

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 REGULAR SCHOOL BOARD MEETING
 JULY 11, 2024
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
 - A. School Board Member Jesse Lavalla will be attending the meeting remotely at the following location: 1605 Ocean Blvd, Myrtle Beach, SC 29577
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. School Board Recognition
 - A. 2024-2025 MSHSL Member School Partnership Video
<https://youtu.be/KU2o-bpoAs8>
 - B. Spring Sport Recipients 5
 Videos will be uploaded to the North Branch Area Public Schools website in the News section after the July 11th Board Meeting.
- VI. Superintendent’s Report 8
- VII. Removal of Consent Items for Discussion
- VIII. Approval of Consent Items
 - A. Minutes of June 13, 2024 Policy Committee Meeting 17
 - B. Minutes of June 13, 2024 School Board Retreat 18
 - C. Minutes of June 13, 2024 Public Hearing on Student Fees 19
 - D. Minutes of June 13, 2024 Regular School Board Meeting 20
 - E. Authorization of Payments, Transfers, and Investment Activity 32
 - F. Personnel
 - 1. Julie Johnson, resignation effective June 20, 2024, as EL Assistant at North Branch Area Public Schools
 - 2. Leah Kent, resignation effective June 25, 2024, as School Age Care Adult Assistant at North Branch Education Center
 - 3. Mike Kolb, resignation effective June 30, 2024, as French Teacher at North Branch Area High School
 - 4. Joseph Lattimore, resignation effective June 30, 2024, as Due Process Lead Teacher (TOSA) at North Branch Area Middle School
 - 5. Veronica McElmury, resignation effective June 28, 2024, as Schoolkeeper at North Branch Area Public Schools
 - 6. Andrea Thiner, resignation effective June 27, 2024, as High School Assistant Principal at North Branch Area High School
 - 7. Samantha Bartz, leave request from approximately October 23, 2024, through January 14, 2025, as 2nd Grade Teacher at Sunrise Elementary School

8. Patrick Tepoorten, extension of leave request July 1, 2024 through July 31, 2024, as Community Relations Coordinator/Grant Writer at North Branch Area Public Schools
9. Art Tobin, extension of leave request July 1, 2024 through December 31, 2024, as Director of Buildings and Grounds at North Branch Area Public Schools
10. Brinna Barlow, BS, Step 1, beginning with the 2024-25 school year, as English/Language Arts Teacher at North Branch Area High School
11. Samuel Lubs, BA, Step 1, beginning with the 2024-25 school year, as Vocal Music Teacher at North Branch Area High School and North Branch Area Middle School
12. Nicholas Pawlik, BS, Step 5, one-year contract for 2024-25 for a Tier 1 License, as SPED Teacher at North Branch Middle School
13. Ashley Rivard, BS, Step 10, beginning with the 2024-25 school year, as Family Resource Coach at North Branch Area Public Schools
14. Caleb Stiles, BA, Step 1, one-year contract for 2024-25 for a Tier 1 License, as SPED Teacher at North Branch Area High School
15. Samantha Stoesz, BA, Step 9, beginning with the 2024-25 school year, as English Teacher at North Branch Area Middle School
16. Deanna Wilson, BA, Step 3, one-year contract with the 2024-25 school year for a Tier 1 License, as English Teacher at North Branch Area Middle School
17. Juliana Orellano-Tirado, employment effective June 10, 2024, as School Age Care Adult Assistant
18. Juliet Orellano-Tirado, employment effective May 13, 2024, as School Age Care Adult Assistant
19. Pakou Lee, employment effective June 17, 2024, as Administrative Assistant/Executive Secretary at North Branch Area Public Schools
20. Andrew VanEerden, employment effective June 7, 2024, as School Age Care Senior Adult Assistant
21. Sarah Buchholz, termination effective June 6, 2024, as SPED Assistant at North Branch Area High School
22. Nikkita Huckell, termination effective June 6, 2024, as SPED Assistant at North Branch Area High School
23. Jessica Waukazo, termination effective June 6, 2024, as SPED Assistant at North Branch Area Middle School
24. 2023-24 Extra Curricular Spring Coach Positions
 - a. Clint Mattson, Class 4, Step 1, as Assistant Coach for Boys Baseball
 - b. Nick Solberg, Class 4, Step 1, as Assistant Coach for Boys Baseball

G. Designation of Identified Official with Authority for the MDE External User 33

Access Recertification System

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota 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 IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

The Board recommends authorizing Sara Paul to act as the Identified Official with Authority (IOwA) and Pakou Lee to act as the IOwA Proxy to add and remove names only for LEA for North Branch Area Public Schools.

H. Acceptance of Donations 34

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.

- IX. **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.
- X. Old Business
 - A. Consider Acceptance of Summary of Bids for Garbage Pickup 35
 - B. Consider Acceptance of Summary of Bids for Diesel Fuel and Gasoline 36
 - C. Consider Second Reading of the Following Policies
 - 1. Policy 524 - Internet Acceptable Use and Safety Policy 37
 - 2. Policy 606 - Textbooks and Instructional Materials (Minor MSBA changes) 49
- XI. New Business
 - A. Consider Resolution Relating to the Election of School Board Members and Calling the School District General Election 51
 - B. Consider Renewal of Membership in Resource Training and Solutions - \$3,606.80 57

- C. Consider the 2024-2025 Resolution for Membership in the Minnesota State High School League Membership Renewal Form 58
- D. Consider Superintendent’s Evaluation Summary
- XII. Addendum
 - A. Amanda Daeger, employment effective July 16, 2024, as High School Assistant Principal at North Branch Area High School
 - B. Jacob Truby, employment effective July 15, 2024, as High School Assistant Principal at North Branch Area High School
 - C. Consider Approval of 2024-25 Student and Parent Handbook 60
- XIII. Information
- XIV. Board Requests
- XV. Committee Reports
- XVI. Dates to Remember
 - A. Monday, July 8, 2024, OPEB Committee Meeting, 1:00 pm, Virtual
 - B. Monday, July 8, 2024, Negotiations Committee Meeting, 3:30 pm, North Branch Area Education Center
 - C. Monday, July 8, 2024, NBSSA Negotiations Session, 4:00 pm, North Branch Area Education Center
 - D. Thursday, August 1, 2024, School Board Working Session, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
 - E. Thursday, August 8, 2024, Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122
 - F. Thursday, August 8, 2024, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
 - G. Wednesday, August 21, 2024, Negotiations Committee Meeting, 3:30 pm, North Branch Area Education Center
 - H. Wednesday, August 21, 2024, Principal Negotiations Session, 4:00 pm, North Branch Area Education Center
 - I. Thursday, August 22, 2024, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
- XVII. Adjournment

First Name	Last Name	Sport	All Conference	AC Honorable Mention	Academic AC	All State
Hannah	Bernier	Softball		ACHM	AAC	All Section
Aubrey	Charpenter	Softball			AAC	All Section
Carli	Kantorowicz	Softball			AAC	
Morgan	Mann	Softball			AAC	All Section
Alexis	Mathison	Softball				All Section
Abigail	Pfeifer	Softball			AAC	
Mikayla	Skiba	Softball			AAC	
Peyton	Verdon	Softball	AC, M8 Defensive Player of the Year			All Section
Ty	Ellsworth	Baseball		ACHM		All Section Season
Lucas	Goggin	Baseball			AAC	
Benjamin	Herges	Baseball			AAC	
Andrew	Orf	Baseball	AC			All Section Season, All Section Tournament
Jackson	Puelston	Baseball			AAC	
Patrick	Spinler	Baseball			AAC	
Noah	Thorsen	Baseball	AC			
Carter	Magnison	Boys Golf	AC		AAC	
Nicholas	Melvin	Boys Golf	AC			State Participant
Tyler	Minke	Boys Golf	AC		AAC	
Ashley	Bistodeau	Girls Golf	AC		AAC	State Participant
Annabelle	Lattimore	Girls Golf		ACHM	AAC	
Jenna	Minke	Girls Golf	AC		AAC	
Wyatt	Helberg	Boys Tennis	AC			State Participant
Drake	Mellen	Boys Tennis		ACHM	AAC	
Nolan	Bahr	Boys Track			AAC	
Michael	Dragicevich	Boys Track		ACHM 4x200M Relay		
Blake	Lelm	Boys Track		ACHM High Jump	AAC	
Jacob	Robillard	Boys Track		ACHM 4x200M Relay	AAC	All State Academic
Brody	Rothe	Boys Track	AC 300m Hurdle	ACHM 110M Hurdles		All State Academic
Jordan	Stumm	Boys Track	AC 800M Run	ACHM 1600M Run	AAC	All State Academic

