

**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
THURSDAY, OCTOBER 10, 2024
5:30 PM**

AGENDA

Notice is hereby given that the School Board of North Branch Area Public Schools will hold a Regular School Board Meeting on Thursday, October 10, 2024 at 5:30 PM in the North Branch Area Education Center, Board Room, Room C120, 38705 Grand Avenue, North Branch, MN 55056.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. School Board Recognition
- V. Approval of Agenda
- VI. Superintendent’s Report 6
- VII. Removal of Consent Items for Discussion
- VIII. Approval of Consent Items
 - A. Minutes of September 12, 2024 Policy Committee Meeting 15
 - B. Minutes of September 12, 2024 Regular School Board Meeting 17
 - C. Minutes of September 26, 2024 Work Session 25
 - D. Authorization of Payments, Transfers, and Investment Activity 26
 - E. Personnel
 - 1. Taylor Braatz, leave request effective September 30, 2024, through October 13, 2024 returning on October 14, 2024, as Building and Grounds/Technology Secretary at North Branch Area Public Schools
 - 2. Abigail Halseth, leave request from approximately April 3, 2025, through the remainder of the 2024-25 school year, as Licensed School Nurse at North Branch Area Public Schools

3. Katherine Hammond, leave request effective September 10, 2024, through October 9, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
4. Stacy Redding, leave request effective September 19, 2024, through October 18, 2024, as High School Counselor at North Branch Area High School
5. Jessica M. Richter, leave request from approximately December 10, 2024, through March 16, 2025, as Special Education Assistant at North Branch Area Middle School
6. Christopher Anderson, employment effective September 23, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
7. Jessica Claflin, employment effective September 3, 2024, as Special Education Assistant at Sunrise River Elementary School
8. Pauline Dockendorf, employment effective September 4, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
9. Scarlett Eichler, employment effective September 3, 2024, as Special Education Assistant at North Branch Area Education Center
10. Brooke Havrilla, employment effective September 4, 2024, as Special Education Assistant at North Branch Area High School
11. Britney Lonnee, employment effective September 16, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
12. Sherri Matheson, employment effective September 4, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
13. Jamie O'Day, employment effective September 16, 2024, as Special Education Assistant at North Branch Area High School
14. Galytea Pierce, employment effective September 9, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
15. Cindy Scheurer, employment effective September 16, 2024, as Lunchroom/Playground Assistant at North Branch Area Education Center
16. Shuani Anderson, position change effective August 27, 2024 from Schoolkeeper to Custodian at North Branch Area Public Schools
17. Sidney Mullin, position change effective August 26, 2024 from School Age Care Adult Assistant at North Branch Area Education Center to Special Education Assistant at Sunrise River Elementary School
18. 2024–25 Extracurricular Fall Coach Positions

- a. Samantha Pederson, Class 6, Step 2, Coach for Middle School Volleyball

19. 2024-25 Activity Advisor Positions

- a. Jonny Bodell, Class 6, Step 1, as Advisor for DECA
- b. Jonny Bodell, Class 7, Step 2, as Advisor for Yearbook
- c. Amanda Cook, Class 6, Step 7, as Advisor for FFA
- d. Michael Connor, Class 10, Step 5, as Coach for Clay Target
- e. Kevin Grote, Class 10, Step 8, as Advisor for Clay Target for Fall Season
- f. Melissa Kleschult, Class 7, Step 3, as Advisor for Elementary Yearbook
- g. Gavin Lien, Class 9, Step 2, as Knowledge Bowl Assistant Advisor
- h. Emily Miller, Class 10, Step 1, as Advisor for Prom
- i. Emily Miller, High School Student Council Advisor, Class 6, Step 1
- j. Pam Newbauer, Class 9, Step 10, as Advisor for Middle School Knowledge Bowl
- k. Samantha Nuthak, Class 8, Step 4, as Knowledge Bowl Advisor
- l. Ben Paro, Class 10, Step 6, as Advisor for Middle School Jazz Band
- m. James Pope, Class 8, Step 10, as Advisor for High School Pep Band
- n. James Pope, Class 4, Step 10, as Advisor for High School Jazz Band
- o. Amy Randall, Class 8, Step 1, as Advisor for Middle School Student Council
- p. Hannah Rawleigh, Class 6, Step 6, as Advisor for ProStart
- q. Jessica Richter, Class 7, Step 8, as Advisor for Middle School Yearbook
- r. Laura Rothe, Class 8, Step 9, as Advisor for National Honor Society
- s. Juli Summer, Class 7, Step 3, as Advisor for Elementary Yearbook

F. Seniority Lists

- 1. NBEA (North Branch Education Association) 27
- 2. Community Education Early Childhood Teachers 36

3.	NBSSA (North Branch Support Staff Association)	37
4.	SEIU Local 284 (Custodial)	45
G.	Resolution to Transfer \$232,761.09 from Fund 06, Construction Fund, to Fund 01, General Fund	
H.	Acceptance of Donations	46
	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 Approval for the 2024-25 School Board and Superintendent Outcomes	47
XI.	New Business	
	A. Consider Single Reading of the Following Policies	
	1. Policy 506-NB - Student Discipline (Review only, No MSBA changes)	51
	2. Policy 514 - Bullying Prohibition Policy (Review only, No MSBA changes)	76
	B. Consider Approval of E-Learning Plan	87
	C. Discuss Minnesota State High School League (MSHSL) Constitutional Amendments	
XII.	Addendum	
XIII.	Information	

XIV. Board Requests

XV. Committee Reports

XVI. Dates to Remember

- A. October 24, 2024 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, Board Room, Room C120
- B. October 24, 2024 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room, Room C120
- C. November 6, 2024 at 4:00 PM, Negotiations Committee Meeting, DO Conference Room
- D. November 6, 2024 at 4:30 PM, Principal Negotiations Session, DO Conference Room
- E. November 14, 2024 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
- F. November 14, 2024 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center, Board Room, Room C120
- G. November 21, 2024 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room, Room C120

XVII. Adjournment

Superintendent Update

October 10, 2024



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.

Progress through Partnership



Innovative Workforce Solutions



8

**Structured Literacy
Implementation Leaders**

NBAEF Gala was a Perfect 10



The NBAEF's Wild & Glitzy Nights at The Perfect 10 was an awesome success

- Over 200 in attendance
- Over \$60,000 raised for students at NBAPS
- Fund-A-Dream was a Baby Grand Piano
 - The school needed \$13,500 for this purchase! \$17,100 was raised in four minutes

National Honor Society inducts 32 new members



NHS inducted 32 new members Monday night

- They join 28 returning members
- Congratulations to these fine students!

Viking Way Proclamation




EST. 1881
NORTH BRANCH

City of North Branch
Proclamation on Community Support
for North Branch Area Public Schools by Designating
Viking Way

Whereas the City of North Branch desires to support the North Branch Area Public School District's mission to inspire dreams, build integrity, and instill hope; and

Whereas the City of North Branch would like to build on the community's enthusiasm for the North Branch School's identity as the Vikings.

Now therefore be it resolved that the City of North Branch desires to create an additional street vanity name of "Viking Way" along Grand Avenue from Highway 95 south to 376th Street which is the community's primary road to the North Branch Area School District's campus with the following conditions:

1. The City will order the proper street signs to meet the MnDOT Standard Signs and Markings (MUTCD).
2. The City will install the signs to ensure proper pole location and intersection line of site.
3. The **Viking Way** street signs will have a red background with white lettering.
4. The School District, or its sponsor, will pay the cost of the signs and future replacements when needed.

Proclaimed this 8th day of October 2024 by the North Branch City Council.

ATTEST:


Kevin Schieber, Mayor



Walk and Roll to School



- Walk and Roll to School was Wednesday, Oct. 9
 - Roughly 100 people attended
 - Representatives from NBF, NBPD, the city and Chisago County joined in the fun!

12



Up to the Minute Viking News



My column “So many Viking stories!” focuses on shining a light on all the wonderful things happening at NBAPS and promoting NBAPS social media presence.

Facebook

(www.facebook.com/nbapschools).

NBAPS SKOL! app

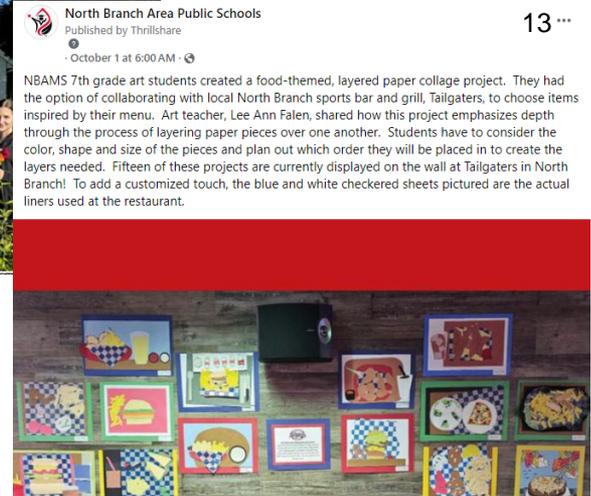
(<https://bit.ly/3phclA7> on Google, <https://apple.co/3p6NNPA> on Apple).



North Branch Area Public Schools
Published by Thrillshare
October 7 at 7:00 PM

Last Friday, high school students Floral Design class at the Norse Area Learning Center took a wonderful field trip to Evergreen Oasis Farm! Students had the chance to learn firsthand about flower production, from seed to bloom. They toured the beautiful gardens, soaking in the knowledge of how flowers are grown, harvested, and prepared for floral arrangements. Best part? Everyone got to pick their own stunning bouquets to bring home!

A huge thank you to Evergreen Oasis for hosting our students!



