Education and Community Preschool
- Early Childhood Screening and Special Education Support Services
- Facility Use Scheduling for After School Hours
- Parenting Classes
- School Age Care Service
- School Readiness
- Summer Trips, Sports Camps, and Classes

Community Education and Early Childhood Family Education brochures are mailed to all residents of the school district three times a year. Youth and adults are invited to serve on the advisory councils to offer suggestions and support for the

various programs sponsored by Community Education. For more information about Community Education, call 651-674-1025. For information about Early Childhood Family Education, call 651-674-1220. You may also visit the district's website under the Community Education tab.

COMMUNITY EDUCATION SCHOOL-AGE CARE PROGRAM

Youth Connections is community education's child care program. We serve students ages 3 through 6th grade from 5:45 am - 6:00 pm at the North Branch Area Education Center. Grades are combined at one site for convenient pick-up; with special activities and spaces for ages 3-5 year olds, K-3rd graders, and 4th-6th graders. Youth Connections is open on all school days and most days when school is not in session and in the summer. For more information, registration information and fees, contact Community Education at 651-674-1025 or visit the district's website under the Community Education tab.

CONSENT TO RELEASE EDUCATIONAL INFORMATION

Data privacy laws do not allow the release of educational information except to parents and other educational institutions. If you would like educational information shared with other individuals (step-parents, grandparents, etc.), you need to sign a Consent to Release Educational Information form. These forms are available in the school offices.

DISTRIBUTION OF MATERIALS

It is the policy of North Branch Area Public Schools to assist organizations in the promotion of their youth activities. The district will permit non-school related materials to be distributed to school aged children when it meets certain criteria. See Policy 505 – Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees and Policy 904 – Distribution of Materials on School District Property by Nonschool Personnel.

ELIGIBILITY REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES

A. ACADEMIC REQUIREMENTS

1. Minnesota State High School League (MSHSL) Bylaw 108
 - a. Students must be making satisfactory progress towards the school's requirement for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress.
 - b. Students in special classes must be making satisfactory progress toward the student's Individual Education Plan (IEP)
2. North Branch Area Public Schools Procedures
 - a. To be scholastically eligible, a student must be making satisfactory progress towards graduation. A grade-point average of C (2.0) shall be used as a guideline for eligibility. Students falling below the guideline will be reviewed on an individual basis.
 - b. General Practice. A student must have a cumulative GPA of 2.0 or above to be fully eligible for participation. A student with a cumulative GPA of 1.50 – 1.99 will be placed on academic probation. A student with a cumulative GPA of 1.0 – 1.49 may attend practice, but will be ineligible for competition until the next grading period. A student below 1.0 will be ineligible for practice and competition. Each case will be handled on an individual basis.
 - c. A student on academic probation must turn in weekly eligibility sheets to his or her coach in order to be eligible for competition. Failure to turn in probation sheets will make a student ineligible for competition for one week. If a student continually fails to turn in academic probation sheets, the student will be dismissed from the team.
 - d. Students on IEP's or a 504 Plan are reviewed on a case by case basis.

B. ATTENDANCE REQUIREMENTS

1. Students are expected to attend all practices and contests.
2. Absences due to personal reasons will be handled by each coach according to pre-established team rules/guidelines.
3. Students suspended from school will be ineligible for contests, practices or any team functions during the time of the suspension. Days missed will be considered unexcused by the coach or advisor. Students suspended from school are also ineligible for the next scheduled competition.
4. A student who skips any part of a school day is ineligible for participation that day. If the absence is not discovered until a later date, the student will be ineligible for participation as soon as the information is received.
5. Students involved in PSEO are not excused from practices or games. Schedules should be arranged to accommodate practices and contests.
6. A student must be in attendance in school to practice or play in a contest. A student may miss one-half the school day for reasons acceptable to the principal's office and still participate. If a student is absent and does not present an approved reason, he/she will not be able to participate on that day. Due to an emergency

situation at home, a student may be allowed to participate in a contest if it is approved by the Activities Director and the building principal.

C. CHEMICAL ELIGIBILITY AND THE USE OF MOOD ALTERING CHEMICALS.

All student athletes are subject to the Minnesota State High School League's chemical eligibility and use of mood altering chemicals bylaw (205.00). The use or possession of alcohol, tobacco and nicotine-related products, and mind-altering substances, at any time during the calendar year can have serious repercussions for athletes.

Families are encouraged to become familiar with these rules. They can be reviewed in the MSHSL handbook at <http://www.mshsl.org/mshsl/Publications/code/handbook/200%20Bylaws.pdf>.

EMERGENCY CARDS

Each year parents are asked to review student emergency contact information in ParentVUE. This access allows parents to review, add, or update any emergency contact information for their child at all school locations. North Branch Area Public Schools staff members cannot be designated an emergency contact. Staff members are not available in an emergency to leave work to take care of a friend's sick child and/or to take children to receive medical attention. Please list only those people who are available to come and pick up a child and/or take a child to the hospital if the need arises. If you do not have access to your ParentVUE account, please contact the office at which your child attends. You will not need to contact all buildings if you have a child in multiple school buildings.

Our procedure will be to contact the parent at home or at work. You will be asked to pick up the child and provide proper care. If we cannot reach you, we will call the friend, relative, or neighbor that you have listed on your emergency form and ask them to care for your child. In extreme emergency, an ambulance will be called and your child will be taken to the nearest hospital. The cost of this will be covered by the parent.

FINES FOR LOST OR DAMAGED BOOKS

Students who lose or destroy textbooks, workbooks, library books, etc. will be charged the replacement cost of the item. A letter will be sent to the parents either when the book is reported lost or destroyed or at the end of the trimester or school year indicating the amount that is owed if the book is not returned.

FOOD TREATS

North Branch Area Public Schools requires that food, which is served in schools, be commercially prepared. Therefore, we do not allow the distribution of food items including "treats" which are prepared in individual homes. Food treats must be commercially prepared, packaged, or individually wrapped food items such as cookies or other packaged bakery items (e.g. Twinkies), candies, or individually portioned ice cream novelties.

Parents are encouraged to select healthy choices for classroom treats as recommended by the district's Wellness Policy 533. See Policy Section for the policy.

FUND RAISING

The School Board of North Branch Area Public Schools is of the opinion that it is poor policy to use students for distributing non-school materials in the community or for soliciting funds or in sales campaigns to finance extracurricular activities. It is, therefore, the policy of the Board to discourage such activities.

Students may, however, engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to some conditions. (See Policy 511 Fund Raising).

GRADUATION CEREMONY REQUIREMENTS

It is the position of the North Branch Area Public Schools that the graduation ceremony is an exercise for those seniors who have met the state and local requirements for a diploma. It is also important that students and parents be as informed as soon as possible in the event that a student may not qualify to participate in this ceremony. It will be the practice of the district to use the following procedures when determining those seniors who will participate in the graduation ceremony.

- All seniors are expected to have 74 credits including required classes in order to participate in the graduation ceremony.
- The high school and/or the Office of Teaching and Learning shall notify parents of those seniors who do not have enough credits as soon as the lack of credits is apparent. Generally, this will happen when second trimester grades

- are official although in most cases, students and parents will have been notified prior to their senior year.
- A final communication will be made to parents/guardians at mid-term of the third trimester. At this point, parents/guardians of seniors who are in jeopardy of not graduating will be notified that their student's participation in the graduation ceremony may be withdrawn.
- The school board may grant exceptions to this practice in cases that are beyond the reasonable control of the student (example, prolonged illness or accidents). If the board cannot address emergency issues due to time restrictions, the superintendent may grant exceptions according to these guidelines.
- Students that fail to meet school behavior expectations up to and including the day of graduation may be suspended and/or removed from the graduation ceremony.
- Students with IEPs who have met district standards for graduation but will stay in the district's transition program after their senior year may participate in the graduation ceremony. The actual awarding of the diploma will be withheld until the student completes the IEP requirements.