Zachary	Sway	Boys Track		ACHM 4x200M Relay		
Everett	Thomsen	Boys Track			AAC	
Carson	Weber	Boys Track		ACHM 4x200M Relay, Triple Jump	AAC	All State Academic
Andrew	Witkowski	Boys Track			AAC	
Shaeyna	Andreotti	Girls Track	AC 100m Hurdles, 300m Hurdles, 4x400m Relay			State Participant
Sophia	Benedict	Girls Track	AC 4x200m Relay, 4x100m Relay	ACHM 200M Run		State Participant
Derrian	Dick	Girls Track	AC 4x200m Relay, 4x400m relay		AAC	State Participant
Ella	Dick	Girls Track	AC 4x100m Relay, Polevault			State Participant, All State Academic
Dakota	Esget	Girls Track	AC 100M Dash, 4x200 Relay, Polevault	ACHM 200M Run	AAC	State Participant, All State Academic
Ava	Gerten	Girls Track			AAC	
Brooke	Giese	Girls Track		ACHM Pole Vault	AAC	All State Academic
Ruby	Hanson	Girls Track			AAC	
Heidi	Hedberg	Girls Track			AAC	
Kailie	Kopp	Girls Track	AC 4x100m Relay	ACHM Triple Jump	AAC	All State Academic, State Participant
Ella	Kuhlman	Girls Track	AC 300m Hurdles, 4x100m Relay, 4x400m Relay		AAC	State Participant, All State Academic
Brooklyn	Maki	Girls Track		ACHM Shot Put	AAC	
Jenna	Minke	Girls Track			AAC	
Elle	Nielsen	Girls Track			AAC	
Brianna	Polipnik	Girls Track			AAC	
Sophia	Thorsen	Girls Track	AC 100M Dash, 200M Dash, 4x2 Relay		AAC	State Participant, All State Academic
Madison	Whitman	Girls Track	AC 800M Run	ACHM Long Jump	AAC	All State Academic

Ava	Witkowski	Girls Track	AC 4x400m Relay			
Isabella	Anderson	Clay Target		ACHM		
Brenden	Donahue	Clay Target	AC			
Tanner	Helin	Clay Target	AC			
Ava	Mohs	Clay Target	AC			
Aubrey	Russell	Clay Target		ACHM		
Briana	Beck	Adapted Bowling				State Participant
Benjamin	Elliott	Adapted Bowling				State Participant
Shelby	Pantelis	Adapted Bowling				State Participant
Molly	Sullivan	Adapted Bowling				State Participant
Wan Nok Noah	Lai	Speech			AAC	
Helen	Pust	Speech	AC (Storytelling)			State Participant
Victoria	White	Speech			AAC	
Gracie (Quinn)	Colstad	One Act Play		ACHM Tech		
Alexandra	Ellis	One Act Play			ACC	
Kylie	Grams	One Act Play	AC Tech		ACC	
Taylor	Lutzke	One Act Play		ACHM Acting		
Carter	McWilliams	One Act Play	AC Acting			
Jarad	McWilliams	One Act Play		ACHM Acting		
Leah	Melton	One Act Play			ACC	
Abigail	Neu	One Act Play	AC Acting		ACC	
Kathleen	Neu	One Act Play		ACHM Tech	ACC	
Ayla	Okstad	One Act Play		ACHM Tech		
Cosette	Trampe	One Act Play		ACHM Acting		

Superintendent Update

July 11, 2024

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At the forefront of educational excellence



WHAT WE INTEND TO CREATE

*Inspire dreams,
build integrity and
instill hope*

in our students, our staff, our families and our communities.

OUR PURPOSE

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

Viking Spotlight: Welcome New Viking Administrators



Amanda Deager

The interview team was impressed with Amanda's experience across educational settings, her ability to problem-solve and her collaborative approach to working with teams.



Jacob Truby

The interview team was impressed with Jacob's professionalism, international teaching experience and administrative systems experience.



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Teacher Apprenticeship Launch: Save the Date- August 12

Purpose:

Celebrate a cohort of some of the first Teacher Apprentices in the state of Minnesota

When

August 12 from 8:00-9:00

Where

7700 France Ave S # 500, Edina, MN 55435



Teacher Apprenticeship Program



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NBAPS is a leader in providing a variety of "Grow our Own Programs." This event is celebrating our Special Education Teacher Apprentices.

Crisis Management Update



The Crisis Management Committee met at Access Church on Tuesday. Access Church has agreed to be a reunification site if the school district would need to transport our students off campus as a result of a crisis situation. The I Love You Guys model provides specific guidance and procedures for the use of a reunification site to bring students back together with their families. During our meeting at Access Church, Lead Pastor Shaheen Eydgahi, a North Branch Area High School graduate, was helpful and supportive of the work of the Crisis Management Committee. The North Branch Police Department was represented by Officer Mike Nelson.



IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard!

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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Working in Partnership: North Branch Police Department



NBAPS and the North Branch Police Department have invested time and resources into ensuring a strong partnership to ensure a safe learning environment

Having a School Resource Officer is a critical resource allocation for both ¹³ the City of North Branch and NBAPS

Currently, the NB Police Department is short staffed

We are continuing with the SRO position and making some short term adjustments while the NB Police Departments hires unfilled positions

Internet Acceptable Use Policy- Cell Phones



1. Discussion and feedback from the January NBAPS Strategic Advisory
2. Met with student groups from the Middle School, High School, and Norse Area Learning Center
3. Surveyed teachers at the Middle School, High School, and Norse Area Learning Center
4. Presented findings at the April School Board Worksession
5. Discussion and Feedback May NBAPS Strategic Planning Advisory
6. Working Group Meeting- June 12th
7. Policy Committee Meeting - June 13th
8. School Board First Reading- June 13th
9. Working Group Meeting- June 25th
10. Policy Committee Meeting- July 11th
11. School Board Second Reading- July 11th
12. Working Group Meeting- July 17th
13. Working Group Meeting- July 23rd
14. Launch Communications Plan- August 1st

First round of Opioid Action Council Grants Approved



Background

Know the Truth (a program of MN Prevention and Recovery Alliance) received outstanding reviews from middle school students and staff this spring.

Early this summer, a grant from the MN Department of Education was leveraged to support summer transitions. The empathy interviews conducted by Know the Truth staff is being used to design programming for the 2024-25 school year.

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Opioid Grant Funds

A Peer Recovery Specialist from Know the Truth will be assigned to North Branch Area Middle School to provide proactive, small group support to students and families.



NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
June 13, 2024

The Policy Committee met on Thursday, June 13, 2024 at 2:00 p.m. in Room B122 at the North Branch Area Education Center.

Members in Attendance: Tim MacMillan, Sarah Grovender, Heather Naegele, Superintendent Paul, David Treichel, Todd Tetzlaff, and Arle Chambers

Policies Discussed for Consent Agenda

Policy 211 - Criminal or Civil Action Against School District, School Board Member, Employee, or Student (No MSBA changes)

Policy 211 was reviewed and will be on tonight's consent agenda for approval.

Policy 212 - School Board Member Development (MSBA changes in Legal References)

Policy 212 was reviewed and will be on tonight's consent agenda for approval.

Policy 213 - School Board Committees (No MSBA changes)

Policy 213 will be pulled off tonight's consent agenda for further review with the Policy Committee.

Policy 214 - Out-of-State Travel by School Board Members (MSBA changes)

Policy 214 was reviewed and will be on tonight's consent agenda for approval.

Policies Following Regular Review Process

Policy 524 - Internet Acceptable Use and Safety Policy (Annual Review, MSBA changes)

Policy 524 was discussed and will be on tonight's agenda for a first reading.

The meeting concluded at 2:42 p.m.

Heather Naegele, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
SCHOOL BOARD RETREAT
June 13, 2024

The School Board of Independent School District 138 held a school board retreat on Thursday, June 13, 2024, at 3:00 p.m. in Room B122 at the North Branch Area Education Center.

Members Present: Tim MacMillan, Sarah Grovender, Heather Naegele, Jesse LaValla, Adam Trampe, and Superintendent Paul

The topics discussed at the retreat included superintendent and school board communications and reflection on school board and superintendent goals.

The board adjourned the retreat at 5:05 p.m.

Heather Naegele, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
JUNE 13, 2024
Public Meeting on Student Fees

The School Board of Independent School District 138 held a public meeting on student fees on Thursday, June 13, 2024, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Board Members Present: Tim MacMillan, Sarah Grovender, Heather Naegele, Jesse LaValla, Adam Trampe, Shelly Johnson, and Superintendent Paul

Others in Attendance:

Denise Martin, Molly Whelan, Rachel Kytonen, Jennifer Heath, Amy Randall, Nita Worthley, Rick Yang, Amanda Hals, Judy Hegge, Zane Hals, Emily Hallet, Darin Marcussen, David Treichel, Todd Tetzlaff, and Arle Chambers

Approval of Student Fees

Todd Tetzlaff, Director of Finance and Human Resources, gave a presentation on the recommendations of student fees beginning with the 2024-25 school year. There are some proposed fee increases for 2024-25.

After the presentation, the public was invited to ask questions and comments on the recommendation of student fees. The public is also invited to contact Todd Tetzlaff if you have questions at 651-674-1009 or ttetzlaf@isd138.org.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
JUNE 13, 2024**

The School Board of Independent School District 138 met in regular session on Thursday, June 13, 2024, at 5:45 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender, Heather Naegele, Jesse LaValla, Adam Trampe, Shelly Johnson, and Superintendent Paul

Others in Attendance:

Denise Martin, Molly Whelan, Rachel Kytönen, Jennifer Heath, Amy Randall, Nita Worthley, Rick Yang, Amanda Hals, Judy Hegge, Zane Hals, Emily Hallet, Darin Marcussen, David Treichel, Todd Tetzlaff, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

Moved by Grovender, seconded by Trampe and carried unanimously to approve the agenda.

SUPERINTENDENT'S REPORT

Superintendent Paul reported on Viking Spotlight featuring Arle Chambers, spoke on the Internet Acceptable Use Policy regarding cell phones, and mentioned there is a high school science review. She also spoke on the apprenticeship program, and collaborating with Chisago County resulting in additional services for NBAPS students and families.

CONSENT ITEMS

Moved by MacMillan, seconded by Grovender to remove the following consent item: G.-3. – Policy 213.