North Branch Area Public Schools
Published by Thrillshare
October 1 at 6:00 AM

NBAMS 7th grade art students created a food-themed, layered paper collage project. They had the option of collaborating with local North Branch sports bar and grill, Tailgaters, to choose items inspired by their menu. Art teacher, Lee Ann Falen, shared how this project emphasizes depth through the process of layering paper pieces over one another. Students have to consider the color, shape and size of the pieces and plan out which order they will be placed in to create the layers needed. Fifteen of these projects are currently displayed on the wall at Tailgaters in North Branch! To add a customized touch, the blue and white checkered sheets pictured are the actual liners used at the restaurant.





NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
SEPTEMBER 12, 2024

The Policy Committee met on Thursday, September 12, 2024 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

Members in Attendance: Tim MacMillan, Sarah Grovender, Heather Naegele, Superintendent Paul, Todd Tetzlaff, Taylor Swanson, David Treichel and Pakou Lee

Absent: none

Policies Discussed for Consent Agenda

None

Policies Following Regular Review Process

There are several policies up for an annual mandatory review. Policies must be reviewed each new school calendar year. The policies listed below are on the list.

- A. Policy 413 - Harassment and Violence last reviewed 5.9.24
- Policy needs to be polished due to inconsistency. MSBA recommended changes doesn't reflect what North Branch Area Public Schools currently have posted.
 - Policy to be reviewed from scratch at next policy meeting. Pakou will send statutes related to this policy to committee members for review prior to next policy meeting.
 - Noted for next committee review:
 - Line D-2: a and b
 - Definition for "familial status" – 2024 MN legislature revised.
 - Line 6 – sexual orientation, reflected in Human Rights Act however, not necessarily in statutes as a requirement. 2023 MN legislature redefined 'sexual orientation' in MN Human Rights Acts.
- B. Policy 506-NB - Student Discipline revised 8.10.23
- No changes for 2024-25 school year
 - Single reading, move to October school board meeting consent items
- C. Policy 514 - Bullying Prohibition Policy revised 4.11.24
- No changes for 2024-25 school year
 - Will need continue to train, educate, post and reporting.
 - Single reading, move to October school board meeting consent items

The meeting concluded at 5:03 p.m.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
SEPTEMBER 12, 2024**

The School Board of Independent School District 138 met in regular session on Thursday, September 12, 2024, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

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

Absent: None

Others in Attendance:

David Treichel, Molly Whelan, Todd Tetzlaff, Pat Tepoorten and Pakou Lee

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

SUPERINTENDENT'S REPORT

Superintendent Paul reported on the Viking Spotlight featuring Kayla Cook, a 2023-24 graduate featured in one of The Youth Skills Training Program (YST) Grant video on YouTube. YST provides an opportunity to earn credits for high school, paid internship and work alongside professionals in the interested field perusing after graduating. Superintendent Paul is proud of the work base learning program and students who are in this program along with their accomplishments.

The Education Center, Sunrise River Elementary School and Middle School dedicated two days for parents/families to meet with teachers during Welcome Days. The average attendance across all sites were at 95%.

Zach Berg with Buildings and Grounds gave an update on what was happening districtwide. Superintendent Paul shared images from the different sites on some of the changes and accomplishments completed in the summer and recognized Mr. Berg and his department for their great work. In addition, Superintendent Paul highlighted a staff's meaningful interaction with Mr. Berg. Board members also thanked Mr. Berg and his department for their contributions to the district.

Congratulations to Abby Hunter of North Branch Area High School on her awards and achievements during the State FFA Livestock show at the Minnesota State Fair. Abby was overjoyed when the FFA Program was brought to North Branch Area Public Schools as the program had a big impact her, her values and what she loved.

The Wind in the Willow is coming soon! Dates are for October 3-5, 2024 and tickets can be purchased on line. The Wind in the Willow is really exciting for Community Education because it's run by the North Branch Area Public Schools students who runs all aspect of the production.

Walk and Roll is scheduled for Wednesday, October 9, 2024 at 7:05am, at St. Gregory's Church. Hats off to Pat Tepoorten for his ongoing work around this event. The participation rate has grown exponentially since the first start of the event.

CONSENT ITEMS

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

- A. A. Minutes of August 8, 2024 Regular School Board Meeting
- B. B. Minutes of August 22, 2024 Work Session
- C. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$1,244,061.83
 - Auxiliary, Bank 12 - \$2,503.80
 - Payroll, Bank 13 - \$1,597,135.06
 - Scholarship, Bank 18 - \$0.00
 - High School Student Activities, Bank 31 - \$7,730.47
 - Middle School Student Activities, Bank 32 - \$0.00
- D. Personnel
 - 1. Ashley Reichstadt, resignation effective August 19, 2024, as Special Education Assistant at Sunrise River Elementary School
 - 2. Daisy McLain, resignation effective August 23, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
 - 3. Brianna Smith-Sheppard, resignation effective August 5, 2024, as Lunchroom Assistant at North Branch Area Middle School
 - 4. Dena Norring, resignation effective August 30, 2024, as Special Education Assistant at Sunrise River Elementary School
 - 5. Katelyn Hanna, leave request from approximately December 27, 2024, through

March 30, 2025, as Kindergarten Teacher at North Branch Area Education Center

6. Sireena Andersen, BA/BS, Step 12, one-year contract for 2024-25 school year for a CTE Tier 1 License, as Trades and Industry Teacher at North Branch Area High School
7. Simone Collins-Goodwin, BS+15, Step 1, one-year contract for 2024-25 school year for Tier 1 license as Health Teacher at North Branch Area High School
8. Stefan Lund, MA+60, Step 4, one-year contract for 2024-25 school year as 0.57 FTE Social Studies Teacher at North Branch Area High School
9. Kristin Mayne, BES, Step 17, one-year contract for 2024-25 school year as 1.0 FTE FACS/Work Based Learning Teacher at North Branch Area High School
10. Rebecca Springman, MS+45, Step 9, one-year contract for 2024-25 school year as 1.0 FTE Math/Science Teacher at North Branch Area High School
11. Stefan Lund, MA+60, Step 4, LTS for Jessica Konrad, effective August 26, 2024 through December 6, 2024, as Social Studies Teacher at North Branch Area High School
12. Tylor Sorgert, BAS, Step 7, beginning with the 2024-25 school year, as 1.0 FTE Automotive/Math Teacher at North Branch Area High School
13. Kendra Tlusty, MA+60, Step 17, beginning with the 2024-25 school year, as 0.5 FTE Elementary Teacher at Sunrise River Elementary School
14. Brianna Smith-Sheppard, employment effective August 16, 2024, as Schoolkeeper at North Branch Area Public Schools
15. Jennifer Daas, position change effective August 22, 2024 from Community Education Early Childhood Instructor to Elementary Teacher at North Branch Area Education Center
16. Geri Erickson, position change effective September 4, 2024 from Special Education Assistant to Early Childhood Assistant at North Branch Area Education Center
17. Shelly Young, position change effective August 27, 2024 from Lunchroom/Playground Assistant at Sunrise River Elementary School to Special Education Assistant at Life Work Center
18. Kristina Dufour, position change effective August 27, 2024 from Lunchroom/Playground Assistant at Sunrise River Elementary School to Special

Education Assistant at North Branch Area Middle School

19. Carmen Money, position change effective August 23, 2024 from Early Childhood Assistant to Community Education Early Childhood Instructor at North Branch Area Education Center
20. Abby Williams, position change effective August 26, 2024, from Lunchroom/Playground Assistant and Special Education Assistant to Special Education Assistant at North Branch Area Education Center
21. Raechel Abress, employment effective August 26, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
22. Marsena Ames, employment effective August 27, 2024, as Lunchroom/Playground Assistant at North Branch Area Education Center
23. Amber Baker, employment effective August 26, 2024, as Schoolkeeper at North Branch Area Public Schools
24. Hannah Bjerke, employment effective August 27, 2024, as Special Education Assistant at Sunrise River Elementary School
25. Dawn Clemons, employment effective August 27, 2024, as English Learner Assistant at North Branch Area Public Schools
26. Kourtney Enstad, employment effective August 27, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
27. Christopher Johnson, employment effective August 21, 2024 as JROTC Instructor at North Branch Area High School
28. Leila Meyers, employment effective August 27, 2024, as Special Education Assistant at North Branch Area Education Center
29. Michelle Mitchell, employment effective September 4, 2024, as Special Education Assistant at North Branch Area Education Center in addition to Lunchroom/Playground Assistant at NBAEC
30. Jenna Morris, employment effective August 22, 2024, as Pre-Apprentice at North Branch Area Public Schools
31. Sidney Mullin, employment effective July 10, 2024, as School Age Care Adult Assistant at North Branch Area Education Center. Position change effective August 26, 2024 from School Age Care Adult Assistant at North Branch Area Education Center to Special Education Assistant at Sunrise River Elementary School