HALL PASS VISITOR MANAGEMENT SYSTEM

NBAPS schools are protected by the Hall Pass visitor management system, which instantly compares school visitor identification data against an integrated, comprehensive database of sex offender registries for every state and the District of Columbia prior to entry into a NBAPS school. To gain admittance to a school district site during school hours, an ID is required. **Anyone planning to visit a NBAPS site when students are in attendance needs to bring identification in the form of a driver's license or state identification card.** NBAPS appreciates your cooperation in helping us make students and staff as safe as possible!

HOT LUNCH PROGRAM/PRICES/NOTICE

A nutritious breakfast and lunch are served each day that school is in session beginning on the first day of school. Subsidized meals are available to families based on income. Free and reduced-price meal applications are mailed to each home before school begins. All applications must be processed and approved before the students can receive the free or reduced meals. If your children were approved for free or reduced last year, they will continue to receive free or reduced meals for the first 30 operating days of school at which time the family account will be changed back to full pay if a new application has not been received. You must provide lunch money or a meal for your children until the application is approved. Parents need only fill out ONE APPLICATION PER FAMILY when applying for free or reduced-priced meals.

Meal prices are:	<u>Grades K-5</u>	<u>Grades 6-12</u>
Lunch	\$2.80	\$3.00
Breakfast	\$1.80	\$1.80
Milk	\$0.60	\$0.60
Adult Lunches:	\$4.20	
Adult Breakfasts	\$2.40	
Lactose milk is available upon request.		

In addition, a variety of ala Carte choices are available to secondary students at the middle and high schools.

A computerized accounting system is used which provides for prepaid family accounts. Students are assigned a personal identification number (PIN #). Money must be deposited into your account in advance. Each day as your child eats school breakfast or lunch, the price of the meal will be deducted from your family account. Families may restrict the use of the account for ala Carte items by contacting the food service department. To pay for lunches online, see "Paying Fees Online" on page 16. Meal services are provided by Taher Dining. Call 651-674-1520 if you have questions on food service.

ILLNESS AT SCHOOL

A student who becomes ill while at school may go to the health room. If the student needs to go home, parents will be called. If parents cannot be reached, the person designated by parents on the emergency information card will be notified. Students that leave school due to illness without checking out with the health office, will be marked truant.

INDOOR AIR QUALITY

New state of the art ventilation systems were recently installed. If you have any Indoor Air Quality (IAQ) questions or would like to view the IAQ plan, you can contact the IAQ coordinator, Art Tobin, at 651-674-1091.

INTERNET ACCEPTABLE USE/TECHNOLOGY

Use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege.

The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons.

Participation in "distance learning" and virtual learning is subject to all district policies and rules. The district's internet acceptable use and safety policy govern this participation and can be found at the following link:
<https://www.isd138.org/domain/38>.

MEDICATIONS

All medications consumed by students while at school during normal school hours shall be administered by the nurse's office. Parents or guardians are expected to make appropriate arrangements to have necessary medication for the child delivered to the school health office. The medication must be authorized by the parent/guardian, have been prescribed by a physician, and be in a pharmacy-labeled container. Non-prescription medications must also have physician's approval to be administered. (See Policy 516 Student Medication.)

MILITARY PERSONNEL

The school district must release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within 60 days after the date of the request. If a parent wishes not to provide the military with information on their child, they need to send a letter in writing to the building in which their child is a student expressing their desire to opt out. See Data Privacy Notification, Public Notice, Item 5.

MINNESOTA ACADEMIC STANDARDS AND ASSESSMENTS

North Branch Area Public Schools has in place Minnesota academic standards in grades K through 12 in the areas of language arts, math, science, and social studies.

The Minnesota Comprehensive Assessments (MCA) is administered to all students in reading and math grades 3 through 8, reading in grade 10 and math in grade 11. In addition, the science MCA is administered to students in grades 5, 8 and after completing High School Biology. MCAs are required for federal accountability calculations.

Minnesota Statutes section 120B.125 states that students who turn 21 while enrolled and did not meet or exceed the Minnesota Academic Standards as measured by the MCA administered in high school, are to have admission to a public school, which is free and available to any resident under 21 years of age. Students can continue to complete courses for graduation requirements and can graduate from the district. For more information, please contact David Treichel, Director of Teaching and Learning at 651-674-1055.

Minnesota Statutes, section 120B.31, subdivision 4a requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Please see information below regarding Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing.



Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing
This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

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

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

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

<p>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3-8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K-12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
--	---

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

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



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)

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

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

Student's District/School _____ Grade _____

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

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

Reason for refusal:

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

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

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

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

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

Based on the revisions to Minnesota Statute 120B.30 and 120B.125, districts have a number of requirements to fulfill for students' career and college planning, but students are not required to achieve a specified score on an assessment in order to graduate or meet graduation assessment requirements.

Districts must assist students with career and college readiness, including the following.

- Offering students in grades 11 an opportunity to participate in a nationally recognized college entrance exam on a school day.
- Monitoring student's development of and growth in career and college readiness.
- Assisting students no later than grade 9 in exploration and planning activities for career interests or postsecondary education.

North Branch Area Public School students must also earn 74 credits in order to meet North Branch Area Public School's School Board approved graduation requirements. Of the 74 credits, 50 credits are required across the content areas of english, social studies, science, math, phyed, health and art. The remaining 24 credits are elective credits.

With teacher collaboration, curriculum review takes place on an on-going basis. Adjustments to curriculum are driven by student achievement data and State legislative requirements. If you have questions regarding state standards, assessments, or graduation requirements, please contact your building principal.

MOBILE APP

The latest news and information from North Branch Area Public Schools (NBAPS) is now available on smartphones and mobile devices with a new mobile app! Parents and the public are encouraged to download this free mobile app to their smart-devices. The app can be accessed at Google play: <http://bit.do/e5Nah> and Apple: <http://bit.do/e5Nau>.

ONLINE ACCESS TO STUDENT INFORMATION

North Branch Area Public Schools utilizes Synergy ParentVUE, giving families anywhere, anytime access to school-related information. NBAPS has moved to paperless report cards (paper copies can be made available upon request) and access to ParentVUE will be necessary to view your student's grades.

Maintaining the security of your children's information is a top priority for NBAPS. While setting up your access involves several detailed steps that guarantee this security, once you have completed these, you will only need to enter your username and password to access information.

Each parent/guardian account will require a separate username and password. The username and password needed for Synergy ParentVUE login will be provided by your student's school. Parents/guardians will receive a letter with an activation key that explains how to activate their own login to ParentVUE. You may also get this information at your respective schools open house. For students who enroll in NBAPS after the beginning of the school year, an activation key letter will be issued during the registration process.

To Login to ParentVUE (use the url on your activation letter or go to the school's website)

- Click "I am a Parent"
- Click "I have an activation key and need to create my account."
- Read the privacy statement and click "I Accept."
- Enter your name and activation key exactly as they appear on the activation letter that you received from your school. Click "Continue to Step 3."
- Choose a username and password (at least 6 characters), provide an email address, and click "Complete Account Activation."

The ParentVUE login gives you access to information for all of your children enrolled in NBAPS schools. In rare cases, a parent may have multiple different keys and cannot see all of their students in the same account. Please contact the main office of the school for the student you are unable to see in ParentVUE to fix this issue.

PARENT LINK

ParentLink is an outgoing mass notification system. North Branch Area Public Schools uses this system to communicate important information to parents and staff, and in emergency situations. The ParentLink system is capable of sending recorded phone messages, text messages and e-mail messages. To date, the district has focused its efforts on the phone and e-mail messaging portions of the system. At the Middle School and High School the system is used to notify parents when their child is not in school.