Moved by Trampe, seconded by LaValla and carried unanimously to approve the consent agenda.

- A. Minutes of May 9, 2024 Policy Committee Meeting
- B. Minutes of May 9, 2024 Regular School Board Meeting
- C. Minutes of May 23, 2024 Work Session

D. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$968,230.71
- Auxiliary, Bank 12 - \$25,586.97
- Payroll, Bank 13 - \$3,661,383.21
- Scholarship, Bank 18 - \$0.00
- High School Student Activities, Bank 31 - \$10,587.60
- Middle School Student Activities, Bank 32 - \$0.00

E. Personnel

1. Tammie Arnt, resignation effective June 6, 2024, as Lunchroom Assistant at North Branch Area Middle School
2. Elizabeth Budahn, resignation effective at the end of the 2023-24 school year, as Vocal Music Teacher at North Branch Area Middle School and North Branch Area High School
3. Annetta Dickman, resignation effective at the end of the 2023-24 school year, as English/Language Arts Teacher at North Branch Area High School
4. Paul Johnson, resignation effective at the end of the 2023-24 school year, as JROTC Instructor at North Branch Area High School
5. Brittney Kemi, resignation effective at the end of the 2023-24 school year, as Elementary Teacher at Sunrise River Elementary School
6. Lorri Peterson, resignation effective June 6, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
7. Sophia Houle, leave request from approximately September 7, 2024, through December 1, 2024, as Community Education Early Childhood Instructor at North Branch Area Education Center
8. Patrick Tepoorten, leave request May 21, 2024 through June 30, 2024, as Community Relations Coordinator/Grant Writer at North Branch Area Public Schools
9. Ramona Wideen, extension of leave request effective June 10, 2024 through July 17, 2024, as Lead Custodian at Sunrise River Elementary School
10. Kristin Mayne, end of one-year contract effective June 7, 2024, as Tier 1 and Tier 2 FACS/Work Based Learning Teacher at North Branch Area High School

11. Britta Anderson, MS, Step 3, beginning with the 2024-25 school year, as Speech Language Pathologist at Sunrise River Elementary School
12. Lily Anderson, BS, Step 4, beginning with the 2024-25 school year, as Elementary Teacher at Sunrise River Elementary School
13. Michele Anderson, MA, Step 17, one-year contract for 2024-25 for a Tier 1 License, as SPED Teacher at North Branch Area High School
14. Natalie Bristol, MA, Step 2, beginning with the 2024-25 school year, as Elementary Teacher at Sunrise River Elementary School
15. Andrea DeSmet, BS, Step 13, change from 0.5 FTE to 1.0 FTE beginning with the 2024-25 school year, as Elementary Teacher at Sunrise River Elementary School
16. Allison Glenna, BS, Step 1, beginning with the 2024-25 school year, as Elementary Teacher at Sunrise River Elementary School
17. Jon Griffith, BS, Step 1, one-year contract for 2024-25 for a Tier 1 License, as SPED Teacher at North Branch Area High School
18. Raedean Halverson, BS, Step 5, one-year contract for 2024-25 for a Tier 1 License, as Math Teacher at North Branch Area Middle School
19. Jules Horsfall, BS, Step 1, beginning with the 2024-25 school year, as Social Studies Teacher at North Branch Area Middle School
20. Charles Linder, BA, Step 3, one-year contract for 2024-25 for a Tier 1 License, as SPED Teacher at North Branch Area High School
21. Emily Miller, BA, Step 2, beginning with the 2024-25 school year, as Math Teacher at North Branch Area High School
22. Whitney Murphy, BS, Step 4, one-year contract for 2024-25 for a Tier 2 License, as SPED Teacher at North Branch Area High School
23. Rebekah Towns, BA, Step 1, beginning with the 2024-25 school year, as Elementary Teacher at Sunrise River Elementary School
24. Nancy Hackler, employment effective April 30, 2024, as Lunchroom Assistant at North Branch Area Middle School
25. Leah Kent, employment effective May 20, 2024, as School Age Care Adult Assistant at North Branch Area Education Center

26. Cynthia Scheele, position change effective June 10, 2024, from School Age Care Senior Adult Assistant to Youth Connections Program Manager at North Branch Area Education Center

27. Tonia Mattson, termination effective June 6, 2024, as SPED Assistant and Lunchroom/Playground Assistant at North Branch Area Education Center

28. Separation Agreement and Acceptance of Resignation

F. Contract Between Independent School District No. 138, North Branch and Therapeutic Services Agency, Inc. (TSA) beginning July 1, 2024 to June 30, 2026 for the Employment of Jennifer Hesli, School Support Specialist

G. Policies

1. Policy 211 - Criminal or Civil Action Against School District, School Board Member, Employee, or Student (No MSBA changes)
2. Policy 212 - School Board Member Development (MSBA changes in Legal References)
3. Policy 214 - Out-of-State Travel by School Board Members (MSBA changes)

H. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
5/3/24	Lakes Region EMS – NB, MN	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
5/3/24	Revive Chiropractic – NB, MN	NBHS Athletics	\$50.00	Adaptive Bowling – Sports Physical Donation
5/10/24	American Legion Post #85 – NB, MN	NBHS Athletics	\$500.00	DECA Nationals
5/10/24	Anderson & Koch Ford – NB, MN	NBHS Athletics	\$200.00	DECA Nationals
5/10/24	Innovative Design & Engineering – NB, MN	NBHS Athletics	\$100.00	DECA Nationals
5/10/24	Prism Design & Embroidery – NB, MN	Sunrise River Elem/Ed Center	\$500.00	Boosterthon Fun Run
5/10/24	Revive Chiropractic – NB, MN	NBHS Athletics	\$100.00	Tennis – Sports Physical Donation
5/13/24	Dynamic Fire Protection, Inc. – Chisago City, MN	Sunrise River Elem/Ed Center	\$250.00	Boosterthon Fun Run
5/13/24	Fairbanks Finishings – Harris, MN	Sunrise River Elem/Ed Center	\$250.00	Boosterthon Fun Run
5/13/24	Jerry’s Enterprises, Inc. – Edina, MN	Sunrise River Elem/Ed Center	\$250.00	Boosterthon Fun Run
5/13/24	Minnco Credit Union – Cambridge, MN	Sunrise River Elem/Ed Center	\$250.00	Boosterthon Fun Run
5/13/24	Olson Power & Equipment – NB, MN	Sunrise River Elem/Ed Center	\$250.00	Boosterthon Fun Run
5/13/24	Pizza Pub of North Branch – NB, MN	Sunrise River Elem/Ed Center	\$250.00	Boosterthon Fun Run
5/17/24	Anderson & Koch Ford – NB, MN	Sunrise River Elem/Ed Center	\$750.00	Boosterthon Fun Run
5/17/24	North Branch Lions – NB, MN	Sunrise River Elem/Ed Center	\$750.00	Boosterthon Fun Run
5/24/24	Almelund Lions Club – Shafer, MN	NBHS Scholarship A/C	\$250.00	Scholarship Donation
5/24/24	North Branch Fire Relief Assoc. – NB, MN	NBHS Scholarship A/C	\$5,500.00	Scholarship Donation
		TOTAL	\$11,200.00	

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

A. Approval of Second Reading of the Following Policies

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

1. Policy 102 - Equal Educational Opportunity (MSBA changes)
2. Policy 410 - Family and Medical Leave Policy (Annual Review, MSBA changes)
3. Policy 616 - School District System Accountability (Annual Review; MSBA changes)

NEW BUSINESS

A. 2023-24 School Goals and Q Comp Report

David Treichel, Director of Teaching and Learning, introduced Q Comp Site Advisors Amy Randall, Nita Worthley, and Jennifer Heath. Dede Besch was unable to attend.

The Q Comp Site Advisors reported there are four components that are reviewed annually, which include career advancement options, job-embedded professional development, teacher evaluation and peer observation, and performance pay and alternative salary schedule. Data is collected by the Q Comp Site Advisors through surveys and interviews.

B. Approval of Revisions to the 2023-24 Budget and Adoption of 2024-25 Budget

Todd Tetzlaff, Director of Finance and Human Resources, presented a brief summary on the proposed revised FY 2023-24 budget and the adoption of the 2024-25 budget.

Moved by Trampe, seconded by Johnson and carried unanimously to approve the revisions to the 2023-2024 budget and adoption of the 2024-25 budget.

C. Approval of the Long-Term Facilities Maintenance Plan

Moved by Grovender, seconded by LaValla and carried unanimously to approve the long-term facilities maintenance plan and ten-year expenditure plan.

D. Approval of Student Fees for 2024-25

Moved by Trampe, seconded by Naegele and carried unanimously to approve the student fees for 2024-25 with the amendment that the first milk will be free.

- E. Approval of Resolution Approving Long-term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of those Projects in the District's Application for Fiscal Year 2026 Long-term Facility Maintenance Revenue
Member Naegele introduced the following resolution and moved its adoption:

Resolution approving long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of those projects in the district's application for fiscal year (FY) 2026 long-term facility maintenance revenue

Be it resolved by the School Board of District No. 138, State of Minnesota, as follows:

1. The Governing Board of St. Croix River Education District has approved a long-term facility maintenance program budget for its facilities for the 2025-2026 school year (FY 2026) in the amount of \$104,902 of which District Number 138's proportionate share is \$27,201.09 consisting of \$27,201.09 for pay as you go projects. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, section 123B.53, subdivision 1, as amended, provides that if a special education district's long-term facility maintenance budget is approved by the school boards of each of the education district's member school districts, each member district may include its proportionate share of the costs of the education school district's program in its long-term facility maintenance revenue application.

