

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL, FTLA ROOM #816
38431 LINCOLN TRL
NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
JULY 9, 2026
5:30 PM**

Remote Participation Notice: One or more School Board members may participate in this meeting remotely pursuant to Minnesota Statutes § 13D.02 or § 13D.021, using interactive technology. This provision applies to both regular business meetings and work sessions.

AGENDA

- | | | |
|-------|---|----|
| I. | Call to Order | |
| II. | Roll Call | |
| III. | Pledge of Allegiance | |
| IV. | Approval of Agenda | |
| V. | School Board Recognition | |
| | A. Spring Sports Award | |
| VI. | Superintendent's Report | 5 |
| VII. | Removal of Consent Items for Discussion | |
| VIII. | Approval of Consent Items | |
| | A. Minutes of June 11, 2026 Policy Committee Meeting | 13 |
| | B. Minutes of June 11, 2026 Regular School Board Meeting | 15 |
| | C. Authorization of Payments, Transfers, and Investment Activity | 22 |
| | D. Personnel | |
| | 1. Michele Anderson, resignation effective June 30, 2026, as Special Education Teacher at North Branch Area High School | |
| | 2. Kristen Johnson, resignation effective June 30, 2026, as Grade 3 Teacher at Sunrise River School | |
| | 3. Sidney Mullin, resignation effective July 30, 2026, as Special Education Assistant at Sunrise River School | |
| | 4. Laura O'Donnell, resignation effective July 30, 2026, as Lunchroom/Playground Assistant at North Branch Area Education Center | |
| | 5. Jennifer Seekon, resignation effective July 30, 2026, as Special Education Teacher at Sunrise River School | |
| | 6. Conlee Turnvall, termination effective June 5, 2026, as Special Education Assistant at Sunrise River School | |
| | 7. Christine Hartgers, leave extension through July 8, 2026, as School Age Care Adult Assistant at North Branch Area Education Center | |
| | 8. Laura Dahle, employment effective June 15, 2026, as Bookkeeper at North Branch Area Public Schools | |
| | 9. Molly Burrow, MA, Step 8, beginning with the 2026–2027 school year, as Math Teacher at North Branch Area High School | |

10. Grace Christopherson, BA + 45, Step 1, One-year contract for the 2026–2027 school year, as Tier 2 School Counselor at North Branch Area Middle School
 11. Rachel Dahl, BA + 15, Step 8, beginning with the 2026–2027 school year, as Elementary Teacher at Sunrise River School
 12. Katie Erickson, BS, Step 1, beginning with the 2026–2027 school year, as Elementary Teacher at North Branch Area Middle School
 13. Justin Haag, MS, Step 1, beginning with the 2026–2027 school year, as Speech Language Pathologist at North Branch Area Public Schools
 14. Kristin Mayne, BES, Step 17, beginning with the 2026-2027 school year, as FACS/Work Based Learning Teacher at North Branch Area High School
 15. Lauren Sertich, BS, Step 2, beginning with the 2026–2027 school year, as Elementary Teacher at North Branch Area Education Center
- E. Policies
1. Policy 417 - Chemical Use and Abuse 23
 2. Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction 28
 3. Policy 518 - DNR-DNI Order 32
- F. Designation of Identified Official with Authority for the MDE External User 33

Access Recertification System

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

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

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

- G. Acceptance of Donations 34
 Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