32. Patrice Ramaley, employment effective August 27, 2024, as Early Childhood Assistant & School Age Care Adult Assistant at North Branch Area Education Center
33. Devon Riveness, employment effective August 27, 2024, as Lunchroom/Playground Assistant at North Branch Area Education Center
34. Samantha Tagg, employment effective August 27, 2024, as Speech Language Pathology Assistant at North Branch Area Education Center
35. Emily Xiong, employment effective August 22, 2024, as Pre-Apprentice at North Branch Area Public Schools
36. Karlina Zimmerman, employment effective August 22, 2024, as Pre-Apprentice at North Branch Area Public Schools
37. James Heilig, termination effective August 5, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
38. 2023–24 Extracurricular Spring Coach Positions
 - a. Casey Schwalbe, Class 4, Step 1, as Assistant Coach for Baseball
39. 2024–25 Extracurricular Fall Coach Positions
 - a. Chad Carlson, Class 9, Step 10, Fitness Center Supervisor for 2024-25 Fall Season
 - b. Eli Erickson, Class 3, Step 1, as Assistant Coach for Football
 - c. Mason Niederkorn, Class 3, Step 8, as Assistant Coach for Football
 - d. Jessica Audette, Class 4, Step 7, as Assistant Coach for Boys Soccer
 - e. Tyler Johnson, Class 4, Step 2, as Assistant Coach for Girls Soccer
 - f. Brandon Hunter, Class 5, Step 1, as Assistant Coach for Girls Tennis
 - g. Rachel Wurdemann, Class 5, Step 1, as Assistant Coach for Girls Tennis
 - h. Lauren Hicks, Class 3, Step 1, as Assistant Coach for Volleyball
 - i. Ron Trunk, Class 3, Step 10, as Assistant Coach for Volleyball

- j. Megan Carlson, Class 3, Step 1, as Assistant Coach for Volleyball
- k. Galytea Pierce, Class 3, Step 2, as Assistant Coach for Volleyball

E. Acceptance of Donations

AUGUST 2024				
DATE	DONATION FROM	DONATION TO	AMOUNT	USE
8/5/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Tennis Program-Sports Physical Donation
8/5/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Boys Soccer Program-Sports Physical Donation
8/23/24	Mark Carter, 555 NW 2nd Ave, Forest Lake, MN 55025	NBHS	\$300.00	Auto Shop Donation
8/26/24	Dr. Tina Thompson, 11481 Elmwood Ave N, Champlin, MN 55316	NBHS Scholarship A/C	\$2,000.00	Scholarship Donation
8/29/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Girls Soccer Program-Sports Physical Donation
8/29/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Boys Soccer Program-Sports Physical Donation
8/29/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Football Program-Sports Physical Donation
			\$2,550.00	
				*Donated specialists & teacher supplies valued at approx. \$500.00
AUG	Minnco Credit Union, 38807 9th Ave., North Branch, MN 55056	Sunrise River Elem.		\$500.00

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

- A. Consider Agreement of the Master Agreement, Letter of Agreement and Memorandum of Understanding (the "MOU") Trimester Meetings Between Independent School District No.138, North Branch and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026

Chair MacMillan entertained the motion to approve the Master Agreement, Letter of Agreement and MOU Trimester in one motion.

Moved by Trampe, seconded by LaValla, and carried unanimously to approve the Master Agreement, Letter of Agreement and Memorandum of Understanding (the "MOU") Trimester Meetings Between Independent School District No.138, North Branch and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026

- B. Consider Memorandum of Understanding (the "MOU") Regarding the Continuation of a Teacher Apprenticeship Program Between Independent School District No. 138, North Branch and North Branch Education Association and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026

Board Member Trampe moved to approve MOU for NBSSA and North Branch Education Association under one motion, second by Naegele

Moved by Grovender, seconded by Trampe, and carried unanimously to approve the Memorandum of Understanding (the "MOU") Regarding the Continuation of a Teacher Apprenticeship Program Between Independent School District No. 138, North Branch and North Branch Education Association and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026

C. Approval of Certification of Proposed Property Tax Levy 2024 Payable 2025 and Setting December 12, 2024 for the Truth In Taxation Hearing to Certify the Property Tax Levy 2024 Payable 2025

Todd Tetzlaff, Director of Finance and Human Resources, presented the preliminary information on the property tax levy 2024 payable 2025. This information will be used by the auditor in preparing the property tax statements that will be mailed out in November. Mr. Tetzlaff recommended the board certify the levy to the maximum.

Chair MacMillan entertained the motion to approve both the tax levy and setting the date for the Truth in Taxation Hearing in one motion.

Moved by Naegele, seconded by Trampe and carried unanimously to certify the proposed property tax levy 2024 payable 2025 to the maximum and to set December 12, 2024 at 6:00 pm in Room C120 at the North Branch Area Education Center as the date to certify the property tax levy.

D. Approval of MSBA Legislative Resolution

New this year from MSBA: All resolutions must be approved and submitted by the full school board.

Moved by Trampe, seconded by Grovender and carried unanimously to approve the MSBA Legislative Resolution.

INFORMATION

None

BOARD REQUESTS

None

COMMITTEE REPORTS

- A. Board Member Grovender reported on the 2023-24 SCRED Annual Report attached to the board agenda for the school board to review. She also mentioned that the Legislative Forum is coming up on October 3, 2024 and encourages everyone to attend.
- B. Board Member Naegele reported on the SAP Executive Committee.

DATES TO REMEMBER

- A. September 24, 2024 at 4:00 PM - Negotiations Committee Meeting
- B. September 24, 2024 at 4:30 PM - Principal Negotiations Session
- C. September 26, 2024 at 5:30 PM - School Board Work Session
- D. October 10, 2024 at 4:00 PM - School Board Retreat
- E. October 10, 2024 at 5:30 PM - Regular School Board Meeting
- F. October 24, 2024 at 4:30 PM – Policy Committee Meeting
- G. October 24, 2024 at 5:30 PM - School Board Work Session

Adjournment

Moved by Grovender, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:42 pm.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
SCHOOL BOARD WORKING SESSION
September 26, 2024**

The School Board of Independent School District 138 met in a Working Session on Thursday, September 26, 2024, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Board members called the meeting to order.

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

Absent: Tim MacMillan

Others in Attendance: David Treichel, Pat Tepoorten and Todd Tetzlaff

The Pledge of Allegiance was said by all.

Superintendent's Report

Superintendent Paul gave an update to the board on the happenings of what has been happening around the district.

Superintendent Paul gave an update on School Board and Superintendent's goals.

Superintendent Paul gave an update on the alignment of goals and at the next meetings, the school administrators will be sharing their goals and actions

- Went over the timeline for the school spotlight presentations

Superintendent Paul gave an update of the draft family survey.

Superintendent Paul gave an update on the staff survey and timeline with the school Board.

Board members adjourned the meeting at 7:21pm.

Heather Naegele, Clerk
(Unapproved)

ELECTRONIC FUND TRANSFERS
September 2024

Direct Dep Cks	\$1,059,566.61
ACHS	<u>\$10,296.28</u>
	\$1,069,862.89

Other Electronic Fund Transfers:

Federal/FICA Taxes		9/9/2024	\$3,029.09
(Also reflected in P/R info)		9/9/2024	\$68,159.66
		9/10/2024	\$98,191.51
		9/23/2024	\$71,403.52
		9/23/2024	\$113,872.66
		9/30/2024	<u>\$116.60</u>
			\$354,773.04

Minnesota Withholding Taxes
(Also reflected in P/R info)

	9/10/2024	\$100.96
	9/10/2024	\$11,614.49
	9/11/2024	\$17,388.29
	9/24/2024	\$10,770.31
	9/24/2024	<u>\$20,279.78</u>
		\$60,153.83

Economic Service (EBC)
(Also reflected in P/R info)

	9/9/2024	\$13,167.54
	9/10/2024	\$20,691.23
	9/23/2024	\$11,500.82
	9/23/2024	<u>\$21,841.24</u>
		\$67,200.83

MII LIFE-F S A

	PEIP	9/4/2024	\$21.29
	PEIP	9/4/2024	\$542.69
	PEIP	9/10/2024	\$92.00
	PEIP	9/11/2024	\$140.00
	PEIP	9/17/2024	\$3,541.78
	PEIP	9/24/2024	\$92.00
	PEIP Admin Inv	9/25/2024	<u>\$414.50</u>
			\$4,844.26

MII LIFE-M S A

	9/9/2024	\$944.96
	9/9/2024	\$2,239.67
	9/10/2024	\$4,321.37
	9/23/2024	\$946.80
	9/23/2024	<u>\$6,610.12</u>
		\$15,062.92

Minnesota Teachers Retirement

	9/6/2024	\$3,195.28
	9/6/2024	\$10,672.83
	9/9/2024	\$73,648.40
	9/20/2024	\$10,735.98
	9/20/2024	<u>\$83,638.68</u>
		\$181,891.17

PERA

	9/6/2024	\$29,390.04
	9/20/2024	<u>\$33,718.82</u>
		\$63,108.86

Delta Dental Plan

	9/23/2024	\$28,980.74
--	-----------	--------------------

MN Sales Tax

	9/13/2024	\$160.00
--	-----------	-----------------

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2024-2025**

Name	Date of Employment	Qualification	Subject Matter or Field
Grote, Kevin	08-28-91	Science	Life Science 7-12 Earth and Space Science Middle School Life Science Middle School
Solberg, Diane	08-28-91	Mathematics Elementary Education	Mathematics Middle School Elementary Education 1-6
Bense, Joan	09-02-92	Elementary Education	Elementary Education 1-6
Johnson, Kristen Buysse	09-02-92	Elementary Education	Elementary Education K-6
Pierce, Deborah	10-05-92	Elementary Education	Elementary Education 1-6
Leaf, Kirsten	08-31-94	Elementary Education Distance Learning	Elementary Education K-6 Reading K-12
Golden, Rebecca	08-30-95	Elementary Education	Elementary Education 1-6 Coaching 7-12
Moeller, Lisa	08-30-95	Elementary Education	Elementary Education 1-6
Jensen, Lynelle	02-01-96	Elementary Education	Elementary Education 1-6
Bednarczyk, Laurie	08-21-96	Elementary Education Media Specialist	Elementary Education 1-6 Library Media Specialist K-12
Christen, Julie	08-21-96	English/Language Arts Health	English/Language Arts 7-12 Health K-12 Coaching 7-12
Gryte, David	08-21-96	Elementary Education	Elementary Education 1-6
Van Dyke, Jennifer	08-21-96	English/Language Arts	English/Language Arts 7-12
Summer, Juli	08-30-96	Elementary Education	Elementary Education K-6 Pre-Kindergarten Pre K Reading K-12
Joyal, Jennifer	08-21-97	Social Studies	Social Studies 7-12
Kolstad, Trena	08-21-97	Elementary Education	Elementary Education K-6
Kozar-Gryte, Lynn	08-21-97	Elementary Education	Elementary Education K-6
Kleschult, Melissa	10-06-97	Elementary Education	Elementary Education 1-6
Korkowski, Jenel	08-11-99	Elementary Education	Elementary Education 1-6 English/Language Arts Middle School
McWilliams, Ian	08-25-99	Special Education	Emotional Behavior Disorders K-12
Randall, Amy	08-25-99	Elementary Education	Elementary Education 1-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2024-2025**