3. The proportionate share of the costs of the education district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the education district's long-term facility maintenance program times the most current finalized year end ADM percentage of participation in the education district. For school year 2025-26 (fiscal year 26), the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for FY 26 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the education district's program, the district shall promptly pay to the education district the applicable aid or levy proceeds.

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

LaValla, and upon vote being taken thereon, the following voted in favor thereof:

MacMillan, Grovender, Naegele, LaValla, Trampe, Johnson

and the following voted against: None

F. Approval of Lease and Premises Use Agreement Between St. Croix River Education District (SCRED) and Independent School District No. 138 Commencing on July 1, 2024 and Ending on June 30, 2025

Moved by Grovender , seconded by Trampe and carried unanimously to approve the Lease and Premises Use Agreement Between St. Croix River Education District (SCRED) and Independent School District No. 138 Commencing on July 1, 2024 and Ending on June 30, 2025.

G. Approval of Resolution Establishing Dates for Filing Affidavits of Candidacy

Member Trampe introduced the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

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

1. The period for filing Affidavits of Candidacy for the office of school board member of Independent School District No. 138 shall begin on July 30, 2024, and shall close on August 13, 2024. An Affidavit of Candidacy must be filed in the office of the

School District Clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

2. The Clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the School District at least two (2) weeks prior to the first day to file Affidavits of Candidacy. Publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

3. The Clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the School District at least ten (10) days prior to the first day to file Affidavits of Candidacy.

4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 138
(NORTH BRANCH AREA PUBLIC SCHOOLS)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing Affidavits of Candidacy for the office of School Board member of Independent School District No. 138 shall begin on July 30, 2024, and shall close at 5:00 o'clock p.m. on August 13, 2024.

The general election shall be held on Tuesday, November 5, 2024. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the School District Clerk, Independent School District No. 138, Independent School District No. 138, 38705 Grand Avenue, North Branch, MN 55056. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the School District from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The Affidavits of Candidacy must be filed in the office of the School District Clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

Dated: June 13, 2024

BY ORDER OF THE SCHOOL BOARD

/s/ Heather Naegele

School District Clerk
Independent School District No. 138
(North Branch Area Public Schools)
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by Naegele. On a roll call vote, the following voted in favor: MacMillan, Grovender, Naegele, LaValla, Trampe, Johnson

and the following voted against: None

whereupon said resolution was declared duly passed and adopted.

H. Approval of Resolution Establishing Procedures for the Counting of Write-in Votes for School Board Elections

Member Grovender introduced the following resolution and moved its adoption:

RESOLUTION ESTABLISHING PROCEDURES FOR THE COUNTING OF WRITE-IN VOTES FOR SCHOOL BOARD ELECTIONS

WHEREAS, state election law generally requires the counting and tabulation of each write-in vote for school board elections; and

WHEREAS, the process of counting write-in votes on election night can be time consuming and frequently does not produce a winning candidate; and

WHEREAS, the School Board is authorized by Minnesota law, specifically Minnesota Statutes, Section 204B.09, subd. 3(c), to adopt a resolution governing the counting of write-in votes for local elective office; and

WHEREAS, the resolution adopted by the School Board may require that write-in votes for an individual candidate can only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate; and

WHEREAS, the School Board desires to lessen the administrative burden on election workers by establishing a refined hand count procedure for School Board elections.

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

1. Write-in votes for an individual candidate seeking election to a seat on the School Board will only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

2. The procedure established herein shall apply to the counting of write-in votes cast during any primary election, special election, or general election held in the School District following the date of this resolution.

3. The resolution adopted herein shall remain in effect until a subsequent resolution on the same subject is adopted by the School Board.

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

On a roll call vote, the following voted in favor: MacMillan, Grovender, Naegele,

LaValla, Trampe, Johnson

and the following voted against: None

whereupon said resolution was declared duly passed and adopted.

I. Approval of Resolution Certifying the Population Estimate for the 2024 Payable 2025 Levy of Independent School District #138

Motion by Member Naegele to approve the following resolution:

Certification of Updated District Population Estimate

RESOLUTION CERTIFYING THE POPULATION ESTIMATE FOR THE 2024 PAYABLE 2025 LEVY OF INDEPENDENT SCHOOL DISTRICT #138.

WHEREAS, the Independent School District #138 has experienced an increase in population from the 2020 census figure of 20,964, to the current census figure of 22,216 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #138 that the census figure of 22,216 be certified to the State Demographer for approval of use in the 2024 payable 2025 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member Trampe and

upon vote being taken thereon, the following voted in favor thereof: MacMillan,

Grovender, Naegele, LaValla, Trampe, Johnson

and the following voted against: None

Whereupon said resolution was declared duly passed and adopted.

Date: June 13, 2024

J. Approval of Renewal of Membership in Minnesota School Boards Association (MSBA)

Moved by Naegele, seconded by LaValla and carried unanimously to approve the renewal of membership in the Minnesota Schools Boards Association (MSBA) in the amount of \$11,293.00.

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

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

L. Approval of Renewal of Membership in Schools for Equity in Education (SEE)

Moved by Naegele, seconded by LaValla and carried unanimously to renew membership with Schools for Equity in Education (SEE) in the amount of \$4,000.00.

M. Request to Bid for Garbage Services

Moved by Naegele, seconded by LaValla and carried unanimously to request bids for garbage services.

N. Request to Bid for Fuel and Gasoline

Moved by Naegele, seconded by LaValla and carried unanimously to request bids for fuel and gasoline.

O. Approval of Lead in Water Management Plan

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Lead in Water Management Plan.

P. Approval of First Reading of the Following Policies

Moved by Grovender, seconded by Naegele and carried unanimously to approve the first reading of the following policies:

1. Policy 524 - Internet Acceptable Use and Safety Policy
2. Policy 606 - Textbooks and Instructional Materials (Minor MSBA changes)

INFORMATION

Board Member MacMillan gave an update on Graduation 2024.

BOARD REQUESTS

None

COMMITTEE REPORTS

Board Member Grovender reported on the SCRED meeting she attended on June 11, 2024.

Board Member Naegele mentioned the MSBA Summer Seminar is scheduled for August 5.

DATES TO REMEMBER

- A. Tuesday, June 18, 2024, Negotiations Committee Meeting, 3:30 pm; North Branch Area Education Center
- B. Tuesday, June 18, 2024, NBSSA Negotiations Session, 4:00 pm, North Branch Area Education Center
- C. Thursday, July 11, 2024, Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122
- D. Thursday, July 11, 2024, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120

Adjournment

Moved by Grovender, seconded by Naegele and carried unanimously to adjourn the regular meeting at 7:06 pm.

Heather Naegele, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
JUNE 2024**

Direct Dep Cks	\$1,761,510.36		
ACHS	<u>\$22,202.63</u>		
	\$1,783,712.99		
OPEB Wells Fargo Transfer to General Operating:		6/24/2024	\$134,477.25
Other Electronic Fund Transfers:		6/3/2024	\$70,047.64
Federal/FICA Taxes		6/3/2024	\$142,827.07
(Also reflected in P/R info)		6/4/2024	\$91.80
		6/17/2024	\$82,671.11
		6/17/2024	\$323,548.33
		6/28/2024	<u>\$116.58</u>
			\$619,302.53
Minnesota Withholding Taxes		6/4/2024	\$11,458.44
(Also reflected in P/R info)		6/4/2024	\$25,916.13
		6/18/2024	\$13,394.88
		6/18/2024	<u>\$52,619.87</u>
			\$103,389.32
Economic Service (EBC)		6/17/2014	\$10,992.46
(Also reflected in P/R info)		6/17/2024	\$22,911.24
		6/17/2024	<u>\$53,324.68</u>
			\$87,228.38
MII LIFE-F S A		PEIP 6/3/2024	\$226.22
		PEIP 6/4/2024	\$11.66
		PEIP 6/11/2024	\$135.29
		PEIP 6/12/2024	\$110.00
		PEIP 6/18/2024	\$81.00
		PEIP 6/25/2024	\$23.62
		PEIP Admin Inv 6/25/2024	\$414.50
		PEIP 6/25/2024	<u>\$2,291.74</u>
			\$3,294.03
MII LIFE-M S A		6/3/2024	\$337.50
		6/17/2024	\$944.96
		6/17/2024	<u>\$11,967.16</u>
			\$13,249.62
Minnesota Teachers Retirement		6/4/2024	\$99.00
		6/14/2024	\$10,578.44
		6/14/2024	\$115,614.06
		6/14/2024	\$127,657.54
		6/28/2024	\$8,748.84
		6/28/2024	\$9,956.08
		6/18/2024	<u>\$60,173.95</u>
			\$332,827.91
PERA		6/14/2024	\$33,614.32
		6/28/2024	<u>\$32,796.47</u>
			\$66,410.79
Delta Dental Plan		6/21/2024	\$20,759.38
MN Sales Tax		6/20/2024	\$11.00



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota 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 IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: North Branch Area Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0138-01

Superintendent or Exec. Director Name: Sara Paul

Will act as the IOwA? Yes No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Sara Paul

Title: Superintendent

Board Member Signature: _____

Name: Tim MacMillan

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

Sara Paul, Superintendent ♦ North Branch Area Public Schools
38705 Grand Ave., PO Box 370 ♦ North Branch, Minnesota 55056-0370
651-674-1000 / phone ♦ 651-674-1010 / fax ♦ www.isd138.org