PARENT/TEACHER CONFERENCES

Sunrise River School & Ed Center		Middle School		High School	
Oct. 25	11:30-6:30 pm	Oct. 18	3:30-7:00 pm	Oct.14	3:30-7:00 pm
Oct. 28	3:00-6:30 pm	Oct. 19	3:30-7:00 pm	Oct.18	3:30-7:00 pm
Feb. 15	3:00-6:30 pm	Oct. 25	11:30-3:00 pm	Oct. 25	11:30-3:00 pm
Feb. 17	3:00-6:30 pm	Feb. 15	3:30-7:00 pm	Feb. 17	3:30-7:00 pm
Feb. 18	11:30-3:00 pm	Feb. 17	3:30-7:00 pm	Feb. 18	11:30-3:00 pm
		Feb. 18	11:30-3:00 pm	April 21	3:30-7:00 pm

Distance Learning Academy Elementary		Distance Learning Academy Middle & High School		Norse Area Learning Center		Life Work Center
Oct.25	11:30-6:30 pm	Oct.18	3:30-7:00 pm	Oct.14	3:30-7:00 pm	Scheduled each trimester
Oct.28	3:00-6:30 pm	Oct. 19	3:30-7:00 pm	Oct.18	3:30-7:00 pm	
Feb. 15	3:00-6:30 pm	Oct. 25	11:30-3:00 pm	Oct. 25	11:30-3:00 pm	
Feb. 17	3:00-6:30 pm	Feb. 15	3:30-7:00 pm	Feb. 17	3:30-7:00 pm	
Feb. 18	11:30-3:00 pm	Feb. 17	11:30-3:00 pm	Feb. 18	11:30-3:00 pm	
		Feb. 18	11:30-3:00 pm	April 21	3:30-7:00 pm	

PAYING FEES ONLINE

NBAPS offers families the option of paying for lunches, athletics/activities, parking permits, and driver's education online. To pay fees online you will be using the Affinity Activities software located on the school website. Following the simple steps there, you can add to the account balance for each of your students using a credit card or electronic transfer from your checking or savings account.

When you make a payment, a confirmation e-mail is automatically sent to you as a receipt. You can also print out a receipt from the Affinity screen. You also can choose to receive an e-mail alert when balances fall below a specific level that you set.

On the Meal Purchase History page, you can see all the transactions made in each student's account. This is how you can monitor your child's meal purchases.

If you need assistance at any point, call the NBAPS Technology Department at (651) 674-1097 or contact your student's school.

PERSONAL PORTABLE DIGITAL DEVICES

NBAPS allows the use of personal technology devices such as laptops, tablets, e-readers, cell phones, and smart phones in school. Electronic devices provide a tremendous educational opportunity to use in learning essential skills like collaboration, innovation and decision making. With the use of electronic devices comes added responsibility and users are expected to be good digital citizens through the use of such devices. As with all personal items, individuals assume full responsibility for devices brought to school. The use of the school district system is at the individual's own risk. Access to these systems through individually owned devices will be allowed through the wireless network available within the buildings only. Specific software or program requirements are the responsibility of the individual and not the school district. While in school, students are expected to follow these guidelines:

- Use of personally owned digital devices in the classroom will be at the discretion of the classroom teacher or supervisor.
- Individuals are encouraged to ensure that device(s) are fully charged at the start of the school day.
- NBAPS will not be held responsible for any physical damage, loss or theft of a personally owned digital device.
- Students may be permitted personal use of devices during non-class periods, lunch and during passing times.
- Unless otherwise specified, device ringers and audio must be muted.

Electronic Devices Issued to Students or Staff

Use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege. The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons. Participation in "distance learning" and virtual learning is subject to all district policies and rules. Below are guidelines and expectations:

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device as described in the Chromebook procedures manual.
3. Users must report a lost or stolen device to the building media centers immediately. If a device is stolen, a report also should be made immediately with local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of the Appropriate Use Policy and/or Chromebook procedures manual.
6. Parents are responsible for supervising their student's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Guardians: If you do not wish for your student to have a device to take home during the course of the school year or if your student will be bringing in their own device, please contact the school to indicate this request.

For more information about student issued devices, please go to the technology department page at isd138.org.

PESTICIDE NOTICE TO PARENTS AND GUARDIANS

A Minnesota state law went into effect that requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

North Branch Area Public Schools have lawn treatments done up to 3 times a year. A notification flag with the date of application is put on all our lawns that have been treated notifying people and pets to stay off the lawn for up to 24 hours

from noted dates. Specific application dates of any pesticides are dependent on weather and building usage.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact Art Tobin, Director of Buildings and Grounds, PO Box 370, North Branch MN 55056 for a form to complete requesting pesticide notification. The telephone number is 651-674-1091.

PLEDGE OF ALLEGIANCE

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. Students in the school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

SCHOOL BOARD INFORMATION

North Branch Area Public Schools is governed by a six-member school board. Our regular school board meetings are held on the second Thursday of each month at 5:30 p.m. in Room C120 at the North Branch Area Education Center. Special sessions scheduled by the board will be announced on the web. School Board Contact Information:

Tim MacMillan, Chair	952-457-5464	tmacmillan@isd138.org
Sarah Grovender, Vice Chair	320-282-8058	sgrovender@isd138.org
Kevin Bollman, Clerk	651-226-4637	kbollman@isd138.org
Heather Osagiede, Treasurer	612-272-4573	hosagiede@isd138.org
Tanya Giese, Director	651-462-5145	tgiese@isd138.org
Jesse LaValla, Director	651-328-9184	jlavalla@isd138.org
Superintendent Sara Paul	651-338-1302	spaul@isd138.org

SCHOOL CLOSINGS OR EMERGENCIES

The school district's mass notification system, Parentlink, will be utilized as quickly as possible to notify those affected by weather emergencies. There will always be announcements on radio stations -- WCMP 1350 AM or 100.9 FM, and WCCO 830 AM -- and television stations -- KSTP (Channel 5), KARE (Channel 11), WCCO (Channel 4), KSTC (Channel 45) and KMSP Fox (Channel 9) -- when schools are closed due to severe weather. The North Branch Area Public School District web site and information line (651-674-1411) will also have such information. It is imperative that arrangements be made with neighbors or friends to care for your children should you happen to be away from your home. Be sure your children are familiar with these arrangements and know where they are to go if they are dismissed early from school for an emergency. **It is not possible for us to make telephone contact with every parent in the event of a school closing.**

Children will rarely be sent home once school is in session. An exception to this is if emergency warnings are given, and the superintendent notifies all buildings to send children home at once. In this event, parents may pick their children up at any time.

SCHOOL INFORMATION TELEPHONE LINE (651-674-1411)

In addition to other forms of mass communication around school closings and delays, NBAPS also maintains a telephone information line that provides recorded messages when weather or other situations require a change to the school schedule. These messages are accessible with a touchtone phone.

SCHOOL DISTRICT WEBSITE: www.isd138.org

The school district maintains a website that provides a wide variety of information about the school district for those with access to the internet. The website is updated continually with information on district and school programs and activities as well as school board information.

STUDENT SAFETY/DISCIPLINE

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. The school board has established a number of policies that cover student safety and discipline. Parents/guardians and students are expected to review each of the following policies:

413 Harassment and Violence. The school district strives to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence.

418 Drug-Free Workplace/Drug-Free School. Students are prohibited from using alcohol, toxic and/or controlled substances.

419 Tobacco-Free Environment. Use of tobacco products is prohibited in school buildings, vehicles, and on school grounds.

501 School Weapons Policy. To assure a safe environment, the possession of any weapon on school property is prohibited.

502 Search of Student Lockers, Desks, Personal Possessions and Student's Person. Lockers are provided for student convenience. However, these lockers are the property of the school. Therefore, lockers may be searched based on reasonable suspicion.

504 Student Dress and Appearance. Students are encouraged to dress appropriately for school activities and in keeping with community standards.

506 Student Discipline. All students are expected to behave appropriately and to follow school rules.

514 Bullying Prohibition Policy. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

525 Violence Prevention. Students are the district's first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses, or field trips while under school district supervision.