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

- IX. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.
- X. Old Business
- A. Consider Acceptance of Summary of Bids for Garbage Hauling for the 2026-27 School Year 35
 - B. Consider Acceptance of Summary of Bids for Diesel Fuel and Gasoline for the 2026-27 School Year 36
- XI. New Business
- A. Consider North Branch Area Public Schools E- Learning Plan 37
 - B. Consider the 2026-2027 Resolution for Membership in the Minnesota State High School League Membership Renewal Form 43
 - C. Consider the 2026-27 Student and Parent Handbook 45
 - D. Consider the Resolution Relating to the Election of School Board Members and Calling the School District General Election 86
 - E. Consider Renewal of Membership for Resource Training and Solutions — \$3,684.88 92
 - F. Consider Renewal of Membership for MREA — \$2500.00 93
 - G. Consider Approval First Reading of the Following Policies
 - 1. Policy 418 - Drug-Free Workplace/Drug-Free School 94
 - 2. Policy 516 NB - Student Medication 107
- XII. Information
- XIII. Board Requests
- XIV. Committee Reports
- XV. Dates to Remember
- A. July 20, 2026 at 3:30 PM - Negotiations Committee Meeting, North Branch Area Middle School, SRC Conference Room
 - B. July 20, 2026 at 4:00 PM - Principal Negotiations Session, North Branch Area Middle School, FTLA Room #816
 - C. July 23, 2026 at 5:30 PM - School Board Work Session, North Branch Area Middle School, FTLA Room #816
 - D. July 29, 2026 at 4:00 PM - Negotiations Committee Meeting, North Branch Area Middle School, SRC Conference Room

- E. July 29, 2026 at 4:30 PM - NBSSA Negotiations Session, North Branch Area Middle School, FTLA Room #816
 - F. August 13, 2026 at 4:30 PM - Policy Committee Meeting at North Branch Area Middle School, SRC Conference Room
 - G. August 13, 2026 at 5:30 PM - Regular School Board Meeting at North Branch Area Middle School, FTLA Room #816
- XVI. Adjournment



Superintendent Update July 9, 2026

Vision

What we intend to create

Inspire dreams,

build integrity,

instill hope

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

Mission

Purpose of our work

***Partner** with students, families and communities*

*to challenge all students to achieve their **greatest potential***

and become informed and engaged citizens.

The Culture We Create



Leading with purpose:

[Introduction to Training](#)

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STUDENTS

Bullying Prohibition Policy

514

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.

Moments that bring us together



"Attending the events reminded me how much I want to get out more and enjoy our community more."

-Brenda



A shared investment in our students and our community

Strong Partnerships

- Louisiana-Pacific
- Local 49
- Pine Technical & Community College
- Initiative Foundation
- CMJTS

Student Opportunity

- Career Pathways
- Work-Based Learning
- Registered Apprenticeships
- Industry Experiences

Community Impact

- New regional employer
- High-quality careers
- Stronger local economy
- Preparing the future workforce

10



Louisiana-Pacific Groundbreaking

A milestone demonstrating what is possible when education, workforce development, and economic development move Forward Together.



Partnership extends to pair ribbon cutting with AED Training open to the community



More information coming in the Fall Community Education brochure.



NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
June 11, 2026

The Policy Committee met on Thursday, June 11, 2026 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

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

Absent: None

The following policies were reviewed and will move to July 9, 2026 board consent agenda.

Policy 417 - Chemical Use and Abuse

Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

Policy 518 - DNR-DNI Order

The following policies were reviewed following the regular review process and will move forward for a first reading at the July 9, 2026 school board meeting.

Policy 418 - Drug-Free Workplace/Drug-Free School

Policy 516 NB - Student Medication

The following policies were reviewed following the regular review process and will not move forward to the consent agenda and/or a first reading at the July 9, 2026 school board meeting.

Policy 516.5 - Overdose Medication
Need further review by committee.

Updates on past policies reviewed that needed further discussion.

Policy 707 – Transportation and 707 - Addendum A - Transportation of Students Placed in Care and Treatment Programs

Todd recommended adopting Policy 707 - Addendum A - Transportation of Students Placed in Care and Treatment Programs to be used with Policy 707 – Transportation. Will bring back to a future committee meeting prior to moving forward with board's approval.

Policy 519

Pending response from Chisago County to make sure language aligns.