JUNE 2024

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
6/13/24	Stacy Lent Fire Dept. Relief Assn., PO Box 123, Stacy, MN 55079	NBHS Athletics	\$250.00	DECA Conference Donation
6/13/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Dance Program-Sports Physical Donations
6/13/24	VFW Post 6424, PO Box 373, North Branch, MN 55056	NBHS Athletics	\$1,000.00	JROTC National Team Donation
6/20/24	NBAEF, 38868 12th Ave #4, North Branch, MN 55056	Community Ed	\$250.00	Concerts in the Park Donation
6/27/24	Edelstein Family Foundation, 103 Portland Ave, Minneapolis, MN 55404	NBHS Scholarship A/C	\$58,995.00	Scholarship Donation
6/27/24	Josh Kopp, PO Box 862, North Branch, MN 55056	NBHS Athletics	<u>\$1,600.00</u>	Girls Soccer Program Donation
			\$62,145.00	
JUNE	Heather Naegele, 7525 277th Ave NE, North Branch, MN 55056	NBMS		*Donated a trumpet to the middle school music program

BID SUMMATION

Board Meeting of July 11, 2024

GARBAGE HAULING

	Price/Month
Chisago Lakes Sanitation	\$11,299.51
Terry's Disposal	\$ 3,744.00

RECOMMENDED AWARD

GARBAGE HAULING

	Price/Month
Terry's Disposal	\$ 3,744.00

BID SUMMATION

Board Meeting of July 11, 2024

GASOLINE AND DIESEL FUEL

Prices Per Gallon

Bidder	July 1, 2024 Base Price	Delivered Price	Difference
Petroleum Traders Corp.			
Gasoline	\$2.3000	\$2.2775	\$-0.0225
Diesel	\$2.5025	\$2.4800	\$-0.0225
Beudry Oil & Propane			
Gasoline	\$2.2925	\$2.2925	\$-0.0000
Diesel	\$2.4825	\$2.4825	\$-0.0000

RECOMMENDED AWARD

GASOLINE/DIESEL FUEL

Bidder	July 1, 2024 Base Price	Delivered Price	Difference
Petroleum Traders Corp.			
Gasoline	\$2.3000	\$2.2775	\$-0.0225
Diesel	\$2.5025	\$2.4800	\$-0.0225

STUDENTS

Internet Acceptable Use and Safety Policy

524-NB

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
 - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

North Branch Independent School District No. 138: District Policy #524-NB

Adopted: 3/12/98

Last Reviewed: 4/8/21

Revised: 5/11/00, 8/10/00, 5/9/02, 6/10/04, 1/8/09, 6/14/12, 6/11/15, 2/8/18, 5/9/19, 1/9/20, 12/9/21, 9/8/22

Effective: 3/12/98, 5/11/00, 8/10/00, 5/9/02, 6/10/04, 1/8/09, 6/14/12, 6/11/15, 2/8/18, 5/9/19, 1/9/20, 12/9/21, 9/8/22

STUDENTS

Internet Acceptable Use and Safety Policy

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- a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

North Branch Independent School District No. 138: District Policy #524-NB

Adopted: 3/12/98

Last Reviewed: 4/8/21

Revised: 5/11/00, 8/10/00, 5/9/02, 6/10/04, 1/8/09, 6/14/12, 6/11/15, 2/8/18, 5/9/19, 1/9/20, 12/9/21, 9/8/22

Effective: 3/12/98, 5/11/00, 8/10/00, 5/9/02, 6/10/04, 1/8/09, 6/14/12, 6/11/15, 2/8/18, 5/9/19, 1/9/20, 12/9/21, 9/8/22

STUDENTS

Internet Acceptable Use and Safety Policy

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- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software

North Branch Independent School District No. 138: District Policy #524-NB

Adopted: 3/12/98

Last Reviewed: 4/8/21

Revised: 5/11/00, 8/10/00, 5/9/02, 6/10/04, 1/8/09, 6/14/12, 6/11/15, 2/8/18, 5/9/19, 1/9/20, 12/9/21, 9/8/22

Effective: 3/12/98, 5/11/00, 8/10/00, 5/9/02, 6/10/04, 1/8/09, 6/14/12, 6/11/15, 2/8/18, 5/9/19, 1/9/20, 12/9/21, 9/8/22

STUDENTS

Internet Acceptable Use and Safety Policy

524-NB

or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

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VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

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VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school

North Branch Independent School District No. 138: District Policy #524-NB

Adopted: 3/12/98

Last Reviewed: 4/8/21

Revised: 5/11/00, 8/10/00, 5/9/02, 6/10/04, 1/8/09, 6/14/12, 6/11/15, 2/8/18, 5/9/19, 1/9/20, 12/9/21, 9/8/22

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district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 1. Notification that Internet use is subject to compliance with school district policies.
 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

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8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

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1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. student interactions with a school-issued device, including but not limited to keystrokes

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and web-browsing activity.

- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE AND OTHER ELECTRONIC COMMUNICATION DEVICES

For the purposes of this policy, instructional day is defined as:

- The PreK-8 instructional day is defined from the start to the end of the school day. See Parent/Student handbook for start and end times for each building.
 - The grade 9 - 12 instructional day is defined from the start of each class period to the end of each class period. See Parent/Student handbook for each building's bell schedule.
1. Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by

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school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.

2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

[Note: This language aligns with the provisions found in the MSBA Model Student Handbook. As an alternative to stating specific cell phone rules in a school district policy, a school board could choose to direct school administration to establish cell phone rules. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings.]

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVI. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

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- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 13.32 (Educational Data)
 - 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 - 17 U.S.C. § 101 *et seq.* (Copyrights)
 - 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 - 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 - 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 - Minn. Stat. § 121A.031 (School Student Bullying Policy)
 - Minn. Stat. § 125B.15 (Internet Access for Students)
 - Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
 - Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. ___, 141 S. Ct. 2038 (2021)
 - Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)
 - United States v. Amer. Library Assoc.*, 539 U.S. 1942003)
 - Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)
 - R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)
 - Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
 - S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8th Cir. 2012)
 - Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)
 - M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)
- Cross References:**
- NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 - NB Policy 406 (Public and Private Personnel Data)
 - NB Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 - NB Policy 506 (Student Discipline)
 - NB Policy 514 (Bullying Prohibition Policy)
 - NB Policy 515 (Protection and Privacy of Pupil Records)
 - NB Policy 519 (Interviews of Students by Outside Agencies)
 - NB Policy 521 (Student Disability Nondiscrimination)
 - NB Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
 - NB Policy 603 (Curriculum Development)
 - NB Policy 604 (Instructional Curriculum)
 - NB Policy 606 (Textbooks and Instructional Materials)
 - NB Policy 806 (Crisis Management Policy)
 - NB Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: _____

MSBA/MASA Model Policy 606

Orig. 1995

Revised: _____

Rev. 202205

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials ~~which~~that:
1. support the goals and objectives of the education programs;
 2. consider the needs, age, and maturity of students;
 3. foster respect and appreciation for cultural diversity and varied opinion;
 4. fit within the constraints of the school district budget;
 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes section~~Minn. Stat. §~~ 124D.61;
 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction—~~Curriculum~~)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (~~Limited English Proficiency~~Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, ~~108 S.Ct. 562, 98 L.Ed.2d 592~~ (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

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

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 the School District on July 11, 2024, 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 RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

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

1. It is necessary for the School District to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each. The Clerk shall include on the general 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.
2. The general election is hereby called and directed to be held in conjunction with the State General Election on Tuesday, November 5, 2024.
3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the School District and which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the State General Election.
4. The Clerk is hereby authorized and directed to cause written notice of said general 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 eighty-four (84) days before the date of said election. The

notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

5. The Clerk is hereby authorized and directed to cause notice of said general election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said election.

6. 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 election and to cause two sample ballots to be posted in polling places located within the School District on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

7. The Clerk is hereby authorized and directed to cause notice of said 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 election. The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

8. 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 general election and generally to cooperate with state, city, township and county election authorities conducting the state general and 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 municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

9. The Clerk and members of the administration are further authorized and directed 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 or to comply with the form and content requirements of applicable state election laws:

[Form of Ballot on the Following Page]

General Election Ballot

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

November 5, 2024

Instructions to Voters

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

School Board Member

Vote for Up to Three

Name

Name

Name

Name

Name

Name

write-in, if any

write-in, if any

write-in, if any

SAMPLE

10. 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.

11. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

12. If the School District will be contracting to print the ballots for this 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.

13. The individuals designated as judges for the State General Election shall act as election judges for this general election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the School Board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general 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.



137 23rd St. S, Suite 201
Sartell, MN 56377

Phone (320) 255-3236
Fax (320) 255-2998
Fed Id# 363002948

INVOICE

Number	Date	Page
40568	07/01/2024	Pg 1 of 1

Ext Invoice No Ref:

Bill To: North Branch Public Schools
38705 Grand Ave
PO Box 370
North Branch MN 55056

Ship To: North Branch Public Schools
38705 Grand Ave
PO Box 370
North Branch MN 55056

Email: jbattaglia@isd138.org

Customer	Cus Phone	Cus Fax	Customer PO No.	Sales Order No	Terms	Due Date
1-1031					Due on 31st of NEXT	08/30/2024

North Branch Public Schools

No.	SKU Code/Description/Comments	Taxable	U/M	Units	Rate	Extended
1	SDFM School District Full Membership Flat Rate	No	EA	1.00	1,000.00	1,000.00
2	STU Membership per student fee	No	EA	2,744.00	0.95	2,606.80

Subtotal	\$3,606.80
Sales Tax	\$0.00
Invoice Total	\$3,606.80
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$3,606.80



**2024-2025 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

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

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2024. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of North Branch Area High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (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 school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

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

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or 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.