526 Hazing Prohibition. Hazing activities of any type are prohibited at all times.

TEACHER QUALIFICATIONS NOTICE

All schools that receive Title I funds, are required to send a notice to the parents each school year. The law requires that schools receiving Title funds inform parents that they can ask for and receive specific information about a teacher's qualifications. Under the law, this notice must be understandable and must contain certain elements. Section § 1111(h)(6), 34 CFR §200.61 lists the items that the notice must provide:

1. At the beginning of the school year, the LEA must notify parents of all students in a Title I school of their rights to access information on the professional qualifications of the educators providing instruction including, at a minimum:
 - a. whether the teacher is licensed for the grades and subjects assigned
 - b. whether the teacher is teaching with a waiver
 - c. the academic credentials or preparation of the teacher and
 - d. whether their child is provided services by an assistant and his/her qualifications.
2. The LEA provides timely notification to parents in a Title I school when their child has been taught for four or more consecutive weeks (20 consecutive days) by a teacher who is not highly qualified.
3. The LEA provides the notice(s) and information to parents in an understandable format and, when practical, in a language that parents can understand.

TRANSPORTATION

Transportation services are provided to students by North Branch Area Public Schools.

Riding is a Privilege, Not a Right

The North Branch Area Public Schools is concerned with the safety of your child. One of the areas we are especially concerned with is safety while on the school bus. Bus drivers, schools, parents, and the students themselves each have responsibilities in ensuring that buses remain a safe method of transportation for your child.

- No Bus Passes – buses are at capacity.
- Parents should call a minimum of 15 minutes before bell times at each school to have their children excused from riding the bus home that day.
- One pick-up location and one drop-off location ONLY for each student. They may be different locations. Parents may change locations up to two times per year.
- Students new to the district or those requesting a change in pick-up or drop-off location will be assigned a bus within 5 business days. Parents will have to transport students during that time. School-age childcare is available until 6 p.m. for a fee if parent transportation is not available.

Bus Stop Determination

NBAPS strives to keep students grades K-6 from walking more than three-tenths of a mile, and students grades 7-12 from walking more than five-tenths of a mile, on a public road to a designated bus stop. Transportation does not generally send buses into cul de sacs, dead end roads, or driveways due to a lack of safe access and limited ability to turn around; this may increase the distance from home to the bus stop location. Each year, bus stop changes will be adjusted for efficiency. NBAPS chooses the safest pickup location for all students within a pickup area.

Driver Responsibility and Authority

Drivers assigned to transport students are licensed and certified by the State of Minnesota as “school bus drivers.” In addition, drivers have undergone training in safety, first aid and emergency procedures.

Drivers are authorized to give directions and enforce rules and standards which will promote safety and security for all passengers.

School and Teacher Responsibility

The first week of school is designated as school bus safety week. To ensure the safety of your child, all students in kindergarten through twelfth grade will be provided with school bus safety training during the first week. All students who wish to remain bus riders **must pass** a school bus safety test. They must know and understand the following concepts:

- Transportation by school bus is a privilege, not a right.
- District policies for student conduct and school bus safety.
- Appropriate conduct while on the bus.
- The danger zones surrounding a school bus.
- Procedures for safely boarding and leaving a school bus.
- Procedures for safe vehicle lane crossing.
- School bus evacuation and other emergency procedures, emergency and vehicle lane crossing.

The school district may deny transportation to those students who fail to demonstrate their knowledge of school bus safety rules.

Student Responsibility

Students are responsible for maintaining bus safety by following both school bus and bus stop safety rules. Every student who rides the school bus should know and practice the rules of school bus safety.

Notice: Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

Rules at the Bus Stop

1. Get to the bus stop 5 minutes before your scheduled pick up time. The school bus will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.

5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move at least ten feet away from the bus.
8. 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.
9. No fighting, harassment, intimidation, or horseplay.
10. No use of alcohol, tobacco, or drugs.

Rules on the Bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

Parent Responsibility

For our bus safety policy to be most effective, it is important that every parent cooperate with our bus safety policy. Parents should:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with your children.
2. Support safe riding and walking practices, and recognize that students are responsible for their actions.
3. Communicate safety concerns to the school administrators.
4. Monitor bus stops, if possible.
5. When appropriate, assist student in safely crossing local streets before boarding and after leaving the bus.
6. Have your child to the bus stop 5 minutes before the bus arrives.
7. Have your child properly dressed for the weather.
8. Have a plan in case the bus is late, if school closes early, or if school closes for the day.

Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Elementary (K – 6th Grade) Offenses

Warning – Mailed to parent or guardian

1st Referral: student & parent contact

2nd Referral: 3-day suspension

3rd Referral: 5-day suspension

4th Referral: 10-day suspension. Parent meeting may be held at the discretion of the school district.

Further Referrals: Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year. All referrals will have student and parent contact.

Note: When any elementary student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

Secondary (7th – 12th Grade) Offenses

Warning – Mailed to parent or guardian

1st Referral: student & parent contact

2nd Referral: 5-day suspension

3rd Referral: 10-day suspension

4th Referral: 20-day suspension —Parent meeting may be held at the discretion of the school district.

Further offense – remainder of the year.

Vandalism/Bus Damage: Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangement to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

Criminal Conduct: In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism),

the appropriate school district personnel and local law enforcement officials will be informed.

Other Discipline: Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

VIDEO TAPING ON SCHOOL BUSES

The North Branch Area Public Schools places video tapes on all its school buses. The district believes the transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students on the bus is a significant factor in the safety and efficiency of school bus transportation. Student misbehavior increases the potential risks of injury. Therefore, the school district believes that video-taping student passengers on the school bus will encourage good behavior and, as a result, promote safety. (See Policy 711 Video Recording on School Buses.)

VIDEO SURVEILLANCE OTHER THAN ON BUSES

The North Branch Area Public Schools has video surveillance cameras in its buildings and grounds. Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. (See Policy 712 Video Surveillance Other Than on Buses.)

VISITOR POLICY

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment. Requests to observe classrooms during the school day are disruptive and will not be approved. Teachers are available to meet with parents to discuss classroom concerns outside of the student school day. Student visitors are not allowed as it adds to the class size and may be disruptive for the host student and the entire classroom.

WELLNESS

All school districts are required by the Child Nutrition and WIC Reauthorization Act of 2004 to have a Wellness Policy adopted by June 30, 2006. The school board adopted the Wellness Policy 533 June 2006. As stated in the policy, "The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards." You will find this policy in the policy section of this handbook.

NOTICES SECTION

NONDISCRIMINATION ON THE BASIS OF DISABILITY

Statement of Policy: No qualified disabled person shall, on the basis of disability, be excluded from access to or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any school district program or activity. This policy extends to the education of students and to employment matters.

Designation of Responsible Employee. The Board of Independent School District No. 138, North Branch, Minnesota, has designated the Director of Teaching and Learning, as the employee responsible to coordinate the school district's efforts to comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, and its regulations, 34 CFR §104.36. The Director of Teaching and Learning's title is compliance officer.

Notice Regarding Students: Pursuant to 34 CFR §140.36, the school district has established and implemented a system of procedural safeguards regarding the identification, evaluation, or educational placement of students who, because of disability, need or are believed to need special instruction or related systems.

Parents or guardians of such students, upon request, will be afforded an opportunity to examine relevant records. When necessary to resolve issues of identification, evaluation, or educational placement of such students, parents or guardians may request an impartial hearing with opportunity for participation by the parents or guardians and representation by counsel.

Requests for review of records and for hearings shall be made to the compliance officer at Ind. School District 138, North Branch Area Education Center, PO Box 370, North Branch, MN 55056. The compliance officer will determine if the matter is properly handled as a Section 504 complaint or a complaint under IDEA. Hearings must be requested within 10 days of the alleged violation of this policy. Hearings will be conducted by the compliance officer. Upon written request, the school board will review the compliance officer's determination. Requests for review must be mailed, return receipt requested, to the Superintendent of Schools within 10 days of receipt of the compliance officer's determination.

Notice Regarding Employees (Grievance Procedures):

The Board of Independent School District 138 has adopted the following grievance procedures for persons with complaints alleging violation of this policy, Section 504, or its regulations. This procedure is to be used for issues not falling within the grievance procedures of any applicable collective bargaining agreement.

Filing timelines. An employee alleging a violation of this policy, Section 504, or its regulations, may file a grievance in writing with the compliance officer at North Branch Area Education Center, PO Box 370, North Branch, MN 55056. If the grievance is regarding the compliance officer, the grievance shall be filed directly with the Superintendent at Ind. School District No. 138 District Office, 38705 Grand Avenue, North Branch, MN 55056. The grievance must be filed within 10 calendar days of the allegedly discriminatory conduct or it is waived.