The meeting concluded at 5:25 PM.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM C120,
38705 GRAND AVENUE, NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, June 11, 2026
5:30 PM**

The School Board of Independent School District 138 met in regular session on Thursday, June 11, 2026 at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

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

Absent: None

Others in attendance: Katina Eklund, Kachel Kytönen, Pakou Lee, Todd Tetzlaff, Pat Tepoorten and David Treichel

Approval of Agenda:

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

School Board Recognition

The Viking Way Banner Project

Pakou Lee, Superintendent Paul, All Culture Club, NBAPS art teachers and all those involved were recognized for their hard work and contribution to the project. Project wouldn't have been made possible without the grants from East Central Regional Arts Council (ECRAC), Clean Water Land & Legacy Amendment and North Branch Area Education Foundation (NBAEF). Banners are now completed and will be display on Vikings Way (Grand Ave.) before the end of June 2026.

Superintendent's Report

Superintendent Paul highlighted the Maximizing Impact, Maximizing Impact Endowment Fund Golf Tournament, community partnership and feedback from the Edelstein Family Foundation and the Solar for Schools grant that was just awarded.

Removal of Consent Items for Discussion:

- a. Member Johnson requested that consent agenda Policy 525 - Violence Prevention (Applicable to Students and Staff) be removed for further board/committee discussion.

Moved by Grovender, seconded by Trampe, and carried unanimously to approve

the removal of Policy 525 - Violence Prevention (Applicable to Students and Staff) from tonight's consent agenda.

Consent Items:

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

- A. Minutes of May 14, 2026 Policy Committee Meeting
- B. Minutes of May 14, 2026 Regular School Board Meeting
- C. Minutes of May 28, 2026 Work Session
- D. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$ 1,097,493.00
- Auxiliary, Bank 12 - \$ 33,558.45
- Payroll, Bank 13 - \$ 3,574,855.82
- Scholarship, Bank 18 - \$ 0.00
- High School Student Activities, Bank 31 - \$ 233,033.60
- Middle School Student Activities, Bank 32 - \$ 0.00

E. Personnel

- a. Lorie Petrik, retirement effective at the end of the 2025 - 2026 school year as Preschool Teacher at North Branch Area Education Center
- b. Jillian Anderson, resignation effective May 20, 2026, as Human Resource Specialist at North Branch Area Public Schools
- c. Becky Cousino, resignation effective May 29, 2026, as Lunchroom/Playground Assistant at Sunrise River School
- d. Benjamin Paro, resignation effective at the end of the 2025 - 2026 school year, as Instrumental Music Teacher at North Branch Area Middle School
- e. Hannah Rawleigh, resignation effective at the end of the 2025 -2026 school year, as Family and Consumer Sciences Teacher at North Branch Area High School
- f. Kaitlin Turner, resignation effective at the end of the 2025 - 2026 school year, as Speech Language Pathologist at Sunrise River School

- g. Bridgette Cain, leave request effective May 20, 2026 through June 5, 2026, as Special Education Assistant at North Branch Area Education Center
- h. Morgan Lemmerman, leave request effective approximately September 16, 2026 for 6 weeks, as Health Clerk at Sunrise River School
- i. David Pirrie, leave request effective May 11, 2026 through June 5, 2026, as Distance Learning Teacher at Distance Learning Academy
- j. Caleb Stiles, leave request effective approximately May 31, 2026 through June 5, 2026, as Social Studies Teacher at Norse Area Learning Center
- k. Sarah Volk, leave request effective August 24, 2026, return to work September 16, 2026, as Media/Health Clerk at North Branch Area Education Center
- l. Kayla Carlson, employment effective June 1, 2026 through the end of the 2025 - 2026 school year, as Special Education Assistant at Life Work Center
- m. Becky Cousino, employment effective May 26, 2026, as Lunchroom/Playground Assistant at Sunrise River School
- n. Noel Moore, employment effective April 28, 2026, as School Age Care Adult Assistant at North Branch Area Education Center
- o. Robert Blackwell, beginning with the 2026 - 2027 school year, position change from Education Assistant at North Branch Area High School to BA, Step 1, One-year contract as Tier 1 English Learning Teacher at North Branch Area Public Schools
- p. Geri Erickson, effective August 1, 2026, position change from Early Childhood Assistant to BA/BS, Step 1, Community Education Early Childhood Instructor at North Branch Area Education Center
- q. Amanda Hals, beginning with the 2026 - 2027 school year, position change from Special Education Assistant to BS, Step 1, Special Education Teacher at Sunrise River School
- r. McKayla Jelberg, beginning with the 2026 - 2027 school year, position change from Special Education Assistant to BS, Step 1, Special Education Teacher at North Branch Area Education Center