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.

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.

North Branch Area High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Shelly Johnson

Clint Link

(Designated School Board Member – please print)

(Designated School Representative – please print)

sjohnson@isd138.org

clink@isd138.org

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

khelin@isd138.org

khelin@isd138.org

(Boys Sports – please print)

(Girls Sports – please print)

khelin@isd138.org

khelin@isd138.org

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Shelly Johnson

Jack Baker

(Board Member—please print)

(Student—please print)

Joe Lattimore

Tammi Minke

(Parent—please print)

(Faculty Member—please print)

Kindra Helin

(Mailing Representative—please print)

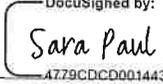
The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Print Name: Sara Paul

(Superintendent or Head of School)

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed:  _____
(Superintendent or Head of School)

Date: _____

Date: 7/5/2024



2024-2025 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 – July 11, 2024



@nbapschools



nbapschools



@nbapschools



Search North Branch Area Public Schools



August 11, 2024

Welcome to North Branch Area Public Schools!

As we embark on the 2024-25 school year, I want to start by thanking you for putting your trust in North Branch Area Public Schools. Our mission statement defines our purpose, which is to partner with students, staff, families and communities to challenge all students to achieve their greatest potential and become informed and engaged citizens. Our purpose is bold. To deliver on our mission, we prepared this handbook to provide clarity of procedures, expectations and set everyone up for success.

This handbook is also an efficient and effective way to provide notices required by law and/or policy. It is divided into three sections - a School District information section, a notices section, and a student policies section. It is organized alphabetically for ease of navigation. One of our operating principles at NBAPS is that clarity is kind; therefore, please take time in advance of the school year to review this handbook. If you have any questions, please feel free to contact me at spaul@isd138.org. Each building principal is also available to answer any building specific questions you may have.

It's a great time to be a Viking, and we look forward to partnering with you for an amazing year of learning.

Sincerely, 

Sara Paul
Superintendent

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NBAPS 2024-2025 CALENDAR

(Adopted 1-11-24)

August 21-22 New Teacher PD
August 23 New and 2nd Year Teacher PD
August 26, 27, 29 and 30 No School - PD
August 28 Welcome Conferences K-8;
 NBAHS Welcome Events; ALC/DLA Welcome Events
 T=5 S=1

AUGUST 2024						
S	M	T	W	Th	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 2025						
S	M	T	W	Th	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	

February 17 School Closed/Holiday
 T=19 S=19

September 2 School Closed/Holiday
September 3 Welcome Conferences K-8;
 9th Grade Orientation; CCSLWC Orientation;
 ALC/DLA Welcome Events
September 4 First Day of School K-12;
 CCSLWC in session
September 23 No School - PD
 T= 20 S=19

SEPTEMBER 2024						
S	M	T	W	Th	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					

MARCH 2025						
S	M	T	W	Th	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					

March 10-14 School Closed/Holiday
March 25 and 27 Conferences K-12+
 3:30-7:00 pm
March 31 No School - Conferences K-12+
 7:30-11:00 am; PD Noon-3:00 pm
 T= 16 S=15

October 17-18 School Closed/Holiday
 T=21 S=21

OCTOBER 2024						
S	M	T	W	Th	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 2025						
S	M	T	W	Th	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			

April 18 No School/Holiday
April 21 No School - PD
 T=21 S=20

November 21 Conferences K-12+
 3:30-7:00 pm
November 26 Conferences K-12+
 3:30-7:00 pm
November 27 No School - Conferences
 K-12+ 7:30-11:00 am; PD Noon-3:00 pm
November 28-29 School Closed/Holiday
 T=19 S=18

NOVEMBER 2024						
S	M	T	W	Th	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 2025						
S	M	T	W	Th	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

May 19 No School - PD
May 26 No School/Holiday
 T=21 S=20

December 23-31 School Closed/Holiday
 T=15 S=15

DECEMBER 2024						
S	M	T	W	Th	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 2025						
S	M	T	W	Th	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					

June 6 Last Day of School K-12+; Last Day
 for CCS-LWC
June 8 Graduation
June 9 No School - PD
 T=6 S=5

January 1 School Closed/Holiday
January 16 Last Day of Semester 1 (84 Days)
January 17 No School - PD
January 20 School Closed/Holiday
January 21 No School - PD
 T= 21 S=19

JANUARY 2025						
S	M	T	W	Th	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	

JULY 2025						
S	M	T	W	Th	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		

*Non Student Contact Days (PD Days) are days when staff engage in professional learning on a variety of topics such as curriculum design and instructional delivery methods, as well as assessment reporting and gradebook updates, parent/teacher conferences and communicate with parents as needed.

- School closed/holiday
- Welcome conferences k-8
NBAHS welcome events
ALC/DLA welcome events
- First/last day of school
- New teacher PD
- New and 2nd year teacher PD
- Graduation
- No school - PD
- Welcome conferences k-8
9th grade orientation
CCSLWC orientation
ALC/DLA welcome events

NORTH BRANCH AREA PUBLIC SCHOOLS CONTACT INFORMATION

<p>NORTH BRANCH AREA EDUCATION CENTER 38705 Grand Ave, PO Box 370 Grades EC - Kindergarten Director – Erica Bjerketvedt ebjerketvedt@isd138.org Phone Number: 651-674-1225 School Hours: 8:05 am – 2:40 pm (KG)</p> <p>SUNRISE RIVER ELEMENTARY SCHOOL 37775 Grand Ave, PO Box 370 Grades 1-5 Principal – Taylor Swanson tswanson@isd138.org Assistant Principal - Carrie Hoffman cahoffman@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 – Clint Link clink@isd138.org Assistant Principal – Jacob Truby jtruby@isd138.org Assistant Principal – Amanda Daeger adaeger@isd138.org Phone Number – 651-674-1500 Director of Activities – Kindra Helin khelin@isd138.org Phone Number: 651-674-1512 School Hours – 7:55 am – 2:25 pm</p> <p>NORSE AREA LEARNING CENTER 38423 Lincoln Trail, PO Box 370 Grades 7-12 Assistant Principal – Amanda Daeger adaeger@isd138.org Phone Number: 651-674-1406 School Hours – 7:55 am – 2:25 pm</p> <p>DISTANCE LEARNING ACADEMY Grades K-5 Principal – Taylor Swanson tswanson@isd138.org Phone Number: 651-674-1100 Grades 6-8 Principal – Kelly Detzler kdetzler@isd138.org Phone Number: 651-674-1300 Grades 9-12 Director – 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, 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 – Erica Bjerketvedt ebjerketvedt@isd138.org Phone Number: 651-674-1025</p> <p>SCHOOL AGE CARE 38705 Grand Ave, PO Box 370 Director – Erica Bjerketvedt ebjerketvedt@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 Phone Number – 651-674-1012; 651-338-1302 Director of Finance and Human Resources – Todd Tetzlaff ttetzlaff@isd138.org Phone Number: 651-674-1009 Community Relations/Grants – Patrick Tepoorten ptepoorten@isd138.org Phone Number: 651-674-1018 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 – Zach Berg zberg@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 (TBD) (e-mail TBD) 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 – Kristin Orton Korton@scred.k12.mn.us Phone Number: 651-674-1516</p> <p>HEARING IMPAIRED – Call 711</p>
---	---

SCHOOL WEB SITE: www.isd138.org
STAFF DIRECTORY: <https://www.isd138.org/staff>
TWITTER: <http://twitter.com/nbaps>
FACEBOOK: <https://www.facebook.com/nbapschools>
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 2024-2025

ACCIDENT INSURANCE

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. With coaches/advisors approval of a students' application and participation calendar, students may participate in two sports/activities 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 18.

Fee Schedule:

High School Fee Schedule		Middle School Fee Schedule	
Boys and Girls Hockey	\$575	Boys and Girls Hockey	\$485
Football	\$300	Grades 7-8	\$160
Baseball, Basketball, Cross Country, Dance, Golf, Gymnastics, Soccer, Softball, Tennis, Track & Field, Volleyball, Wrestling	\$250		
Grades 7-8: playing 7-12 sport	\$250		
Activities		Activities	
Speech (Grades: 7-12)	\$170	Grades 7-8: Knowledge Bowl	\$120
Knowledge Bowl	\$170	Grades 7-8: Math League	\$120
Math League	\$170	Jazz Band	\$120
Spring Musical (Cast)	\$170	Show Choir	\$120
Jazz Band	\$170	Robotics	\$120
Harmonaires	\$170		
One Act Play (Cast/Crew)			
DECA, ProStart, FFA	\$170		
Robotics	\$170		
Clay Target	\$170 plus shells & clays		
Fitness Center Fees per season (Free during season with athletic registration)	\$50 per season	Fitness Center Fees per season (Free during season with athletic registration)	\$50 per season
Family Cap: \$1000.00			

Other Fee Schedule:

Other Fees – High School		Classroom Fees – High School	
Parking for Full Year	\$135	Welding, Adv Welding, Metal Arts	\$30
Parking for Each Semester	\$75	Wood	Varies
Parking 1-3 Hours All Year	n/c	Ceramics	\$20

Replacement Parking Pass	n/c	Beginning Foods	\$30
Daily Parking Pass	n/c	Advance Foods	\$40
Graduation Fee	\$30	ProStart (Yearlong to Semester)	\$40
Transcript Fee (Certified)	\$4	Fashion Supply Kit	\$20
Transcript Fee (Non - Certified)	n/c	Instrument Rental – Percussion	\$30
		Instrument Rental – Other Instruments	\$60
Other Fees – Middle School			
Instrument Rental – Percussion	\$30		
Instrument Rental – Other Instruments	\$60		

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 Courricular 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: 651-674-1052
- Norse Area Learning Center: 651-674-1062

The school district will partner with families to support and accommodate individual needs for religious observances.