Name	Date of Employment	Qualification	Subject Matter or Field
Weinand, Rachelle	08-25-99	Media Specialist	Library Media Specialist K-12 Elementary Education K-6 Reading K-12
Besch, Denise	01-26-00	Elementary Education	Elementary Education 1-6
McWilliams, Holly	03-06-00	Elementary Education	Elementary Education K-6
Becker, Cheryl	08-16-00	Special Education	Learning Disabilities K-12 Emotional Behavior Disorders K-12 Elementary Education 1-6 Coaching 7-12
Newbauer, Pamela	08-16-00	Social Studies Reading	Social Studies 7-12 Reading K-12
Rothe, Laura	08-16-00	Social Studies	Social Studies 5-12
Tiegen, Lori	08-16-00	Elementary Education	Elementary Education K-6
Backus, Roberta	08-15-01	School Counselor	School Counselor K-12
Hilber, Rebecca	08-15-01	Elementary Education	Elementary Education K-6
Lattimore, Mindy	08-15-01	English/Language Arts	English/Language Arts 7-12 Principal K-12
Van Eerden, James	08-15-01	Physical Education Adaptive Physical Education	Physical Education K-12 DAPE Pre K-12
MacKenzie, Megan	08-20-02	English/Language Arts	Communication Arts/Literature 5-12
Nowak, Lisa	08-20-02	Special Education Health Elementary Education	Emotional Behavior Disorders K-12 Learning Disabilities K-12 Health K-12 Elementary Education K-6
Groen, Sara	08-20-03	Early Childhood Special Education Special Education	Early Childhood Special Education B-Age 6 Moderate to Severe K-12
Schraufnagel, Scott	08-20-03	Special Education	Emotional Behavior Disorders K-12 Learning Disorders K-12
Zerwas, Dejah	08-20-03	Elementary Education	Elementary Education 1-6
Minke, Tammi	02-17-04	Early Childhood Special Education Elementary Education	Early Childhood Special Education B-Age 6 Pre-Primary Age 3- Pre K Elementary Education K-6
Grund, John	08-18-04	Adaptive Physical Education Physical Education	DAPE Pre K-12 Physical Education K-12 Coaching 7-12

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2024-2025**

Name	Date of Employment	Qualification	Subject Matter or Field
Heil-Berg, Cindy	08-18-04	Physical Education	Physical Education K-12 Coaching 7-12
Maurer, Lisa	08-18-04	Reading Special Education	Reading K-12 Emotional Behavior Disorders K-12 Communication Arts/Literature 5-8 Elementary Education K-6
Wilzbacher, Lynne	08-18-04	Elementary Education	Elementary Education 1-6
Schmidt, Sara	01-10-05	Early Childhood Special Education	Early Childhood Special Education B-Age 6 Autism Spectrum Disorders B-Age 6
Christensen, Stephen	08-24-05	Mathematics Social Studies	Elementary Education K-6 Mathematics 5-8 Social Studies 5-8
Santjer, Joel	08-24-05	Social Studies	Social Studies 5-12
Fortuna, Lisa	08-23-06	Elementary Education	Elementary Education K-6
Rafferty, Melissa	08-20-08	English/Language Arts	English/Language Arts 7-12
John, Tracey	10-30-08	Elementary Education	Elementary Education 1-6
Heisick, Britney	08-26-09	Spanish	Spanish K-12
Kahl, Kyle	08-26-09	Elementary Education	Elementary Education 1-6
Trampe, Alison	08-30-11	Elementary Education	Elementary Education K-6 Social Studies 5-8
Redding, Stacy	09-09-11	School Counselor	School Counselor K-12
Pope, James	08-21-12	Instrumental Music	Instrumental and Classroom Music K-12
Sanders, Amy	08-21-12	Speech Language	Speech Language Pathologist Pre K-12
Bartz, Samantha	08-20-13	Elementary Education	Elementary Education K-6
Degerstrom, Jeanne	08-20-13	Elementary Education	Pre-Kindergarten Pre K Family Ed/Early Childhood Educator Pre K Elementary Education K-6 Parent and Family Education Adult
Heath, Jennifer	08-20-13	Elementary Education	Elementary Education K-6 Pre-Primary Age 3-PreK
Johnson, Daniel	08-20-13	Special Education Social Studies	Learning Disabilities K-12 Social Studies 5-12
Wilson, Adam	08-20-13	Science	Science 5-8 Life Science 9-12 Earth and Space Science 9-12

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2024-2025**

Name	Date of Employment	Qualification	Subject Matter or Field
Gillquist, Johannah	10-22-13	Elementary Education	Elementary Education K-6 Communication Arts/Literature 5-8
Anderson, Reid	08-20-14	Spanish ELL	English as a Second Language K-12 Spanish K-12
Brinkman, Shelley	08-20-14	Spanish Elementary Education	Elementary Education 1-6 Spanish K-8
Carlson, Chad	08-20-14	Social Studies	Reading K-12 Social Studies 5-12
Funke, Cristina	08-20-14	Elementary Education	Elementary Education K-6 Pre-Primary Age 3-PreK
Johnson, Kelly	08-20-14	Elementary Education	Elementary Education K-6
Lundgren, Brent	08-20-14	Special Education Elementary Education	Elementary Education K-6 Emotional Behavior Disorders K-12 Learning Disabilities K-12
McCann, Jennifer	08-20-14	Elementary Education	Elementary Education K-6 Early Childhood Education B-Grade 3
Reistad, Joshua	08-20-14	Elementary Education	Elementary Education K-6 Science 5-8
Christopherson, Mary	08-26-15	Science	Science 5-8 Earth and Space Science 9-12 Reading K-12
Crudo, Katherine	08-26-15	Physical Education Adaptive Physical Education	Physical Education K-12 DAPE Pre K-12
DeSmet, Andrea	08-26-15	Elementary Education	Elementary Education K-6
Keller, Sherri	08-26-15	Elementary Education Media Specialist	Elementary Education K-6 Library Media Specialist K-12 Social Studies 5-12
Palmer, Leah	08-26-15	Special Education	Learning Disabilities K-12 Teacher Coordinator Work Based Learning 9-12
Lien, Kelsey	08-24-16	Early Childhood Special Education	Early Childhood Education B-Grade 3 Early Childhood Special Education B-Age 6
Twait, Ashley	08-24-16	Mathematics	Mathematics 5-12
Voss, Justin	08-24-16	Special Education Elementary Education	Elementary Education K-6 Emotional Behavior Disorders K-12 Learning Disabilities K-12
Hanegraaf, Meghan	08-23-17	Elementary Education	Elementary Education K-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2024-2025**

Name	Date of Employment	Qualification	Subject Matter or Field
Worthley, Juanita	08-23-17	Science	Science 5-8 Life Science 9-12 Chemistry 9-12 Principal K-12
Masso, Lynn	08-22-18	Special Education	Mild to Moderate Mentally HDPC K-12
Meysembourg, Molly	08-22-18	Art	Visual Arts K-12
Rawleigh, Hannah	08-22-18	FACS	Family and Consumer Sciences 5-12
Larson, James	08-21-19	Special Education	Emotional Behavior Disorders K-12
Molde, Rochelle	08-21-19	Special Education	Elementary Education 1-6 Academic and Behavioral Strategist K-12
Moore, LeAnn	08-21-19	Special Education	Elementary Education K-6 Emotional Behavior Disorders K-12 Academic and Behavioral Strategist K-12 Social Studies 5-8
Turner, Kaitlin	08-21-19	Speech Language	Speech Language Pathologist Pre K-12
Thompson, Christopher	08-26-19	Science Mathematics	Mathematics 7-12 Physical Sciences (Physics & Chem) 7-12 Principal K-12
Halseth, Chelsea	08-26-20	Early Childhood Special Education	Early Childhood Education B-Grade 3 Early Childhood Special Education B-Age 6
Rydberg-Engel, Sydney	08-26-20	Art	Visual Arts K-12
Harren, Jake	08-24-21	Elementary Education	Elementary Education K-6
Kahl, Amy	08-24-21	Elementary Education	Elementary Education K-6 Pre-primary Age 3-PreK
Konrad, Jessica	08-24-21	Social Studies	Social Studies 5-12
Mellem, Rachel	08-24-21	Elementary Education	Elementary Education K-6 Pre-primary Age 3-PreK
Neil, Taylor	08-24-21	Music	Instrumental and Classroom Music K-12
Nelson, Alyssa	08-24-21	Special Education	Academic and Behavioral Strategist K-12
Nuthak, Samantha	08-24-21	Spanish	Spanish K-12
Paro, Benjamin	08-24-21	Instrumental Music	Instrumental and Classroom Music K-12
Sandstrom, Natalie	08-24-21	Elementary Education	Elementary Education K-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2024-2025**