- s. Christine Lundberg, effective June 1, 2026, position change from Bookkeeper to Human Resource Specialist at North Branch Area Public Schools
- t. Charles Linder, BA+30, Step 5, One-year contract for the 2026 – 2027 school year, as Tier 2 Special Education Teacher at North Branch Area High School
- u. Nathan Appleby, BA, Step 15, beginning with 2026 - 2027 school year, as Physical Education Teacher at North Branch Area High School
- v. Sara Carlston, MEd, Step 13, beginning with the 2026 - 2027 school year, as Math Teacher at North Branch Area Middle School
- w. Jon Griffith, BS+45, Step 3, one-year contract for the 2026 - 2027 school year, as Tier 2 Special Education Teacher at North Branch Area High School
- x. Cassandra Johnson, MS, Step 2, beginning with the 2026 - 2027 school year, as Elementary Teacher at Sunrise River School
- y. Whitney Murphy, BS, Step 6, beginning with the 2026 - 2027 School Year, as Special Education Teacher at North Branch Area High School
- z. Kaley Paehlke, BA, Step 1, beginning with the 2026 - 2027 school year, as Elementary Teacher at Sunrise River School
- aa. Caleb Stiles, MA, Step 3, beginning with the 2026 - 2027 school year, as Social Studies Teacher, at Norse Area Learning Center
- bb. Luke Swiatek, MAT, Step 1, beginning with the 2026 - 2027 school year, as Science Teacher at North Branch Area High School
- cc. Deanna Wilson, BA, Step 5, one - year contract for the 2026 -2027 school year, as Tier 2 English Teacher at North Branch Area Middle School

F. Tenure of the Following Teachers

- a. Nathan Appleby - Physical Education Teacher - North Branch Area High School

G. Q – Comp Report

H. Policy

- a. Policy 713 — Student Activity Accounting
- b. Policy 612.1 - Development of Parent and Family Engagement Policies for Title I Programs

I. Acceptance of Donations

May 2026 Donations

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
5/5/2026	Box Tops for Education	Sunrise River School	\$60.30	Sunrise River School - School Supply
5/5/2026	Embrace Orthodontics	Sunrise River School	\$250.00	Sunrise River School - Fun Run
5/5/2026	North Branch Dental	NBHS Athletics	\$100.00	North Branch Area High School - DECA Nationals
5/5/2026	North Branch Family Chiropractic	Sunrise River School	\$250.00	Sunrise River School - Fun Run
5/5/2026	North Branch Fire Relief Assoc	NBHS Scholarship	\$6,000.00	North Branch Area High School - Scholarship
5/5/2026	Pizza Pub of North Branch	Sunrise River School	\$500.00	Sunrise River School - Fun Run
5/5/2026	Prism Design & Embroidery	Sunrise River School	\$500.00	Sunrise River School - Fun Run
5/5/2026	Tailgaters	Sunrise River School	\$500.00	Sunrise River School - Fun Run
5/14/2026	Anonymous	NBHS Athletics	\$200.00	North Branch Area High School - FTC Robotics Worlds
5/14/2026	Melinda Flack	NBHS Athletics	\$50.00	North Branch Area High School - FTC Robotics Worlds
5/14/2026	Scott Kaufman	NBHS Athletics	\$100.00	North Branch Area High School - FTC Robotics Worlds
5/14/2026	Laurie Stramer	NBHS Athletics	\$100.00	North Branch Area High School - FTC Robotics Worlds
5/21/2026	Anonymous	NBHS Athletics	\$150.00	North Branch Area High School - Musical Prop Donation
5/28/2026	James Riley	NBHS Athletics	\$1,000.00	North Branch Area High School - FTC Robotics Worlds
			\$9,760.30	
MAY	Teddy's Heart Foundation	Sunrise River Elem.		AED System (Estimated Value \$6,964.00)

Open Mic

None

Old Business

- A. Approval of Second Reading of the Following Policy
Moved by Trampe, seconded by LaValla and carried unanimously to approve a Second Reading of the Following Policy.

1. Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

New Business

- A. Public Hearing on Student Fees for the 2025 - 2026 School Year
Todd Tetzlaff, Director of Human Resource and Finance gave a presentation on the Student Fees for the 2025 - 2026 School Year. There were no comments from the public.
- B. Approval of the Student Fees for the 2026 - 2027 School Year
Moved by Trampe, seconded by Grovender and carried unanimously to approve the Student Fees for the 2026 - 2027 School Year.

In addition to the approval of the Student Fees for the 2026 - 2027 School Year, member Trampe motioned to approve moving funds from General Fund 1 to Fund 2 to cover expenses for a first milk, breakfast and/or lunch for DLA students.

The motion for adoption of moving funds from General Fund 1 to Fund 2 to cover expenses for a first milk, breakfast and/or lunch for DLA students was duly seconded by Grovender

Voted for: Johnson, LaVall, Naegele and MacMillan

Voted against: none

C. Approval of Revisions to the 2025 - 2026 Budget and Adoption of 2026 - 2027 Budget

Moved by Grovender, seconded by Naegele and carried unanimously to approve Revisions to the 2025 - 2026 Budget and Adoption of 2026 – 2027 Budget.

D. Approval of the Long-Term Facilities Maintenance Plan

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Long-Term Facilities Maintenance Plan.

E. Approval of the Resolution Approving the Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of those Projects in the District's Application for Fiscal Year 2028 Long-Term Facility Maintenance Revenue

Moved by Grovender, seconded by Trampe and carried unanimously to approve the Resolution Approving the Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of those Projects in the District's Application for Fiscal Year 2028 Long-Term Facility Maintenance Revenue.

F. Approval of the Resolution Approving the Certification of Updated District Population Estimate

Moved by Naegele, seconded by LaValla and carried unanimously to approve the Resolution Approving the Certification of Updated District Population Estimate.

G. Approval of the Annual Language Access Plan

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Annual Language Access Plan.

H. Approval of the Resolution Establishing Dates for Filing Affidavits of Candidacy

Moved by Naegele, seconded by LaValla and carried unanimously to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy.

I. Approval of the Renewal of Membership in Minnesota School Boards Association

(MSBA) \$12,278.00

Moved by Naegele, seconded by LaValla and carried unanimously to approve the Renewal of Membership in Minnesota School Boards Association
(MSBA) \$12,278.00.

J. Approval of the Request to Bid for Garbage Services

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Request to Bid for Garbage Services.

K. Approval of the Request to Bid for Fuel and Gasoline

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Request to Bid for Fuel and Gasoline.

Information

None

Board Requests

None

Committee Reports

Member MacMillan mentioned that the last American Indian Parent Advisory Committee (AIPAC) is next week.

Dates to Remember

- A. July 9, 2026 at 4:30 PM, Policy Committee Meeting at North Branch Area Education Center, DO Conference Room B122
- B. July 9, 2026 at 5:30 PM, Regular School Board Meeting at North Branch Area Education Center, Board Room C120
- C. July 9, 2026 at 6:30 PM, School Board Retreat at North Branch Area Education Center, Board Room C120

Adjournment

Moved by Grovender, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:25 PM.