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 promote 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: 1-866-699-4694
- ◆ Lakes Area Human Services: 651-464-2194
- ◆ Lakes Center for Youth & Families: 651-464-3685
- ◆ MN Department of Health: www.health.state.mn.us

Counseling Services

Counselors, social workers, and mental health staff are available to work with students to support physical, emotional, and social development. Please contact the respective building to be put in contact with the staff member best equipped to meet your needs.

Media Centers

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.

Suicide Prevention

988 Suicide and Crisis Lifeline:

Dial or text 988 24 hours a day, 7 days a week, to reach crisis support.

Chisago/Isanti Mobile Crisis can be reached at 1-800-523-3333 or text MN to 741741 to connect with mental health crisis support.

Use of School Buildings

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
- Preschool
- 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 for more information.

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.

CRISIS MANAGEMENT

The school district takes the safety and security of the students and staff very seriously and is implementing updates and improvements to our crisis response protocols. Policy 806 is reviewed annually and updated to reflect changes in state statute and updates to our procedures. The I Love U Guys Foundation, found at iloveuquys.org, is used as a basis for our standard response protocols and our standard reunification methods. The mission of the I Love U Guys Foundation is "To restore and protect the joy of youth through educational programs and positive actions in collaboration with families, schools, communities, organizations and government entities."

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.

E-LEARNING DAY PLAN

E-Learning Plan - NBAPS has a Safe Learning Continuum to help communicate shifts to instructional delivery. The purpose of Level Five/E-Learning is to maintain instructional momentum when emergencies disrupt the ability to provide in-person instruction through virtual learning rather than extend the school year later into June. Details of Level 5/E-Learning can be found [here](#).

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. Any student with a 1.99 GPA or lower will complete weekly academic progress reports for the entire sports season regardless of status on the weekly grade report. Eligibility will be determined on a weekly basis. If a student continually fails to turn in academic progress sheets or is on the weekly grade reports with 2 or more F's for consecutive weeks, they may be ineligible for a longer duration or the student may be dismissed from the team. Each case will be handled with the Head Coach and Activities Director on an individual basis. *This does not include any freshman until after the first semester since they do not have a HS GPA.
 - c. A student on academic probation or with any "F" grades on weekly grade reports must turn in weekly eligibility sheets to the Activities Office in order to be eligible for practices or competitions. Failure to turn in progress reports or show adequate progress on a weekly basis will make a student ineligible until progress is shown. If a student continually fails to turn in academic progress reports, the student's participation on the team will be evaluated.
 - 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 [MSHSL - STUDENT ELIGIBILITY BYLAWS](#).

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 semester 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 recognizes a desire and a need for fund-raising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fund-raising activities from becoming too numerous and overly demanding on employees, students, and the general public.

While the school board encourages students and staff to participate in their financial support as a social and community project, students, staff, parent groups and individuals or groups outside of the school district will not be permitted to conduct fund-raising drives or activities on behalf of non-school agencies or for non-school activities on school district property or during school hours unless expressly authorized by the principal or appropriate administrator. (See Policy 511 Fund Raising).

GRADUATION REQUIREMENTS

Mapping out courses that align with each student's passion and goals is extremely important. As each student learns and grows, passions and goals will shift and impact course selections. Monitoring and adjusting course

selection is a great way to celebrate what each student is learning and how learning continues to impact future goals.

The high school experience is transforming to prepare students for the abundance of opportunities available to them in this ever changing world. In the 2022-23 school year, we shifted away from trimesters. In the previous trimester schedule, a course was broken into thirds and students earned 1 credit for a trimester course. In the new semester schedule, a course is broken into halves and students will earn .5 credits for each semester course. The transition of graduation requirements will take four years to complete. At the end of the fourth year, all graduating classes will need 23.5 credits to earn a diploma from North Branch Area Public Schools. Until then, each graduating class will have a different amount of credits to complete graduation requirements to earn a diploma. Personalized meetings have been happening to familiarize each student with graduation requirements. The SY24-25 Registration Guide is linked [HERE](#). Please contact the school counseling office with any questions.

Participation in Graduation Commencement Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

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. Beginning July 1, 2023, students will be provided up to one breakfast and one lunch per day at no cost to the family. Families do not need to apply for educational benefits in order to have access to these meals at school. If interested, there are additional benefits, including free or reduced student activity fees for qualifying families who apply for educational benefits. Parents need only fill out ONE APPLICATION PER FAMILY when they [apply for educational benefits here](#).

Meal prices are:	<u>Grades K-5</u>	<u>Grades 6-12</u>
Lunch	n/c	n/c
Breakfast	n/c	n/c
Milk	n/c	n/c
Adult Lunches:	\$5.00	
Adult Breakfasts	\$2.60	

Dairy free milk is available upon request.

A student's first milk is available at no charge to the student. A second milk is available for purchase. In addition, a variety of ala Carte choices are available to secondary students at the middle and high schools.

For a la carte purchases, 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. Families may restrict the use of the account for a la carte items by contacting the food service department. To add money to your account, see "Paying Fees Online" on page 18. Meal services are provided by Taher Dining. Call 651-674-1520 if you have questions on food service.

ILLNESS PROTOCOLS

The MN Department of Health provides guidance to school districts regarding protocols to follow when children are

exhibiting symptoms that may require exclusion from school. Considerations include:

- Illness: Unable to participate in routine activities or needs more care than can be provided by staff.
- Fever: A general guideline is a fever of 100 degrees or higher.
- Signs: Some signs of illness include when a child is unusually tired, has uncontrolled coughing, difficulty breathing, wheezing or other unusual signs for the child.
- Diarrhea: Exclude for 24 hours after diarrhea stops.
- Vomiting: Exclude for 24 hours after the last episode of vomiting.
- Eye drainage: No exclusion.
- [Self Assessment for COVID-19](#)

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.

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, Zach Berg, 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 [here](#).

MEDICATIONS

All medications consumed by students while at school during normal school hours shall be administered by the health 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 the Parent/Guardian Participation Guide and Refusal Information.

Based on the revisions to Minnesota Statute 120B.30 and 120B.125, students are not required to achieve a specified score on an assessment in order to graduate or meet graduation assessment requirements.

For more information regarding the MN Academic Standards and Assessments, please refer to this link: <https://www.isd138.org/page/assessment-and-evaluation>.

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and WIDA Alternate ACCESS for English Learners

The ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For Postsecondary Enrollment Options (PSEO) in grade 10.
- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the ACCESS or WIDA Alternate ACCESS and meet certain requirements, have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form below. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the [Statewide Testing page](#) for more information.

Check with your local school or district to see if there are any additional consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

MCA/MTAS Reading

MCA/Alternate MCA Science

MCA/MTAS Mathematics

ACCESS/WIDA Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20⁷⁷_____ to 20_____ school year.)

MOBILE APP

Everything Vikings in your pocket!

North Branch Area Public Schools is thrilled to announce our new app for mobile phones! Stay up-to-date with access to events, documents, news from administrators, student stories, and even emergency notifications. You can download the app for free on Google Play (<https://bit.ly/3phclA7>) or Apple App Store (<https://apple.co/3p6NNPA>).

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 COMMUNICATION

Apptegy 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 Apptegy 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 email messaging portions of the system. The Apptegy system is also used to notify parents when their child is not in school.

PARENT/TEACHER CONFERENCES

Sunrise River School & Ed Center (KG)		Middle School		High School		Early Childhood	
Nov. 21	3:30-7:00 pm	Nov. 21	3:30-7:00 pm	Nov. 21	3:30-7:00 pm	Nov. 21	3:30-7:00 pm
Nov. 26	3:30-7:00 pm	Nov. 26	3:30-7:00 pm	Nov. 26	3:30-7:00 pm	Nov. 26	3:30-7:00 pm
Nov. 27	7:30-11:00 am	Nov. 27	7:30-11:00 am	Nov. 27	7:30-11:00 am	Nov. 27	7:30-11:00 am
March 25	3:30-7:00 pm	March 25	3:30-7:00 pm	March 25	3:30-7:00 pm	May 12-16	3:30 - 7:00 PM
March 27	3:30-7:00 pm	March 27	3:30-7:00 pm	March 27	3:30-7:00 pm		
March 31	7:30-11:00 am	March 31	7:30-11:00 am	March 31	7:30-11:00 am		

Distance Learning Academy Elementary		Distance Learning Academy Middle School		Distance Learning Academy High School		Norse Area Learning Center	
Nov. 21	3:30-7:00 pm	Nov. 21	3:30-7:00 pm	Nov. 21	3:30-7:00 pm	Nov. 21	3:30-7:00 pm
Nov. 26	3:30-7:00 pm	Nov. 26	3:30-7:00 pm	Nov. 26	3:30-7:00 pm	Nov. 26	3:30-7:00 pm
Nov. 27	7:30-11:00 am	Nov. 27	7:30-11:00 am	Nov. 27	7:30-11:00 am	Nov. 27	7:30-11:00 am
March 25	3:30-7:00 pm	March 25	3:30-7:00 pm	March 25	3:30-7:00 pm	March 25	3:30-7:00 pm
March 27	3:30-7:00 pm	March 27	3:30-7:00 pm	March 27	3:30-7:00 pm	March 27	3:30-7:00 pm
March 31	7:30-11:00 am	March 31	7:30-11:00 am	March 31	7:30-11:00 am	March 31	7:30-11:00 am

Life Work Center
Scheduled during the fall and as needed throughout the school year

PAYING FEES ONLINE

NBAPS offers families the option of paying for a la carte lunch items, athletics/activities, parking permits, and driver's education online. To pay fees online, please follow this link: [Paying Fees Online](#). 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 email 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 email 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 a la carte lunch items purchases.