Name	Date of Employment	Qualification	Subject Matter or Field
Bailey, Rachel	08-30-21	Special Education	Learning Disabilities K-12 Emotional Behavior Disorders K-12
Gibbs, Jennifer	08-30-21	Elementary Education	Elementary Education K-6
McCarthy, Thomas	08-30-21		English/Language Arts 7-12 Principal K-12
Cook, Amanda	09-07-21	Agriculture	Agricultural Education 5-12 Teacher Coordinator Work Based Learning 9-12
Grund, Alan	09-07-21	Elementary Education	Elementary Education K-6
Falen, Lee Ann	08-24-22	Art	Visual Arts K-12
Hanna, Katelyn	08-24-22	Elementary Education	Pre-Primary Age 3-Pre K Elementary Education K-6
Lien, Erik	08-24-22	Social Studies	Social Studies 5-12
Mohs, Stephanie	08-24-22		Elementary Education K-6 Communication Arts/Literature 5-8 Principal K-12
Swalboski, Kristen	08-29-22	Licensed School Nurse	School Nurse Pre K-12
Anderson, Theresa	08-23-23		Social Studies 5-12 Business 5-12 Principal K-12
Peters, Rebecca	08-23-23	Elementary Education	Elementary Education 1-6
VanHorn, Amber	08-23-23	Elementary Education	Social Studies 5-8 Elementary Education K-6

NONTENURED TEACHERS AND TEACHERS ON LONG TERM SUBSTITUTE CONTRACTS

This list is for record keeping only. Seniority is not generated by non-tenured staff according to Article X, Section 2, Subd. 5.

Groh, Kyle	08-24-22	Physical Education Adaptive Physical Education	Physical Education K-12 Health 5-12 DAPE Pre K-12
Osterhues, Kennedy	08-24-22	Elementary Education	Elementary Education K-6 Academic and Behavioral Strategist K-12
Schramm, Marcee	08-24-22	Science	Life Science 9-12
Wavra, Jacob	08-24-22	Elementary Education	Elementary Education K-6
Halseth, Abigail	08-29-22	Licensed School Nurse	School Nurse Pre K-12

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2024-2025**

Name	Date of Employment	Qualification	Subject Matter or Field
Johnson, Kristi	09-06-22	Elementary Education	Elementary Education K-6
Fairbanks, Annette	02-15-23	ECFE	Elementary Education K-6
Anderson, Maxwell	08-23-23	English/Language Arts	Communication Arts/Literature 5-12
Berg, Jennifer	08-23-23	Elementary Education	Elementary Education K-6
Berg, Olivia	08-23-23	Elementary Education	Elementary Education K-6
Bodell, Jonathan	08-23-23	Business	Business 5-12
Brandel, Hunter	08-23-23	Social Studies	Social Studies 5-12
Endle, Alli	08-23-23	Elementary Education	Elementary Education K-6 Social Studies 5-8
Hanson, Joshua	08-23-23	Elementary Education	Elementary Education K-6
Lien, Gavin	08-23-23	Mathematics	Mathematics 5-12
Maser, Abigail	08-23-23	Special Education	Elementary Education K-6 Academic and Behavioral Strategist K-12
Minor, Marissa	08-23-23	Elementary Education	Elementary Education K-6
Nysse, Megan	08-23-23	Elementary Education	Elementary Education K-6 Science 5-8
Pirrie, David	08-23-23	English/Language Arts	Communication Arts/Literature 5-12
Quinehan, Gracia	08-23-23	Science	Life Science 9-12 Science 5-8
Wood, Courtney	08-23-23	Elementary Education	Elementary Education K-6
LeMire, Rebecca	01-16-24	Special Education	Elementary Education K-6 Academic and Behavioral Strategist K-12
Horsfall, Jules	03-18-24	Social Studies	Social Studies 5-12
Anderson, Britta	08-21-24	Speech Language	Speech Language Pathologist Pre K-12
Anderson, Lily	08-21-24	Elementary Education	Elementary Education K-6 Early Childhood Education B-Grade 3
Antilla, Jordan	08-21-24	Special Education	Learning Disabilities K-12 Developmental Disabilities K-12 Autism Spectrum Disorders K-12
Barlow, Brinna	08-21-24	English/Language Arts	Communication Arts/Literature 5-12

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2024-2025**

Name	Date of Employment	Qualification	Subject Matter or Field
Bristol, Natalie	08-21-24	Elementary Education	Elementary Education K-6
Carlson, Megan	08-21-24	Elementary Education	Elementary Education K-6 Social Studies 5-8
Glenna, Allison	08-21-24	Elementary Education	Elementary Education K-6
Hoffman, Samantha	08-21-24		Early Childhood Special Education B-Age 6 Early Childhood Education B-Grade 3
Lubs, Samuel	08-21-24	Vocal Music	Vocal and Classroom Music K-12
Miller, Emily	08-21-24	Mathematics	Mathematics 5-12
Porter, Danica	08-21-24	Science	Science 5-8 Life Science 9-12 Physics 9-12
Seekon, Jennifer	08-21-24	Special Education	Elementary Education K-6 Academic and Behavioral Strategist K-12
Stoesz, Samantha	08-21-24	English/Language Arts	Communication Arts/Literature 5-12
Striefel, Emily	08-21-24	Agriculture	Agricultural Education 5-12 Teacher Coordinator Work Based Learning 9-12
Tlusty, Kendra	08-21-24	Elementary Education	Reading K-12 Elementary Education 1-6
Towns, Rebekah	08-21-24	Elementary Education	Elementary Education K-6
Daas, Jennifer	08-22-24	Elementary Education	Elementary Education K-6
Sorgert, Tylor	08-22-24	Mathematics	Mathematics 5-12

TEACHERS ON SPECIAL ASSIGNMENT

This list is for record keeping only.

Weinand, Rachelle	08-25-1999	Technology Integration	Library/Media Specialist Elementary Education K-6 Reading K-12
Keller, Sherri	08-26-2015	Technology Integration	Elementary Education K-6 Media Generalist K-12 Social Studies 5-12
Bense, Joan	09-02-1992	Instructional Strategies Coach	Elementary Education 1-6
Kleschult, Melissa	10-06-1997	Technology Integration ³⁴	Elementary Education 1-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2024-2025**

Name	Date of Employment	Qualification	Subject Matter or Field
McCarthy, Thomas	08-30-2021	Dean of Students	English/Language Arts 7-12
Newbauer, Pam	08-16-2000	Instructional Strategies Coach	Social Studies 7-12 Reading K-12
Anderson, Theresa	08-23-2023	Instructional Strategies Coach	Social Studies 5-12 Business 5-12 Principal K-12
Bailey, Rachel	08-30-2021	Special Education TOSA	Learning Disabilities K-12 Emotional Behavior Disorders K-12
Mohs, Stephanie	08-24-2022	Special Education TOSA	Elementary Education K-6 Communication Arts/Literature 5-8

**Independent School District
North Branch, Minnesota**

**Community Education Early Childhood Teacher Seniority List
2024-2025**

Hubbling, Maggie	08-20-14	Elementary Education K-6 Pre-Primary Age 3-K
Petrik, Lorie	08-07-18	Elementary Education K-6

NONTENURED TEACHERS

This list is for record keeping only. Seniority is not generated by non-tenured staff according to Article XVII, Section 2

Webster, Abigale	02-07-23	Elementary Education K-6 Early Childhood Education B-Grade 3
Houle, Sophia	08-01-23	Elementary Education K-6
Carlson, Jessica	08-23-23	
Rivard, Ashley	08-07-24	
Money, Carmen	08-23-24	

**NBSSA SENIORITY LIST
2024-2025**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Sletten, Jane	11-10-98	Special education assistant Special education assistant Special education assistant Special education assistant Transition job coach	PS MS MSS HS LWC
Hischer, Kathy	09-25-00	Special education assistant Behavior technician-building Behavior technician-building Special education assistant Transition job coach	PS MSS SR SR LWC
Kaczrowski, Nancy	08-27-02	Special education assistant Special education assistant	MS HS
Kreitz, Joanne	08-27-02	Special education assistant Behavior interventionist	MS MS
Gray, Barbara	05-05-03	Special education assistant Special education assistant	BB MS
Young, Shelly	12-10-07	Lunchroom/playground assistant Lunchroom/playground assistant Special education assistant	SR EC LWC
Hammes, Bryan	09-07-10	Lunchroom/playground assistant Special education assistant	SR SR
Carlson, Denise	09-01-11	Special education assistant	SR
Olson, Tristan	12-06-11	Lunchroom/playground assistant Special education assistant	SR SR
Smith, Nichol	12-06-11	Lunchroom/playground assistant Teacher assistant Assessment secretary Office clerk	SR SR SR SR

**NBSSA SENIORITY LIST
2024-2025**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Turner, Stacy	09-18-12	Special education assistant	HS
Minke, Ryan	11-28-12	Behavior technician-building Behavior interventionist	MS MS
Hals, Amanda	10-14-13	Special education assistant	SR
Russell, Brooke	11-19-13	Special education assistant	SR
Roske, Tonya	03-12-14	Special education assistant	SR
Wille, Becky	08-28-14	Assessment secretary Assessment support secretary Media clerk Media clerk	HS EC SR MS
Dufour, Kristina	03-25-15	SAC adult assistant Lunchroom/playground assistant Lunchroom/playground assistant Special education assistant	CE SR EC MS
Carr, Laurie	09-02-15	Special education assistant	SR
Richter, Jessica R	09-02-15	Special education assistant Office clerk	MS SPED
Segelstrom, Amy	09-02-15	Special education assistant	SR
Delougherty, Lisa	01-19-16	Special education assistant	MS
Sapp, Katherine	01-21-16	Special education assistant Behavior technician-building Behavior interventionist	HS HS HS
Dworshak, Cynthia	01-26-16	Special education assistant Office clerk	MS MS
Olson, Jackie	08-31-16	ADSIS behavior assistant	SR