Heather Naegele, Clerk

**ELECTRONIC FUND TRANSFERS
JUNE 2026**

Direct Dep Cks	\$1,980,155.10		
ACHS	<u>\$10,841.47</u>		
	\$1,990,996.57		
Other Electronic Fund Transfers:			
Federal/FICA Taxes		6/1/2026	\$90,583.70
		6/1/2026	\$132,264.95
		6/15/2026	\$93,984.71
		6/15/2026	\$271,651.13
		6/29/2026	\$70,611.66
		6/29/2026	\$156,649.51
(Also reflected in P/R info)		6/30/2026	\$27.54
		6/30/2026	<u>\$28,335.07</u>
			\$844,108.27
Minnesota Withholding Taxes		6/2/2026	\$14,892.23
(Also reflected in P/R info)		6/2/2026	\$24,297.32
		6/16/2026	\$15,743.26
		6/16/2026	\$47,494.01
		6/30/2026	\$11,177.40
		6/30/2026	<u>\$24,200.12</u>
			\$137,804.34
Economic Service (EBC)		6/15/2026	\$13,634.60
(Also reflected in P/R info)		6/15/2026	\$17,301.98
		6/15/2026	\$48,519.78
		6/29/2026	\$12,926.82
		6/29/2026	<u>\$13,569.21</u>
			\$105,952.39
MII LIFE-F S A	PEIP	6/2/2026	\$250.00
	PEIP	6/16/2026	\$157.39
	PEIP	6/16/2026	\$3,000.00
	PEIP	6/17/2026	\$37.00
	PEIP	6/23/2026	\$38.00
	PEIP	6/23/2026	\$130.00
	PEIP Admin Inv	6/25/2026	\$421.25
	PEIP	6/29/2026	\$65.94
	PEIP	6/30/2026	\$51.22
	PEIP	6/30/2026	\$58.13
	PEIP	6/30/2026	<u>\$60.00</u>
			\$4,268.93
MII LIFE-M S A		6/15/2026	\$1,054.59
		6/15/2026	\$15,088.21
		6/29/2026	\$972.39
		6/29/2026	<u>\$6,910.21</u>
			\$24,025.40
Minnesota Teachers Retirement		6/12/2026	\$11,796.62
		6/12/2026	\$62,899.07
		6/12/2026	\$156,254.17
		6/26/2026	\$12,905.19
		6/26/2026	\$135,813.37
		6/30/2026	\$29.70
		6/30/2026	<u>\$10,146.55</u>
			\$389,844.67
PERA		6/12/2026	\$42,520.82
		6/26/2026	\$34,819.76
		6/30/2026	<u>\$7,153.67</u>
			\$84,494.25
Delta Dental Plan		6/23/2026	\$18,391.20
MN Sales Tax		6/18/2026	\$138.00
Neopost Advance		6/15/2026	\$999.84

EMPLOYEES/PERSONNEL

Chemical Use and Abuse

417

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish a drug-free awareness program for its employees.

III. DEFINITIONS

- A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's normal function in academic, school, or social activities is chronically impaired.
- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and "marijuana" as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.

North Branch Independent School District No. 138: Policy #417

Adopted: 2/12/98

Replaced: Policy 5131.61 Chemical Use and Abuse (Students)

Last Reviewed: 7/9/26

Revised: 6/10/04, 11/10/16, 4/13/23, 7/9/26

Effective: 6/10/04, 11/10/16, 4/13/23, 7/9/26

EMPLOYEES/PERSONNEL

Chemical Use and Abuse

417

- C. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

B. Programs and Activities

- 1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
- 2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

- 1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.
- 2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56.

North Branch Independent School District No. 138: Policy #417

Adopted: 2/12/98

Replaced: Policy 5131.61 Chemical Use and Abuse (Students)

Last Reviewed: 7/9/26

Revised: 6/10/04, 11/10/16, 4/13/23, 7/9/26

Effective: 6/10/04, 11/10/16, 4/13/23, 7/9/26

EMPLOYEES/PERSONNEL

Chemical Use and Abuse

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3. Searches by school district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than

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EMPLOYEES/PERSONNEL

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six (6) months after the student is no longer enrolled in the district.