Investigation, informal conference. The compliance officer, or when appropriate the Superintendent, shall make a prompt investigation of the complaint. The compliance officer shall inform the employee of his/her determination within 10 calendar days of the date the complaint was filed. If the compliance officer needs further time to investigate the allegations, he/she shall so inform the employee and estimate a date on which the investigation will be completed. When the compliance officer determines that a complaint is substantiated, he/she shall meet informally with the employee and others as appropriate to resolve the issue.

Review time limits. An employee may request that the school board review the compliance officer's determination. Review must be sought within 10 calendar days of the date the employee is informed of the compliance officer's determination. The request must be written, sent to the Board Chairperson, Tim MacMillan, 38705 Grand Ave., North Branch MN 55056 return receipt requested, and must state with particularity the basis upon which the employee disagrees with the determination. The board shall review the matter in a manner it deems appropriate. The decision of the board shall be final.

NONDISCRIMINATION ON THE BASIS OF GENDER

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. (See Policy 522 Student Sex Nondiscrimination.)

Designation of Responsible Employee: The Board of Independent School District No. 138, North Branch, Minnesota, has designated, Dr. Todd Tetzlaff, Director of Finance and Human Resources, as the employee responsible to coordinate the

school district's efforts to comply with and carry out its responsibilities under Title IX.

BULLYING POLICY NOTICE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

DATA PRIVACY NOTIFICATION

PUBLIC NOTICE

Independent School District No. 138 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue S.W.
 Washington, D.C. 20202

- g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and
 - h. That copies of the school district's policy regarding the protection and privacy of school records are located at all school building offices.
2. Independent School District No. 138 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
 3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
 4. Pursuant to applicable law, Independent School District No. 138 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."
 "Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.
 - a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.
 - b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S

OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.

c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. 138 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL, BY SEPTEMBER 15 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.

Notice: Refusal to release the above information to military recruiting officers alone does not affect the School District's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.

TEACHER QUALIFICATION NOTICE
NOTICE TO PARENTS

To: All Parents
From: North Branch Independent School District 138
Date: August 2021

As a parent of a student at North Branch Independent School District 138, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Professional Educator Licensing and Standards Board (PELSB) has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Professional Educator Licensing and Standards Board (PELSB) has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' assistants provide services to your child and, if they do, their qualifications.

If you would like to receive any information, please call Jody Spofford at 651-674-1008.

ASBESTOS – ANNUAL NOTIFICATION OF AVAILABILITY OF THE MANAGEMENT PLAN AND RELATED ACTIVITIES

To all parents, teachers, and employees of ISD #138:

ISD #138 has on file a complete and updated Management Plan for dealing with asbestos-containing building materials within the school district's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8 a.m. through 2:30 p.m. at the office of Art Tobin, Director of Buildings and Grounds, in the North Branch Area Education Center, North Branch, or at the respective school sites. Copies will be made available for reproduction at a nominal cost.

Buildings contain asbestos in the following areas:

- North Branch Area Education Center: all known and accessible asbestos material has been removed except for fire door cores and some pipe insulation inside of walls
- Sunrise River School: was designed and built without using asbestos
- Middle School: was designed and built without using asbestos
- Senior High School: fire door cores
- Brooker Building: was designed and built without using asbestos

As required by Federal Law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. The most recent surveillance was completed prior to the January 2019 deadline and no damaged asbestos was observed. The asbestos is re-inspected every three years by certified staff. The most recent triennial inspection was completed prior to July 2019 deadline. Some asbestos containing materials were removed from the High School and Education Center in June 2019. Due to continued renovation at the Education Center, additional removal of asbestos material is scheduled for the summer and fall of 2019. If you have any questions or concerns, please address them to Art Tobin at 651-674-1091.

STUDENT POLICIES

Parents/guardians and students are expected to review each of the following policy links:

[413 HARASSMENT AND VIOLENCE](#)

[418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL](#)

[419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES](#)

[501 SCHOOL WEAPONS POLICY](#)

[502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON](#)

[503 ATTENDANCE POLICY](#)

[504 STUDENT DRESS AND APPEARANCE](#)

[505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES](#)

[506 STUDENT DISCIPLINE](#)

[511 FUNDRAISING AND SOLICITATION](#)

[514 BULLYING PROHIBITION POLICY](#)

[516 STUDENT MEDICATION](#)

[520 STUDENT SURVEYS](#)

[522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS](#)

[524 INTERNET ACCEPTABLE USE AND SAFETY POLICY](#)

[525 VIOLENCE PREVENTION – \(APPLICABLE TO STUDENTS AND STAFF\)](#)

[526 HAZING PROHIBITION](#)

[527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES](#)

[529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS](#)

[530 IMMUNIZATION REQUIREMENTS](#)

[533 WELLNESS](#)

[534 UNPAID MEAL CHARGES](#)

[711 VIDEO RECORDING ON SCHOOL BUSES](#)

[712 VIDEO SURVEILLANCE OTHER THAN ON BUSES](#)

[903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES](#)

[904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONNEL](#)



@nbapschools



@nbapschools



@nbapschools



Search North Branch Area Public Schools





Phone Directory QUICK REFERENCE

Districtwide Services:

School Information Line.....	651-674-1411
District Office.....	651-674-1000
Supt. Sara Paul.....	651-674-1012
Community Education.....	651-674-1025
Food Service – Taher Dining.....	651-674-1520
Transportation Department.....	651-674-1030

Schools & Programs:

Early Childhood.....	651-674-1220
Kindergarten.....	651-674-1025
Sunrise River School (Grades 1-5).....	651-674-1100
Middle School (Grades 6-8).....	651-674-1300
High School (Grades 9-12).....	651-674-1500
Distance Learning Academy.....	651-674-1050
Activities Department.....	651-674-1514
Office of Teaching and Learning.....	651-674-1050
Norse Area Learning Center.....	651-674-1050

WATERMAIN EASEMENT AGREEMENT

For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Independent School District No. 138, a Minnesota public school corporation (hereinafter “Grantor”) hereby conveys to North Branch Water and Light Utility, a Minnesota public utility commission (the “Utility”) and the City of North Branch, a Minnesota municipal corporation (hereinafter “City”) (individually and collectively “Grantee”), a perpetual, nonexclusive easement (the “Easement”) to construct, install, operate, maintain, remove, and replace a waterline or waterlines and all necessary and usual appurtenant equipment thereto, all for the purpose of transmitting water upon, over, across, within and/or beneath certain easement areas as legally described on the attached Exhibit “A” (the “Easement Area”) and as visually depicted on the attached Exhibit “B”, on land owned by said Grantor in the City of North Branch, County of Chisago, State of Minnesota.

1. Burdened Parcel. The Grantor represents that it is the fee title owner of The Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$ of the NE $\frac{1}{4}$) and the North Half of the Southwest Quarter of the Northeast Quarter (N $\frac{1}{2}$ of the SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 28, Township 35N, Range 21W, Chisago County, Minnesota (the “Burdened Parcel”).
2. Authority. Subject to existing easements, if any, for public highways, roads, railroads, laterals, ditches, pipelines and electrical transmission and/or distribution lines and telephone and cable television lines covering the Easement Area, Grantor has good and lawful right and power to convey the easement to Grantee.
3. Easement Rights and Duties.
 - a. Grantee shall have the right the right of ingress to and egress from the Easement Area across Grantor’s property by means of roads and lanes on the Grantor’s property as and if they exist, otherwise, by such road, roads or paths as shall cause the least practical damage and inconvenience to Grantee. Except in cases of emergency, Grantee shall provide Grantor as much advance notice to Grantor as is practicable prior to entering the Property to minimize risk of damages or operational impacts.
 - b. Utility shall refill any trenches in which said water lines are laid, promptly and properly tamp the same and restore the surface of the ground and if Utility shall at

any future time open said trenches for the purpose of repairing, renewing, or removing said water lines, it will, as soon as said work is done, restore Grantor's property to substantially the same the condition it was in prior to Grantee's use, and that all work performed by Grantee on said land will be performed in a proper workmanlike manner, and that during the progress of the work, Grantee will properly safeguard said trench.

c. Grantee shall have the right to control all brush and trees within the easement area by cutting, trimming and/or other means as determined by the Grantee which in its judgment may interfere with or endanger the maintenance or operation of said water facilities.