**NBSSA SENIORITY LIST
2024-2025**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
George, Brittany	09-15-16	Special education assistant	SR
		Special education assistant	EC
		Central printing operator	DO
Reich, Rebecca	05-08-19	Lunchroom/playground assistant	MS
		Health office clerk	MS
Beyatt, Debra	08-27-19	Education assistant	ALC
		Behavior technician-building	ALC
		Behavior interventionist	ALC
Pribyl, Stephanie	08-28-19	Special education assistant	HS
Tilbury, Kathleen	09-19-19	SAC adult assistant	CE
		Special education assistant	HS
Rainer, Patricia	02-24-20	Lunchroom/playground assistant	MS
Gillis, Kate	09-02-20	Special education assistant	LWC
Jenkins, Christine	09-02-20	Special education assistant	EC
		Health office clerk	HS
Peters-Hutchins, Yvette	09-02-20	Special education assistant	SR
Oswell, Tena	09-08-20	Special education assistant	SR
Harmasz, Kari	02-16-21	Special education assistant	LWC
		Transition job coach	LWC
Connett, Xiu Lan	09-01-21	Early childhood assistant	EC
Mitchell, Michelle	09-01-21	Lunchroom/playground assistant	EC
		Early childhood assistant	EC
		Special education assistant	EC
Iverson, Elaina	09-02-21	Special education assistant	HS

**NBSSA SENIORITY LIST
2024-2025**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Jelberg, McKayla	09-13-21	Special education assistant	SR
Arnold, Kristie	09-20-21	Special education assistant Behavior technician-building Behavior interventionist	HS HS HS
Nelson, Tracey	09-20-21	Special education assistant	HS
Nelson, Tiffany	10-18-21	Lunchroom/playground assistant Office clerk Early childhood assistant	EC EC EC
Cain, Bridgette	10-26-21	Special education assistant	EC
Gilles, Catherine	01-03-22	Special education assistant Behavior interventionist	SR SR
Breaw, Cassie	08-31-22	Special education assistant	EC
Olivo, Lisa	08-31-22	Special education assistant	LWC
Scheibe, Victoria	08-31-22	Special education assistant	EC
Tribbett, Katherine	08-31-22	Special education assistant	EC
Wessel, Kathleen	09-06-22	Special education assistant	EC
Anderson, Julie	09-19-22	Office clerk	HS
Williams, Cassie	09-19-22	Special education assistant	MS
Lemmerman, Morgan	09-26-22	Health office clerk	SR
Williams, Abby	09-26-22	Special education assistant Lunchroom/playground assistant	EC EC
Fox-Ledo, Rachel	10-25-22	Lunchroom/playground assistant Special education assistant	SR SR

**NBSSA SENIORITY LIST
2024-2025**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Meyer, Kacee	10-25-22	Special education assistant	HS
Glaser, Amanda	12-19-22	Special education assistant	MS
Bjork, Michelle	01-02-23	SAC adult assistant	EC
Erickson, Geri	02-06-23	Special education assistant Early childhood assistant	EC EC
Niemi, Kristin	04-24-23	Special education assistant	LWC
Hammond, Katherine	06-12-23	SAC adult assistant	EC
Axelsen, Noah	08-08-23	Assessment support secretary	DW
Plummer, Sarah	08-23-23	Media/health clerk	EC
Altier, Jacqueline	08-29-23	Special education assistant	SR
Meyer, Seire	08-29-23	Special education assistant	LWC
Noakes, Victoria	08-29-23	Special education assistant	MS
Anderson, Kari	09-06-23	Lunchroom/playground assistant	SR
Sieracki, Licia	09-06-23	Special education assistant	SR
Snyder, Danielle	09-11-23	Special education assistant	SR
Oare, Maria	09-18-23	Special education assistant	HS
Richter, Jessica M	09-26-23	Special education assistant	MS
Prouty, Tabitha	10-09-23	Lunchroom/playground assistant Special education assistant	EC EC
Winters, Kathleen	10-09-23	Special education assistant	MS
Yarusso, Krystle	10-10-23	Special education assistant	MS

*As negotiated

**NBSSA SENIORITY LIST
2024-2025**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

POSITIONS HELD

LOCATIONS WORKED

PROBATIONARY:

This list is for recordkeeping only. Seniority is not generated by probationary employees according to Article XIII, section 2.

This list is for record keeping only.

Seniority is not generated until the employee has completed the probationary period according to Article X, Section 1.

Volner, Nicole	11-20-23	Special education assistant	SR
Peterson, Angela	11-21-23	Special education assistant	LWC
Beckwith, Kelly	12-11-23	Behavior interventionist	SR
Meinz, Thuy	12-11-23	Early childhood assistant Lunchroom/playground assistant	EC EC
Ybarra-Schultz, Pallas	12-13-23	Behavior interventionist	HS
Roggemann, John	12-18-23	Special education assistant	HS
Lacey, Robert	02-05-24	Special education assistant	HS
Prettner, Jody	02-26-24	Special education assistant	HS
Stevenson, Paige	02-26-24	Career center clerk	HS
Luczynski, Marisa	03-18-24	Special education assistant	MS
Hackler, Nancy	04-30-24	Lunchroom/playground assistant	MS
Orellano-Tirado, Juliet	05-13-24	SAC adult assistant	EC
Orellano-Tirado, Juliana	06-10-24	SAC adult assistant	EC
Morris, Jenna	08-22-24	Pre-apprentice	DW

**NBSSA SENIORITY LIST
2024-2025**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Xiong, Emily	08-22-24	Pre-apprentice	DW
Zimmerman, Karlina	08-22-24	Pre-apprentice	DW
Abress, Raechel	08-26-24	SAC adult assistant	EC
Ames, Marsena	08-27-24	Lunchroom/playground assistant	EC
Bjerke, Hannah	08-27-24	Special education assistant	SR
Clemons, Dawn	08-27-24	EL assistant	DW
Enstad, Kourtney	08-27-24	Lunchroom/playground assistant	SR
Meyers, Leila	08-27-24	Special education assistant	EC
Mullin, Sidney	08-27-24	Special education assistant	SR
Ramaley, Patrice	08-27-24	SAC adult assistant Early childhood assistant	EC EC
Riveness, Devon	08-27-24	Lunchroom/playground assistant	EC
Tagg, Samantha	08-27-24	Speech language pathology assistant	EC
Claflin, Jessica	09-03-24	Special education assistant	SR
Eichler, Scarlett	09-03-24	Special education assistant	EC
Dockendorf, Pauline	09-04-24	Lunchroom/playground assistant	SR
Havrilla, Brooke	09-04-24	Special education assistant	HS
Matheson, Sherri	09-04-24	Lunchroom/playground assistant	SR
Pierce, Galytea	09-09-24	Lunchroom/playground assistant	SR
Lonnee, Britney	09-16-24	Lunchroom/playground assistant	SR

**NBSSA SENIORITY LIST
2024-2025**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
O'Day, Jamie	09-16-24	Special education assistant	HS
Scheurer, Cindy	09-16-24	Lunchroom/playground assistant	SR
Anderson, Christopher	09-23-24	SAC adult assistant	EC
DeWitt, Amy	09-25-24	SAC adult assistant	EC
Bloomquist, Maria	09-30-24	Lunchroom/playground assistant	MS

**SENIORITY LIST
2024- 2025**

CUSTODIANS

<u>NAME</u>	<u>EMPLOYMENT DATE</u>
Wideen, Ramona	02-16-95
Lucker, William	12-28-98
Nelson, Jenny	07-05-05
Sletten, Justin	02-14-12
Sletten, Anthony	10-20-14
House, Kimberly	10-26-20
Tjomsland, Joanie	09-01-21
Anderson, Shuani	10-30-23

SCHOOLKEEPERS

Johnson, Charles	04-04-95
Hughes, Margaret	05-06-02
Romo, Jean	05-06-02
Siedlecki, Tamara	12-08-04
Dow, Carie	05-22-07
Fortier, Ann	08-24-07
Seiler, Daniel	08-27-18
Sletten, Laura	08-15-22
Sparks, Fawn	10-25-22
Persaud, Brandon	11-27-23
Guerrette, Mathew	12-05-23
Guerrette, Samantha	07-15-24
Baker, Amber	08-26-24

GROUNDSKEEPERS

Canfield, Terry	10-03-05
Axling, Debora	06-08-15
Mortensen, Bryan	09-28-20

September 2024

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
9/9/24	Spring Lake Lutheran Church, PO Box 958, North Branch, MN 55056	Sunrise River Elem.	\$150.00	Yearbook Money Donation
9/12/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Girls Tennis Program-Sports Physical Donation
9/12/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Gymnastics Program-Sports Physical Donation
9/19/24	North Branch Area Traveling Baseball, PO Box 644, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00	Scholarship Donation
9/19/24	Gregory Renteria, 1900 DeSoto Street, St. Paul, MN 55117	NBHS Athletics	<u>\$50.00</u>	Boys Soccer Program Donation
			\$800.00	
SEPT	Ellen Johnson, 6942 410th Street, North Branch, MN 55056	NBMS		*Donated a flute to the middle school music program

2024-25 School Board and Superintendent Goals

Superintendent and Board Relations

School Board members will form relationships with the Superintendent to serve district constituents by following the MSBA Governance Model.