- c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. EMPLOYEES

- A. The school district shall establish a drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace.
 - 2. The school district's policy of maintaining a drug-free workplace.
 - 3. Available drug counseling, rehabilitation, and employee assistance programs.
 - 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 299A.33 (DARE Program)
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)

North Branch Independent School District No. 138: Policy #417

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Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 416 (Drug, Alcohol, and Cannabis Testing)
NB Policy 418 (Drug-Free Workplace/Drug Free School)
NB Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
NB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
NB Policy 506 (Student Discipline)
NB Policy 515 (Protection and Privacy of Pupil Records)
NB Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

North Branch Independent School District No. 138: Policy #417

Adopted: 2/12/98

Replaced: Policy 5131.61 Chemical Use and Abuse (Students)

Last Reviewed: 7/9/26

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EMPLOYEES/PERSONNEL

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

419

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

North Branch Independent School District No. 138: Policy #419

Adopted: 2/12/98

Replaced: #1605 Policy on Tobacco/Smoke Free Environment (Community Section)

Last Reviewed: 7/9/26

Revised: 6/12/02, 4/12/12, 10/8/15, 11/8/18, 1/9/20, 7/8/21, 11/2/23, 7/9/26

Effective: 6/12/02, 4/12/12, 10/8/15, 11/8/18, 1/9/20, 7/8/21, 11/2/23, 7/9/26

419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

EMPLOYEES/PERSONNEL

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

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- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery

North Branch Independent School District No. 138: Policy #419

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EMPLOYEES/PERSONNEL

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction **419**

devices on school property or at off-campus events sponsored by the school district.

- C. An American Indian student or staff member may utilize tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

North Branch Independent School District No. 138: Policy #419

Adopted: 2/12/98

Replaced: #1605 Policy on Tobacco/Smoke Free Environment (Community Section)

Last Reviewed: 7/9/26

Revised: 6/12/02, 4/12/12, 10/8/15, 11/8/18, 1/9/20, 7/8/21, 11/2/23, 7/9/26

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419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

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Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction **419**

- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. § 121A.08 (Smudging Permitted)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 506 (Student Discipline)

North Branch Independent School District No. 138: Policy #419

Adopted: 2/12/98

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STUDENTS

DNR – DNI ORDERS

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I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life-threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI Section orders, shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Cross References:



Education Identity and Access Management Board Resolution

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

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

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

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

Organization Name: North Branch Area Public Schools

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

Superintendent or Exec. Director Name: Sara Paul

Will act as the IOwA? ☒ Yes ☐ No

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

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

Print Name: Sara Paul

Title: Superintendent

Board Member Signature: _____

Name: Tim MacMillan

Date: _____

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

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

June 2026

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
6/4/2026	Rosenbauer America, 5201 260th St, Wyoming, MN 55092	NBHS	\$100.00	Career Day Donation
6/9/2026	American Legion Post 139, PO Box 21, Harris, MN 55032	NBHS Athletics	\$250.00	JROTC Program Donation
6/9/2026	Tanya Giese, 4749 316th Ln, Stacy, MN 55079	NBHS Athletics	\$100.00	Clay Target Program Donation
6/9/2026	Tomas Family, 36877 Falcon Ave, North Branch, MN 55056	NBHS Athletics	\$350.00	FTC Robotics Worlds Donation
6/25/2026	Anonymous-(Midsummer Face Painting Donations)	NBHS Athletics	\$62.00	NHS Program Donation
6/25/2026	Gene Haas Foundation, 2800 Sturgis Rd, Oxnard, CA 93030	NBHS Athletics	<u>\$10,000.00</u>	FTC Robotics Program Donation
			\$10,862.00	
JUN	Taylor Lutzke	NBHS		*Donated 1 Prom Dress

BID SUMMATION

Board Meeting of July 9, 2026

GARBAGE HAULING

	Price/Month
Chisago Lakes Sanitation	\$9,120.41
Terry's Disposal	\$ 8,190.00

RECOMMENDED AWARD

GARBAGE HAULING

	Price/Month
Terry's Disposal	\$ 8,190.00

BID SUMMATION

Board Meeting of July 9, 2026

GASOLINE AND DIESEL FUEL

Prices Per Gallon

Bidder	July 1, 2026 Base Price	Delivered Price	Difference
Petroleum Traders Corp.			
Gasoline	\$2.5115	\$2.4765	\$-0.0350
Diesel	\$3.0275	\$2.9925	\$-0.0350
Beaudry Oil & Propane			
Gasoline	\$2.5069	\$2.4869	\$-0.0200
Diesel	\$3.0039	\$2.9839	\$-0.0200

RECOMMENDED AWARD

GASOLINE/DIESEL FUEL

Bidder	July 1, 2026 Base Price	Delivered Price	Difference
Beaudry Oil & Propane			
Gasoline	\$2.5069	\$2.4869	\$-0.0200
Diesel	\$3.0039	\$2.9839	\$-0.0200

North Branch Area Public Schools E-Learning Plan

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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.