76

d. Grantee shall operate and maintain all public improvements and utilities in a manner so that they are safe and useful for their intended purposes, do not create a nuisance, and do not harm Grantor, Grantor's property, the property of others, or any person.

4. Grantor Obligations and Restrictions. Grantor agrees that it will not construct any improvements, including buildings, concrete structures, or other objects, or change the grade more than four (4) inches over any water lines without first securing the prior written consent of Grantee. This agreement is to insure the conformance of the use of the easement with all applicable federal and state public utility safety codes and Grantee's construction standards. Grantor further agrees that all costs incurred through relocation of said facilities to avoid such buildings, concrete structures, or other objects or to obtain proper depth of land cover shall be borne by Grantor.

5. Binding Effect. The easement shall be binding upon, and inure to the benefit of, all parties having any right, title or interest in the Easement Area, their heirs, successors, and assigns. Grantee may not assign or transfer this Agreement or any of the rights granted hereunder without the prior written consent of Grantor, which consent may be withheld in Grantor's sole discretion. This Agreement may not be modified, restated, amended, changed in any way, or terminated or canceled without the prior written consent of Grantor and Grantee.

Dated: _____, 2021.

INDEPENDENT SCHOOL DISTRICT NO.
138

By: _____
_____, Board Chair

By: _____
_____, Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF CHISAGO)

The foregoing was acknowledged before me this ____ day of _____, 2021 by _____, Board Chair, and _____ Clerk, of Independent School District No. 138, a Minnesota public school corporation, on behalf of the public school corporation.

77

Notary Public

Dated: _____, 2021.

NORTH BRANCH WATER AND LIGHT
UTILITY

By: _____
Nathan Keech, Chair

By: _____
_____, Vice Chair

STATE OF MINNESOTA)
) ss.
COUNTY OF CHISAGO)

The foregoing was acknowledged before me this ____ day of _____, 2021 by Nathan Keech, Chair, and _____ Vice Chair, of North Branch Water and Light Utility, a Minnesota public utility commission, on behalf of public utility.

Notary Public

CITY OF NORTH BRANCH

By: _____
Jim Swenson, Mayor

By: _____
Renae Fry, City Administrator

78

STATE OF MINNESOTA)
)ss.
COUNTY OF CHISAGO)

This instrument was acknowledged before me this ___ day of _____, 2021, by Jim Swenson and Renae Fry, the Mayor and City Administrator, respectively, of the City of North Branch, a Minnesota municipal corporation on behalf of the Corporation.

Notary Public

This instrument was drafted by:

City of North Branch
6408 Elm Street, PO Box 910
North Branch, MN 55056-0910
Telephone: 651-674-8113
Fax: 651-674-8262

EXHIBIT A
LEGAL DESCRIPTION OF EASEMENT AREA

A permanent easement for watermain purposes over, under, and across the following described property:

The Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$ of the NE $\frac{1}{4}$) and the North Half of the Southwest Quarter of the Northeast Quarter (N $\frac{1}{2}$ of the SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 28, Township 35N, Range 21W.

80

Said permanent easement lies 10.00 feet on either side of the following described centerline:

Commencing at the northwest corner of said Northeast Quarter; thence South 00 degrees 45 minutes 14 seconds East, assumed bearing along the west line thereof, 1986.52 feet to the southwest corner of said North Half of the Southwest Quarter of the Northeast Quarter; thence South 89 degrees 55 minutes 21 seconds East, along the south line of said North Half of the Southwest Quarter of the Northeast Quarter, 1141.23 feet to the point of beginning of the centerline to be described; thence continuing South 89 degrees 55 minutes 21 seconds East, along said south line, 52.54 feet; thence North 45 degrees 04 minutes 39 seconds East, 128.23 feet; thence North 00 degrees 35 minutes 53 seconds West, 37.58 feet; thence North 59 degrees 43 minutes 06 seconds East, 46.03 feet to the east line of said North Half of the Southwest Quarter of the Northeast Quarter and said centerline there terminating.

The sidelines of said easement shall be prolonged or shortened to terminate on the south and east lines of said North Half of the Southwest Quarter of the Northeast Quarter.

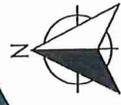
EXHIBIT B
VISUAL DEPICTION OF EASEMENT AREA



PERMANENT WATERMAIN EASEMENT AREA = 4,671 SQ. FT.



PARCEL LINE



WSB Project No. 016305-000 Date: 6/16/21

Watermain Easement Exhibit

PID: 11.00567.30
 Address: Unassigned
 City of North Branch, Minnesota



Prepared by:



NW CORNER OF THE NE 1/4 OF SEC. 28, T. 35 N, R. 21 W

W LINE OF THE NW 1/4 OF THE NE 1/4 OF SEC. 28, T. 35 N, R. 21 W

NW 1/4 OF THE NE 1/4 SEC. 28, T. 35 N, R. 21 W

N LINE OF THE N 1/2 OF THE SW 1/4 OF THE NE 1/4 OF SEC. 28, T. 35 N, R. 21 W

W LINE OF THE N 1/2 OF THE SW 1/4 OF THE NE 1/4 OF SEC. 28, T. 35 N, R. 21 W

N 1/2 OF THE SW 1/4 OF THE NE 1/4 SEC. 28, T. 35 N, R. 21 W

E LINE OF THE N 1/2 OF THE SW 1/4 OF THE NE 1/4 OF SEC. 28, T. 35 N, R. 21 W

S LINE OF THE N 1/2 OF THE SW 1/4 OF THE NE 1/4 OF SEC. 28, T. 35 N, R. 21 W

S89°55'21"E 1141.23

SW CORNER OF THE N 1/2 OF THE SW 1/4 OF THE NE 1/4 OF SEC. 28, T. 35 N, R. 21 W (POINT OF COMMENCEMENT)

S00°45'14"E 1986.52

N59°43'06"E 46.03

N00°35'53"W 37.58

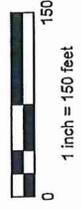
N45°04'39"E 128.23

S89°55'21"E 52.54



PERMANENT WATERMAIN EASEMENT AREA = 4,671 SQ. FT.

PARCEL LINE



Prepared by:



Watermain Easement Exhibit

PID: 11.00567.30
 Address: Unassigned
 City of North Branch, Minnesota

WSB Project No. 016305-000 Date: 6/16/21



EST. 1881
 NORTH BRANCH

SECTION 28

TRAIL EASEMENT

For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Independent School District No. 138, a Minnesota public school corporation (hereinafter “Grantor”) hereby conveys to the City of North Branch, a Minnesota municipal corporation (hereinafter “City”) a perpetual, non-exclusive easement (the “Easement”) for public trail purposes over and across the following described property located in Chisago County, Minnesota, to wit:

See Exhibit A (the “Easement Area”) and as depicted on Exhibit B, (the “Easement Depiction”)

The undersigned further agrees to each of the following:

1. Burdened Parcel. The Grantor represents that it is the fee title owner of The Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$ of the NE $\frac{1}{4}$) and the North Half of the Southwest Quarter of the Northeast Quarter (N $\frac{1}{2}$ of the SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 28, Township 35N, Range 21W, Chisago County, Minnesota (the “Burdened Parcel”).
2. Authority. Subject to existing easements, if any, for public highways, roads, railroads, laterals, ditches, pipelines and electrical transmission and/or distribution lines and telephone and cable television lines covering the Easement Area, Grantor has good and lawful right and power to convey the easement to the City.
3. Easement Rights.
 - a. Grantor grants to the City the right to use the Easement Area for the benefit of the public and consistent with the City’s public trail system including but not limited to the right to maintain, improve and restrict the use thereof in such manner deemed appropriate by the City (collectively, the “Easement Rights”). In addition, the Grantor grants to the City the right to use two temporary easement areas described in Exhibit A (“Temporary Easement Area”) for construction purposes. Said temporary easements shall expire automatically upon completion of the construction of the trail segments. City will, at its sole cost and expense, promptly replace the surface and subsurface of the soil as may be disturbed after the completion of the construction of trails within the Temporary Easement Area.