Strategy	School Board	Superintendent
<p><i>Provide leadership to prepare all learners for success in school and in life.</i></p>	<p><u>Student Learning</u></p> <p>The School Board will govern progress on student learning strategic goals and outcomes.</p> <p><u>Evidence:</u></p> <ul style="list-style-type: none"> ● During the 2024-25 school year, the School Board will ensure regular updates with metrics of student learning provided by the Superintendent ● School Board Work Sessions will convene at school sites when principals present Spotlight presentations. 	<p><u>Student Learning</u></p> <p>The Superintendent will manage the progress of student learning strategic goals.</p> <p><u>Evidence:</u></p> <ul style="list-style-type: none"> ● During the 2024-25 school year, the Superintendent will ensure alignment of classroom, building and district academic and life skill goals ● During the 2024-25 school year, the Superintendent will monitor and support adjustments to ensure student learning and life skill goals are met. ● During the 2024-25 school year, the Superintendent will monitor student discipline incidents and report themes to the school board.

<p><i>Provide leadership to ensure mutual accountability for measurable progress toward shared goals.</i></p>	<p><u>Policy Leadership</u></p> <ul style="list-style-type: none"> School Board members will develop policies and ensure alignment with statutory requirements. <p><u>Evidence:</u> By June 2025, all MSBA required policies will have been reviewed by the School Board.</p> <p>By June, 2025, the School Board will be on track to have reviewed all NBAPS policies tentatively by June, 2026.</p>	<p><u>Policy Leadership</u></p> <ul style="list-style-type: none"> During the 2024-25 school year, the Superintendent will ensure policies are brought to the policy committee in a timely manner and ensure building level procedures align with policies. <p><u>Evidence:</u> 48 By June 2025, all MSBA required policies will have been reviewed by the School Board. A spreadsheet tracking a review of all NBAPS policies will be provided at School Board Retreat sessions.</p> <p><u>Mutual Accountability</u> During the 2024-25 school year, the Superintendent will ensure structures for mutual accountability for measurable progress towards shared goals.</p> <p><u>Evidence:</u></p> <ul style="list-style-type: none"> The Superintendent will continue to work with the Crisis Management Team to implement the I Love U Guys Framework The Superintendent will continue to partner with Chisago County to align resources in support of student needs. The Superintendent will establish connections with Isanti County. The Superintendent will continue to work with the leadership team to find ways to innovate how we attract, recruit and hire and retain our high quality staff.
---	---	--

<p><i>Provide leadership to mobilize community engagement.</i></p>	<p><u>Mobilizing Community Engagement</u> The Board will engage with students and families at Spotlight presentations to recognize and celebrate student learning.</p> <p><u>Evidence:</u> By June of 2025, the School Board will have engaged with students and families at each site to honor and celebrate student learning.</p> <p><u>Advocacy</u> School Board members will advocate for the fiscal and educational needs to our state and federal representatives.</p> <p><u>Evidence:</u> By June 2025, each school board member will provide evidence of engagement in professional organizations or direct contact with state/ federal representatives to advocate for the needs of our students and families.</p>	<p><u>Mobilizing Community Engagement</u> The Superintendent will ensure opportunities support Board presence at student recognition.</p> <p><u>Evidence:</u> By June of 2025, The Superintendent will have coordinated student recognition opportunities at each site for the School Board to engage with students and families.</p> <p style="text-align: right;">49</p> <p><u>Mobilizing Community Engagement</u> The Superintendent will ensure multiple modes of communication to engage the community.</p> <p><u>Evidence:</u></p> <ul style="list-style-type: none"> ● During the 2024-25 school year, the Superintendent will conduct a minimum of four touch points per month for two-way communication with staff, parents, and community members. <p><u>Advocacy</u> The Superintendent will advocate for the fiscal and educational needs to our state and federal representatives.</p> <p><u>Evidence:</u></p> <ul style="list-style-type: none"> ● By June, 2025, the Superintendent will provide evidence of engagement in professional organizations and direct contact with state or federal representatives to advocate for the needs of our students and families.
--	---	---

<p><i>Provide leadership to commit resources to District priorities.</i></p>	<p><u>Finance and Operations</u> The School Board will ensure the mission of the school district is reflected in decision making.</p> <p><u>Evidence:</u> During the 2024-25 school year, the school board will review district finances to ensure resources are being committed to district priorities.</p>	<p><u>Finance and Operations</u> The Superintendent will ensure the mission of the school district is reflected in decision making.</p> <p style="text-align: right;">50</p> <p><u>Evidence:</u> During the 2024-25 school year, the Superintendent will ensure grant management shows maximization of resources by:</p> <ul style="list-style-type: none"> ● Reviewing and updating School Board about Auditor’s Report for organizational effectiveness ● Meeting ESSER funding closeout requirements ● Timely communications regarding financial matters to ensure board members have time to process budget information before being asked to make decisions or vote on allocation of resources to district priorities. ● The Superintendent will continue to work in partnership with city and county and non-profit organizations.
--	--	--

STUDENTS

Student Discipline

506-NB

I. PURPOSE

North Branch Area Public Schools recognizes that appropriate school behavior is critical to academic success and sustaining a safe and caring learning community. It is also the intention of this policy to ensure a safe and orderly learning environment for all students and a safe working environment for staff. Effective teaching of school appropriate behavior is the responsibility of the adults in every school. Effective school discipline includes the establishment of high standards of behavior, school cultures of respect and acceptance, instruction in appropriate behavior, time for students to learn appropriate behavior, and fair and proportionate consequences for failure to meet behavior expectations. Students share in the responsibility to uphold and respect the high standards of school behavior that contribute to the ability of all to learn. Effective discipline maximizes the amount of student and staff time and attention spent on teaching and learning and minimizes the amount of student and staff time and attention directed toward behavior that disrupts the learning process. The District looks to parents/guardians and families to partner in the teaching, learning and supporting of appropriate school behavior to maximize the academic success of their students. Effective discipline considers the age and development of the student in framing the instruction in appropriate behavior and the consequences for misbehavior. Effective discipline is educational, not punitive. Effective discipline includes building relationships, repair of harm and restoring relationships and restorative practices to re-engage students in their learning community. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40 through 121A.56.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

student to prevent imminent bodily harm or death to the student or another.

- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS (Minnesota Statutes, section 121A.611)

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 - 1. a student causes or is likely to cause serious physical harm to other students, staff, or self;
 - 2. the student's parent or guardian specifically consents to the use of recess detention; or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student From a Class
 - 1. The teacher or staff member will inform the student of expected behavior and allow the student a reasonable amount of time to correct his/her behavior. The teacher or staff member will determine if the student behavior requires removal of the student from class. If determined necessary, the student will be asked to leave the classroom by the teacher or staff member.
 - 2. If the student refuses to follow a teacher or staff member's direction to leave the classroom, the office will be notified and the principal or designee will respond.
 - 3. Details of the incident requiring removal from class will be provided to the principal or designee by the teacher or staff member initiating the removal as soon as possible following the occurrence.
- D. Responsibility for and Custody of a Student Removed From Class
 - 1. Each building in the school district will have a designated space that students will be directed to upon removal from class.
 - 2. The teacher or staff member removing the student from class will make a decision as to whether or not the student needs to be accompanied.
 - 3. Each building will have a discipline plan providing information as to the procedure the student follows while out of the class, and designation of who has control over and responsibility for a student after removal from class.
- E. Procedures for Return of a Student to a Class from Which the Student Was Removed

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

1. Following a conference with the principal or his/her designee, the student will return to class based on the readmission plan developed by the principal or designee during the conference with the student.
- F. Procedures for Notifying a Student and The Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;
1. Students and parents will be notified of rule violations and resulting disciplinary action through any of the following methods: a conference with the student, a phone call, a letter, an email, a copy of the referral form, or a conference with the parent, at the discretion of the principal or designee as appropriate for the severity of the infraction.
- G. Disabled Students; Special Provisions
1. Procedures for students with disabilities will be determined by the IEP teams and will follow current IDEA rules and regulations, including due process.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes section 121A.26; and
 2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes section 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct
1. The principal or his/her designee has discretion in assigning appropriate consequences to students for violations of the code of student conduct, considering such things as the severity of the infraction and the student's previous history of violations of the code of conduct.
- J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior
1. Parents will be notified of infractions of the student code of conduct that result in the student being referred to the principal or his/her designee. Each building will maintain adequate records of documented behaviors and interventions for each student.

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

- K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems
 - 1. Each building will have a Student Assistance Team that will be designed to promote early intervention practices in the classroom and school when staff and/or parents have indicated a concern.
- L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.
- M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services;
- N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031;

XII. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.
- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - 1. Willful violation of any reasonable school board regulation, including those found in this policy;
 - 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 - 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

- a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
 8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
 9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
 10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
 11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
 12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
 - Minn. Stat. § 120B.232 (Character Development Education)
 - Minn. Stat. § 121A.26 (School Preassessment Teams)
 - Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
 - Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 - Minn. Stat. §§ 121A.60 (Definitions)
 - Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
 - Minn. Stat. § 122A.42 (General Control of Schools)
 - Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
 - Minn. Stat. § 124D.03 (Enrollment Options Program)
 - Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
 - Minn. Stat. Ch. 125A (Special Education and Special Programs)
 - Minn. Stat. § 152.22, Subd. 6 (Definitions)
 - Minn. Stat. § 152.23 (Limitations)
 - Minn. Stat. Ch. 260A (Truancy)
 - Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
 - 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
 - 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

STUDENTS

Student Discipline

506-NB

34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

NB Policy 413 (Harassment and Violence)
NB Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
NB Policy 501 (School Weapons)
NB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
NB Policy 503-NB (Student Attendance)
NB Policy 505-NB (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
NB Policy 514 (Bullying Prohibition Policy)
NB Policy 524-NB (Internet Acceptable Use and Safety Policy)
NB Policy 525 (Violence Prevention)
NB Policy 526 (Hazing Prohibition)
NB Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
NB Policy 610 (Field Trips)
NB Policy 709-NB (Student Transportation Safety Policy)
NB Policy 711 (Video Recording on School Buses)
NB Policy 712 (Video Surveillance Other Than on Buses)

North Branch Independent School District No. 138: Policy #506-NB

Adopted: 2/12/98

Replaced: Policy #5144 Student Discipline Policy (Student); Policy # 5114 Suspension-Expulsion-Age of Majority (Student); and Policy #5115 Detention (Student)

Last Reviewed: 12/9/21

Revised: 5/5/03, 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

Effective: 6/10/04, 9/8/11, 7/10/14, 3/10/16, 6/8/17, 12/13/18, 8/27/20, 12/8/22, 8/10/23

I. PURPOSE

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 a student's ability to learn and/or a teacher's 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, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
1. on the school premises, at the school functions or activities, on the school transportation;
 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed

on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that

STUDENTS

Bullying Prohibition Policy

514

include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

STUDENTS

Bullying Prohibition Policy

514

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student

who is the target or victim of prohibited conduct.