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

CELL PHONE USE AND OTHER ELECTRONIC COMMUNICATION DEVICES

For the purposes of this policy, instructional day is defined as:

- The PreK-8 instructional day is defined from the start to the end of the school day. See Parent/Student handbook for start and end times for each building.
- The grade 9 - 12 instructional day is defined from the start of each class period to the end of each class period. See Parent/Student handbook for each building's bell schedule.

1. Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.

2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use

of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

[Note: This language aligns with the provisions found in the MSBA Model Student Handbook. As an alternative to stating specific cell phone rules in a school district policy, a school board could choose to direct school administration to establish cell phone rules. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings.]

- **LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

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, specifically Policy 506, 514 and 524 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 Handbook.
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 IAU Policy 524, Student Discipline Policy 506 and/or Policy 514 Chromebook Handbook.
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 4 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 Zach Berg, 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 have the opportunity to honor our country by reciting 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 respectfully elect not to do so.

SAFE LEARNING PLAN

NBAPS [continues to seek input](#) from students, parents, staff and the community as we monitor and adjust our Safe Learning Plan. The NBAPS Safe Learning Plan was drafted in June 2021, then updated in October 2021, April 14, 2022, and August 2022. [NBAPS Safe Learning Plan](#) information is accessible on the district website.

SCHOOL BOARD INFORMATION

North Branch Area Public Schools is governed by a six-member school board. 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
Heather Naegele, Clerk	612-272-4573	hosagiede@isd138.org
Jesse LaValla, Treasurer	651-328-9184	jlavalla@isd138.org
Adam Trampe, Director	651-336-0153	atrampe@isd138.org
Shelly Johnson, Director	651-252-9440	shellyjohnson@isd138.org
Superintendent Sara Paul	651-338-1302	spaul@isd138.org

SCHOOL CLOSINGS OR EMERGENCIES

The school district's mass notification system, Apptegy, 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 website 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.

SEARCHES

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

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

Vehicles on Campus

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

STUDENT DATA PRIVACY

The North Branch Area Public Schools uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

- NBAPS has an inventory of curriculum, testing, and assessment tools that can be accessed [here](#) which includes an outline of the student data elements within each tool. Technology vendor agreements are in place and follow all applicable State and Federal laws.

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 [4.0 School Services](#).

Riding is a Privilege, Not a Right

North Branch Area Public Schools is concerned with the safety of your child. One of the areas NBAPS is 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 at least 30 minutes from end of day for daily transportation changes.
- 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 arrangements 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.

VIDEOTAPING ON SCHOOL BUSES

The North Branch Area Public Schools places videotapes 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 district response to concerns in this area.

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 Policy 514 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 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 2023

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

PUBLIC NOTICE

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 Zach Berg, 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 2022 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 the July 2022 deadline. No further abatement is scheduled at this time. If you have any questions or concerns, please address them to Zach Berg 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-NB ATTENDANCE POLICY](#)

[504-NB STUDENT DRESS AND APPEARANCE](#)

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

[506-NB STUDENT DISCIPLINE](#)

[511-NB FUNDRAISING AND SOLICITATION](#)

[514 BULLYING PROHIBITION POLICY](#)

[516-NB STUDENT MEDICATION](#)

[516.5-NB OVERDOSE MEDICATION](#)

[520 STUDENT SURVEYS](#)

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

[524-NB 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-NB 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](#)



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Search North Branch Area Public Schools



IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults



Phone Directory

QUICK REFERENCE

Districtwide Services:

School Information Line	651-674-1411
District Office	651-674-1000
Superintendent 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	651-674-1220
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	
• Grades K-5	651-674-1100
• Grades 6-8.....	651-674-1300
• Grades 9-12.....	651-674-1050
Activities Department	651-674-1512
Office of Teaching and Learning	651-674-1050
Norse Area Learning Center.....	651-674-1031
Chisago County Schools’ Life Work Center	651-674-1300

Student Handbook: Changes to 2024-25

SECTION/TOPIC	OLD	REPLACED WITH	PAGE	LEVEL OF CHANGE(S)
Table of content	Personal Portable Digital Devices	Cell Phone and Communication Devices	3	Low
School Calendar	NBAPS August 2023 - July 2024 School Calendar	NBAPS August 2024 - July 2025 School Calendar	5	HIGH
NBAPS Contact Information	DISTANCE LEARNING ACADEMY Grades – KG-12 Principal - Coleman McDonough cmcdonough@isd138.org Phone Number – 651-674-1406	DISTANCE LEARNING ACADEMY Grades K-5 Principal – Taylor Swanson tswanson@isd138.org Phone Number – 651-674-1100 Grades 6-8 Principal – Kelly Detzler kdetzler@isd138.org Phone Number – 651-674-1300 Grades 9-12 Director – David Treichel dtreichel@isd138.org Phone Number – 651-674-1050	6	HIGH
Activities: Fee Schedule	June 13, 2024 Student Fee Public Hearing	New and/or updated fees added	7	HIGH
	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.	With coaches/advisors approval of a students' application and participation calendar, students may participate in two sports/activities per season.		Moderate
ELIGIBILITY REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES: (a)(2-C) ACADEMIC REQUIREMENTS	(2)(A,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.	A student must have a cumulative GPA of 2.0 or above to be fully eligible for participation. Any student with a 1.99 GPA or lower will complete weekly academic progress reports for the entire sports season regardless of status on the weekly grade report. Eligibility will be determined on a weekly basis. If a student continually fails to turn in academic progress sheets or is on the weekly grade reports with 2 or more F's for consecutive weeks, they may be ineligible for a longer duration or the student may be dismissed from the team. Each case will be handled with the Head Coach and Activities Director on an individual basis. *This does not include any freshman until after the first semester since they do not have a HS GPA.	10	Moderate
	(2)(A,C) 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.	A student on academic probation or with any "F" grades on weekly grade reports must turn in weekly eligibility sheets to the Activities Office in order to be eligible for practices or competitions. Failure to turn in progress reports or show adequate progress on a weekly basis will make a student ineligible until progress is shown. If a student continually fails to turn in academic progress reports, the students participation on the team will be evaluated.		Moderate
Internet Acceptable Use/Technology	Old Policy 524-NB IAU and Safety Policy	Will replace with new link once approved at 7/11/24 school board meeting	13	HIGH
Minnesota Academic Standards and Assessments	N/A	Added verbiage at the end: For more information regarding the MN Academic Standards and Assessments, please refer to this link: https://www.isd138.org/page/assessment-and-evaluation	14	Low
Satewide Assessments: Parent/Guardian Participation Guide and Refusal Information	2023-24	2024-25	15-17	Low
Parent/Teacher Conferences	2023-2024 Calendar	2024-25 Calendar	18	High
Personal Portable Devices: CELL PHONE USE AND OTHER ELECTRONIC COMMUNICATION 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.	Currently replaced with IAU Policy language that has yet to be approved at the July 11, 2024 school board meeting: CELL PHONE USE AND OTHER ELECTRONIC COMMUNICATION DEVICES For the purposes of this policy, instructional day is defined as: - The PreK-8 instructional day is defined from the start to the end of the school day. See Parent/Student handbook for start and end times for each building. - The grade 9 - 12 instructional day is defined from the start of each class period to the end of each class period. See Parent/Student handbook for each building's bell schedule. 1. Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. 2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. 3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures. [Note: This language aligns with the provisions found in the MSBA Model Student Handbook. As an alternative to stating specific cell phone rules in a school district policy, a school board could choose to direct school administration to establish	18-19	High
Electronic Devices Issued to Students and Staff	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.	Replaced "porcedure manual" with "Handbook" and will attach link to the the Chrome Handbook if one exists.	19	Moderate
	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.	Replaced "Appropriate Use Policy and/or Chromebook procedures manual" with "IAU Policy 524, Student Discipline Policy 505 and/or Policy 514 Chrome Handbook."		
			19	Moderate
Pesticide Notice to Parents and Guardians	North Branch Area Public Schools have lawn treatments done up to 3 times a year.	Replaced 3 times a year to 4 times a year.	19-20	Low
Transportation	Transportation services are provided to students by North Branch Area Public Schools	Replaced "North Branch Area Public Schools" with "4.0 School Services" link	23	Low
Transportation: Riding is a Privilege, Not a Right	● 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.	● Parents should call at least 30 minutes from end of day for daily transportation changes.	23	Low
Student Policies	Varies	Will need to replace any outdated policies with up to date policies	32	Moderate
Phone Directory	Distance Learning Academy, 651-674-1406	Replacing with what's been changed on the NBAPS Contact information for Distant Learning	37	Moderate
Crisis		Added "In An Emergency" poster	34	Low