- b. The easement granted herein includes the right of the City, its contractors, and agents to enter the Easement Area at all reasonable times for the purpose of locating, constructing, reconstructing, operating, maintaining, inspecting, altering, repairing, and improving the trail(s), pathway(s) and sidewalk(s) within the Easement Area for public trail purposes. The easement shall be open for use by the public, subject to such regulations and restrictions as may be imposed by the City. The easement also includes the right to cut, trim, or remove from the Easement Area any trees, shrubs, or other vegetation that, in the City's judgment, unreasonably interferes with the trail(s), pathway(s) or sidewalk(s) in the Easement Area, or otherwise interfere with the City's rights to the easement. The City shall maintain the trail(s), pathway(s) and sidewalk(s) in good and safe condition and repair to the standards used for the maintenance of the City's trails, pathways and sidewalks. The City acknowledges and agrees that Grantor has no obligation to perform any inspection, maintenance, repairs, or replacements of said trail(s), pathway(s) or sidewalk(s).
4. Grantor Obligations and Restrictions. Grantor will keep the Easement Area free of encroachments, except as may be approved by the City. Grantor shall not grant any easement, license or other arrangement on, over or under the Easement Area without the City's prior written consent which consent may be withheld in the City's sole discretion.
5. Indemnification. Nothing herein is intended to make Grantor responsible or liable for damages caused by acts, errors or omissions of the City, its officers, agents and employees. The City hereby agrees to indemnify, defend, and hold harmless Grantor from and against any and all liability, losses, expense, cost, damages, claims, proceedings, and/or causes of action, including without limitation attorneys' fees, arising out of or related to the public use of the trail(s), pathway(s) or sidewalk(s) or the City's failure to inspect, repair, replace, maintain and/or operate the trail(s), pathway(s) and sidewalks(s) constructed in the Easement Area.
6. Binding Effect. The easement shall be binding upon, and inure to the benefit of, all parties having any right, title or interest in the Easement Area, their heirs, successors, and assigns. The City may not assign or transfer this Agreement or any of the rights granted hereunder without the prior written consent of Grantor, which consent may be withheld in Grantor's sole discretion.
7. This Agreement may not be modified, restated, amended, changed in any way, or terminated or canceled without the prior written consent of Grantor and the City.

EXHIBIT A
LEGAL DESCRIPTION OF EASEMENT AREA

Description of Permanent Easement

A permanent easement for trail purposes over, under, and across the following described property:

87

The Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$ of the NE $\frac{1}{4}$) and the North Half of the Southwest Quarter of the Northeast Quarter (N $\frac{1}{2}$ of the SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 28, Township 35N, Range 21W.

Said permanent easement lies 8.00 feet on either side of the following described centerline:

Commencing at the northwest corner of said Northeast Quarter; thence South 00 degrees 45 minutes 14 seconds East, assumed bearing along the west line thereof, 1986.52 feet to the southwest corner of said North Half of the Southwest Quarter of the Northeast Quarter; thence South 89 degrees 55 minutes 21 seconds East, along the south line of said North Half of the Southwest Quarter of the Northeast Quarter, 43.86 feet to the point of beginning of the centerline to be described; thence North 00 degrees 04 minutes 39 seconds East, 29.00 feet and said centerline there terminating.

The sidelines of said easement shall be prolonged or shortened to terminate on the south line of said North Half of the Southwest Quarter of the Northeast Quarter.

Description of Temporary Construction Easement #1

A temporary easement for construction purposes over, under, and across the following described property:

The Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$ of the NE $\frac{1}{4}$) and the North Half of the Southwest Quarter of the Northeast Quarter (N $\frac{1}{2}$ of the SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 28, Township 35N, Range 21W.

Said temporary easement lies 15.00 feet on either side of the following described centerline:

Commencing at the northwest corner of said Northeast Quarter; thence South 00 degrees 45 minutes 14 seconds East, assumed bearing along the west line thereof, 1986.52 feet to

the southwest corner of said North Half of the Southwest Quarter of the Northeast Quarter; thence South 89 degrees 55 minutes 21 seconds East, along the south line of said North Half of the Southwest Quarter of the Northeast Quarter, 43.86 feet to the point of beginning of the centerline to be described; thence North 00 degrees 04 minutes 39 seconds East, 34.00 feet and said centerline there terminating.

The sidelines of said easement shall be prolonged or shortened to terminate on the south line of said North Half of the Southwest Quarter of the Northeast Quarter.

88

EXCEPT that part designated for a permanent easement for trail purposes. Said permanent easement lies 8.00 feet on either side of the following described centerline: Commencing at the northwest corner of said Northeast Quarter; thence South 00 degrees 45 minutes 14 seconds East, assumed bearing along the west line thereof, 1986.52 feet to the southwest corner of said North Half of the Southwest Quarter of the Northeast Quarter; thence South 89 degrees 55 minutes 21 seconds East, along the south line of said North Half of the Southwest Quarter of the Northeast Quarter, 43.86 feet to the point of beginning of the centerline to be described; thence North 00 degrees 04 minutes 39 seconds East, 29.00 feet and said centerline there terminating.

The sidelines of said easement shall be prolonged or shortened to terminate on the south line of said North Half of the Southwest Quarter of the Northeast Quarter.

Description of Temporary Construction Easement #2

A temporary easement for construction purposes over, under, and across the following described property:

The Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$ of the NE $\frac{1}{4}$) and the North Half of the Southwest Quarter of the Northeast Quarter (N $\frac{1}{2}$ of the SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 28, Township 35N, Range 21W.

Said temporary easement lies 15.00 feet on either side of the following described centerline:

Commencing at the northwest corner of said Northeast Quarter; thence South 00 degrees 45 minutes 14 seconds East, assumed bearing along the west line thereof, 1986.52 feet to the southwest corner of said North Half of the Southwest Quarter of the Northeast Quarter; thence South 89 degrees 55 minutes 21 seconds East, along the south line of said North Half of the Southwest Quarter of the Northeast Quarter, 1149.32 feet to the point of beginning of the centerline to be described; thence North 29 degrees 00 minutes 43 seconds East, 44.49 feet; thence northerly, 28.42 feet along a tangential curve concave to the west having a radius of 55.00 feet and a central angle of 29 degrees 36 minutes 34

seconds; thence North 00 degrees 35 minutes 51 seconds West, tangent to the last described curve, 21.12 feet and said centerline there terminating.

The sidelines of said easement shall be prolonged or shortened to terminate on the south line of said North Half of the Southwest Quarter of the Northeast Quarter.