- I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or

personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data

regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct.

Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement

STUDENTS

Bullying Prohibition Policy

514

- prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

STUDENTS

Bullying Prohibition Policy

514

- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 413 (Harassment and Violence)
NB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
NB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
NB Policy 501 (School Weapons Policy)
NB Policy 506 (Student Discipline)
NB Policy 507 (Corporal Punishment)
NB Policy 515 (Protection and Privacy of Pupil Records)
NB Policy 521 (Student Disability Nondiscrimination)
NB Policy 522 (Title IX Sex Nondiscrimination Policy)
NB Policy 524 (Internet Acceptable Use and Safety Policy)

North Branch Independent School District 138: Policy #514

Adopted: 6/10/04

Last Reviewed: 4/8/21, 12/9/21

Revised: 9/8/11, 8/14/14, 5/11/17, 12/8/22, 4/11/24

Effective: 6/10/04, 9/8/11, 8/14/14, 5/11/17, 12/8/22, 4/11/24

STUDENTS

Bullying Prohibition Policy

514

NB Policy 525 (Violence Prevention)
NB Policy 526 (Hazing Prohibition)
NB Policy 529 (Staff Notification of Violent Behavior by Students)
NB Policy 709 (Student Transportation Safety Policy)
NB Policy 711 (Video Recording on School Buses)
NB Policy 712 (Video Surveillance Other Than on Buses)



North Branch Area Public Schools E-Learning Plan

Table of Contents

Message from the Superintendent	1
MN State Statute 120A.41	1
E-Learning Plans	1
EC/Kindergarten e-learning plans	1
Sunrise River Elementary e-learning plans	2
North Branch Area Middle School e-learning plan	2
North Branch Area High School and Norse Area Learning Center	2
PSEO students	2
Distance Learning Academy	2
Family Support Strategies	2
Special Education Services - Individualized Education Program (IEP) or 504 Plan	2
Students Receiving Special Education Services	3
Students Receiving Services and Supports through 504 Plans	3
Students receiving English Language Services	3
Homeless	3
Mental Health and Well-Being Support	4
Therapeutic Services Agency	4
School-Linked Mental Health	4
Broadband and Internet Services	4
Technology Support	4
Student and Family Technology Support	4
NBAPS staff	5
Additional Resources	5

Message from the Superintendent

The purpose of our e-learning plan is to maintain instructional momentum when emergencies disrupt the ability to provide in-person instruction. Our e-learning plan allows for virtual learning rather than having to extend the school year later into June.

Emergencies leading to a temporary shift to e-learning may include:

- Facilities system failures
 - Water main break
 - Power outage
- Significant spread of Influenza-like illnesses
- Weather related closings (Weather cancellations may be designated as traditional “snow days” with no school in session)

We value the safety of our staff and students and having this e-learning plan in place allows flexibility for safe learning in emergency situations.

MN State Statute 120A.41

The Minnesota Department of Education (MDE) e-learning days statute outlines how Minnesota school districts can implement these instructional days. According to the statute:

- Definition: e-learning day means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.
- Notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.
- Notify parents and students of the e-learning day plan at the beginning of the school year.
- Accommodations for students without sufficient access to the Internet, hardware or software in their homes. (School administration, teachers, and other staff continually work with families to ensure equitable access to online learning resources including distributing “hot spots” or alternative resources if possible.)

E-Learning Plans

NBAPS' e-learning plan is designed to ensure a seamless and supportive transition to remote learning. We recognize that clear and consistent communication between teachers, students, and families is essential to the success of students during this time. To facilitate this, teachers will hold office hours from 9 am to 3 pm, offering dedicated support to help students and families navigate

this new learning environment. For more information on each building's specific e-learning plan and attendance verification procedures, please review the relevant documents listed below.

EC/Kindergarten e-learning plans

We are excited to offer an engaging e-learning day for your child. Please use the linked choice board to explore fun and educational activities designed to promote creativity and learning at home.

[Early Childhood Choice Board](#)

[Kindergarten Choice Board](#)

Sunrise River Elementary e-learning plans

Sunrise River Elementary e-learning plans are organized by grade level. Please use the linked grade-level plan below and follow the instructions.

[Grade 1](#)

[Grade 2](#)

[Grade 3](#)

[Grade 4](#)

[Grade 5](#)

North Branch Area Middle School e-learning plan

Please follow the student guidelines and expectations in the linked plan.

[NBAMS e-learning day plan](#)

North Branch Area High School and Norse Area Learning Center

Please follow the student guidelines and expectations in the linked plan.

[NBAHS](#)

[Norse ALC](#)

PSEO students

Students enrolled in PSEO must follow the e-learning plan and school closure of the college they are enrolled in.

Distance Learning Academy

There are no changes in the DLA programming and student expectations on e-learning days.

Family Support Strategies

[Early Childhood and Sunrise Student and Family Expectations](#)

[Middle School and High School/Norse Area Learning Center Student and Family Expectations](#)

Special Education Services - Individualized Education Program (IEP) or 504 Plan

In the event of extended school closures, the school district remains responsible for the free appropriate public education (FAPE) of its students eligible for special education services who have an individualized education program (IEP) or those with disabilities who qualify for a 504 Plan. Districts must plan how they will continue to meet the requirements of Part B (3- 21) and Part C (birth to three) of the Individuals with Disabilities Education Act (IDEA), Part B and Part C, and Section 504 of the Rehabilitation Act of 1973.

Students Receiving Special Education Services

Students with disabilities who receive special education services through an Individualized Education Program (IEP) or Individualized Family Services Plan (IFSP) will have access to their case manager and other service providers to receive support during e-learning. The goal is to support students to access their education. The IEP team can meet following e-learning days if there are concerns about the individual impact these days have on a student's learning.

Students Receiving Services and Supports through 504 Plans

Students with physical or mental impairments who receive services and support through a Section 504 Plan will continue to receive those services and supports during learning. The goal is to maintain as much of the 504 Plan as possible, however, not all current parts of a 504 Plan may be relevant or possible to implement during distance learning.

Questions or concerns regarding how the district is meeting the needs of students with disabilities receiving services and support through special education (IEPs) or section 504 (504 Plans) should contact either of the special services administrators listed below:

Kristin Orton, Special Services Supervisor

Korton@scred.k12.mn.us

320-438-9124

Sarah Kloeckl Director of Special Education

skloeckl@scred.k12.mn.us

320-358-1214

Students receiving English Language Services

NBAPS students receiving services through the English Language teacher will continue to receive services during distance learning. The English Language teacher will provide access to grade-level standards and academic support during distance learning.

For additional questions and or concerns please contact Reid Anderson at (651) 674-1176 or email at reanderson@isd138.org

Homeless

Students experiencing homelessness face unique barriers from school closings and to participating in e-learning, including limited availability of technology and living situations that do not support doing homework (e.g., in a car). The NBAPS Homeless Liaison Coordinator continues to work closely with building counselors, social workers, teachers, and support staff in identifying students and families who may be homeless.

If a family or student is homeless, please contact David Treichel at 651-674-1051 or email at dtreichel@isd138.org

Mental Health and Well-Being Support

The following information provides helpful information on how to find additional services, and how NBAPS is working with school-linked mental health services in providing the services to our students.

Therapeutic Services Agency

Therapeutic Services Agency (TSA) continues to operate the North Branch Day Treatment program at its Cambridge TSA location (1700 East Rum River Dr. - South Suite B). TSA does have telehealth options for students/families. New clients can call TSA's referral line (320-629-7600) to make a new referral. The Department of Health has given agencies telehealth platforms options so TSA is able to serve many clients.

School-Linked Mental Health

NBAPS students receiving services through school-linked mental health services will receive communication from [the](#) Therapeutic Service Agency in order to develop a plan to continue services during distance learning.

Broadband and Internet Services

Questions about broadband or Internet services in the area can be found at this [link](#) or the [District Website](#). Information on the website explains services that cellular and internet broadband service providers are included.

Technology Support

NBAPS technology department continues to offer technology support to students, families, and staff members during E-Learning. The information below provides how to access support and request technology assistance.

Student and Family Technology Support

Please call 651-674-1097 for district-supplied computers and hardware. If you do not reach a live person, please leave a voicemail and someone will return your call within one hour during normal business hours. Or, email us at parentsupport@isd138.org

Please contact your classroom teacher if there are issues and or concerns with instructional/classroom applications. They will escalate the concern if they are not able to quickly solve the issue.

NBAPS staff

Please call 651-674-1097 for district supplied computers and hardware.

Or, email us at helpdesk@isd138.org.

Licensed teachers should contact the media and technology integrationist or the building instructional strategy coach for student integration classroom applications.