EXHIBIT B
EASEMENT DEPICTION



TEMPORARY CONSTRUCTION EASEMENT AREA = 3,377 SQ. FT.
 PERMANENT TRAIL EASEMENT AREA = 464 SQ. FT.
 PARCEL LINE



WSB Project No. 016305-000 Date: 6/16/21

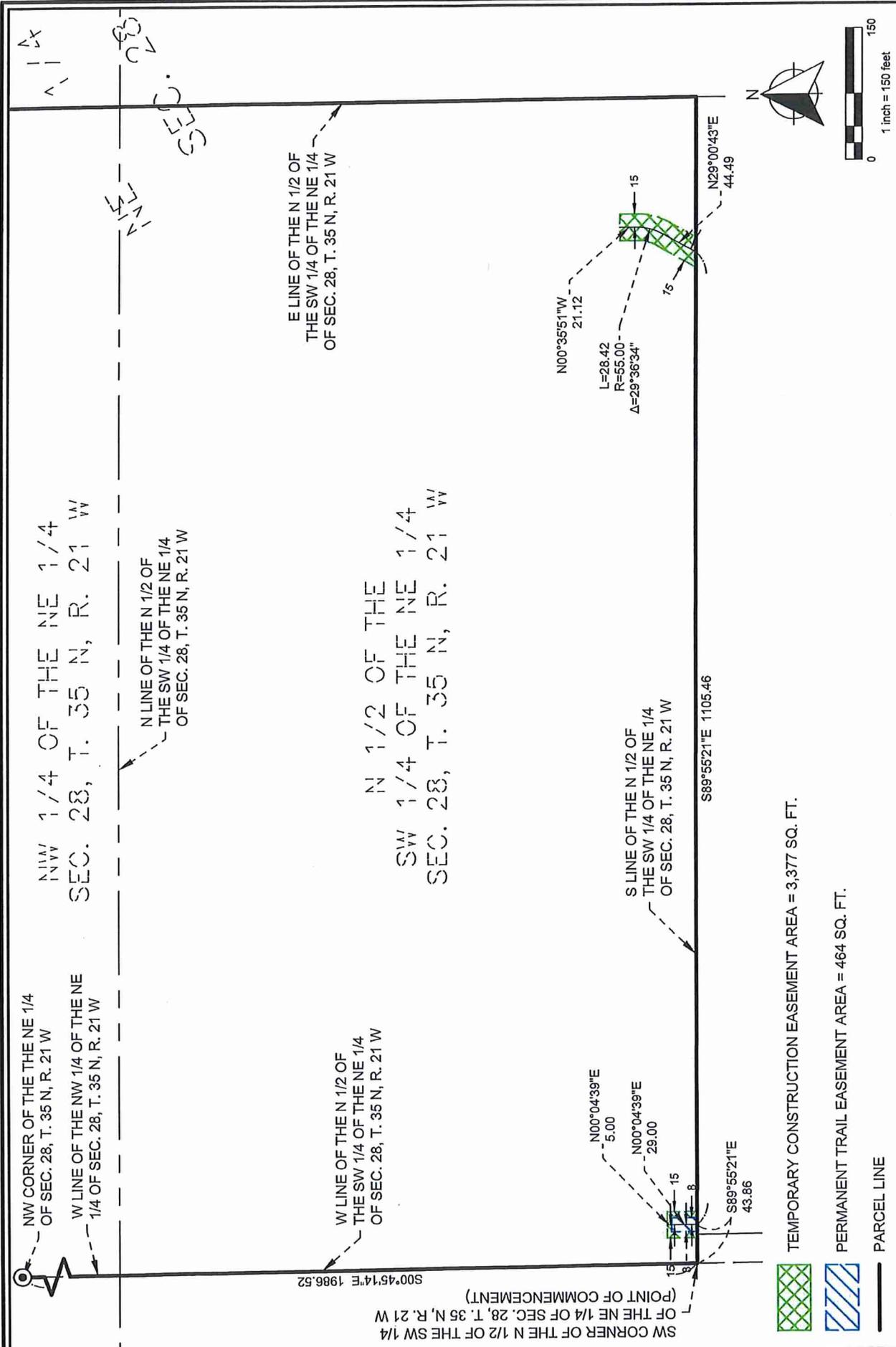
Trail Easement Exhibit

Prepared by:



PID: 11.00567.30
 Address: Unassigned
 City of North Branch, Minnesota





Trail Easement Exhibit

WSB Project No. 016305-000 Date: 6/16/21

CITY OF NORTH BRANCH EST. 1881

PID: 11.00567.30
 Address: Unassigned
 City of North Branch, Minnesota

Prepared by:

Board & Administrator

FOR SCHOOL BOARD MEMBERS

August 2021 Vol. 35, No. 4

Prepare new board members for success by holding a succession session

As the governing body of the school district, the school board often makes significant decisions that impact students, parents, school staff, and the local community. Accordingly, it's important for all newly elected board members to receive the training they need to work as a team, successfully oversee school operations, and collaborate with the superintendent.

Here's an idea to welcome and prepare newly elected board members. Have the board president plan and hold a Saturday work session for all board members, including new and retiring board members, to help facilitate the transition process.

This orientation activity gives the full board a role in new member orientation while allowing new members to pick the brains of veteran and outgoing board members.

During this succession session, the board president or other experienced board members can suggest and initiate strategic activities, such as reviewing the district's current goals and ongoing projects. Also, consider setting aside time during this session to review the district's mission statement. This will provide experienced board members an opportunity to teach rookie board members about the school district's vision and strategic plan. ■

Control your communications when discussing superintendent's administrative leave

A board's decision to place a superintendent on administrative leave can have unintended consequences. To begin with, it may put the rumor-mill into over-production. Parents may feel angry or distrustful because they weren't asked for their input into the decision, or because they learned about the decision from local news or a friend. While saying nothing to the public is typically a bad idea, the best way for a board to proceed may depend on the circumstances. Districts can minimize negative outcomes by tailoring their communications to the specific situation, selecting a board member spokesperson, and running planned communications through the board's attorney.

Robert Lusk, a school attorney with Miller Johnson in Michigan, says he has seen two types of situations, each calling for its own response.

1. When the community does not know why the superintendent has been placed on administrative leave

In this situation, unless the superintendent "goes public," Lusk says, he prefers the board doesn't give stakeholders a specific reason for the leave. Instead, it should explain that, "generally, the board does not comment on pending personnel matters but is committed to resolving the issue fairly and in the best interests of the school community."

2. When the community knows why the superintendent has been placed on leave or there is controversy

This may occur where the superintendent has gone public, perhaps talking to a newspaper, or where there have been public complaints about the superintendent acting unethically, or unlawfully. In this situation, Lusk asks the board to issue a plain and simple statement about why the superintendent was placed on administrative leave along with the assurance the board is committed to resolving the issue fairly and in the best interests of the school community.

Lusk says that in either of the two situations

mentioned above, the board should assign a single board member to act as spokesperson regarding the decision to place the superintendent on leave. He also advises the board to ensure the spokesperson runs all potential communications through the board's attorney.

Finally, Lusk recommends having other board members, if asked about the board's decision, reiterate the spokesperson's position. If it's a highly charged situation, board members can be provided suggestions for responding to anticipated questions.

"The last thing the board needs in this situation is board members seeming to contradict one-another," Lusk said. ■

Obtain feedback before placing controversial proposals on the agenda

Before finalizing the details of your board's next meeting, carefully review the items on the meeting agenda for any potential topics or proposals that may spark controversy.

On June 14, 2021, Dr. Tim Smith, superintendent for Escambia County (Fla.) School District, removed from the board meeting agenda a proposal that would have eliminated valedictory and salutatory awards for students at the high school level. If approved, the proposal envisioned that high-achieving students would instead receive the Latin honors of Cum Laude, Magna Cum Laude, and Summa Cum Laude based on their class rankings.

Smith pulled the proposal after he and several board members received overwhelming pushback from district residents.

To avoid a similar situation, consider obtaining feedback from parents, students, and stakeholders through focus groups before discussing or voting on any controversial proposals in an open board meeting. This is a good way to gauge people's reactions and opinions without exposing the board to potential backlash. Feedback from focus groups may also help the board determine whether a proposal can be reworked in committee. ■

Discuss details for high-turnout board meeting with your superintendent

If your school board expects to receive a high number of attendees and public comments during the next in-person board meeting, convene with the superintendent ahead of time to hash out details to ensure the meeting goes as planned.

On June 16, 2021, the school board of McLean County Unit 5 (Ill.) held a meeting to discuss hot topics, including mask mandates and critical race theory. Although approximately 200 people attended the meeting and many opted to speak during public comment, the board and superintendent were able to prevent significant disruptions and conflict.

To ensure your board has equal success during

a meeting with high turnout, consider asking the following questions and discussing potential solutions with your superintendent:

- Is there a way to implement a sign-in process for attendees?
- Should school security attend the meeting?
- Is the meeting room large enough to accommodate all attendees?
- Should there be a time limit for each attendee's public remarks?
- Does district policy permit the board to remove disruptive individuals? If so, what procedures should be followed? ■