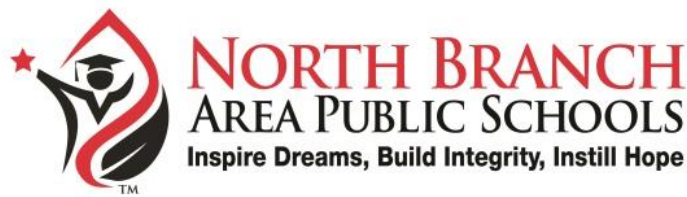
MN State Statute 120A.41

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 elearning. 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:

Lisa Dexter, Special Services Supervisor

ldexter@scred.k12.mn.us

Kristin Orton, Director of Special Education

Korton@scred.k12.mn.us

(320) 438-9124

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.



**2026-2027 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

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

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of _____ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

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

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

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

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

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

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

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

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

208.02 Designated Activity Representatives

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

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, ~~43~~ advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys Sports – please print)

(Girls Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

(Mailing Representative—please print)

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

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

Print Name: _____
(Superintendent or Head of School)

Signed: *Signature required*
(Clerk/Secretary - Local Governing Board)
electronically through DocuSign
Date: _____

Signed: *Signature required*
(Superintendent or Head of School)
electronically through DocuSign
Date: _____

2026-27 Student-Parent Handbook Revisions

As part of the annual review of the Student and Parent Handbook, administration has recommended several revisions intended to improve clarity, strengthen communication with families, and better reflect the culture and values of North Branch Area Public Schools. These revisions do not change Board policy or applicable state law. Rather, they provide clearer explanations, modernize language, and emphasize the shared responsibility among students, families, and staff in creating safe, welcoming learning environments.

Below is a summary of the proposed substantive revisions.

Technology for Learning

Purpose of the Revision

The current technology section primarily focuses on device management and rules for student-issued technology. The proposed revision reframes the section to emphasize the educational purpose of technology and better reflects the instructional philosophy of North Branch Area Public Schools.

The revised section affirms that technology is a tool to enhance learning, collaboration, creativity, and student engagement while recognizing that the most meaningful learning occurs through strong relationships with teachers, hands-on experiences, and interaction with peers. Technology is intended to support instruction, not replace the human connection that is essential to student learning.

The revision also reflects an important operational change for the 2026–2027 school year. Students in grades 6–8 will continue to have access to district-issued devices during the school day; however, devices will remain at school rather than routinely traveling home. This practice supports balanced technology use while ensuring students continue to have access to digital learning tools during instruction.

The section has also been reorganized to improve readability by presenting information in a more family-friendly format:

- Our Philosophy – Why the district uses technology to support learning: our balanced approach to technology.
- District Practice – How technology is implemented in our schools, including the new middle school device practice.
- Student Responsibilities – Expectations for responsible digital citizenship and care of district devices.
- Parent Partnership – The role families play in supporting responsible technology use.
- Device Procedures – Operational expectations for district-issued devices.

- Questions and Resources – Where families can find additional information.

This revision does not change the district's expectations for responsible technology use or compliance with existing School Board policies. Rather, it modernizes the language, reflects current instructional practices, and better communicates the district's belief that technology is most effective when it enhances, not replaces, high-quality teaching, hands-on learning, and meaningful relationships.

Pledge of Allegiance

Purpose of the Revision

The existing handbook language primarily explains the legal requirements regarding the Pledge of Allegiance. The revised language provides greater context by connecting the Pledge to our district's commitment to citizenship, service, respect, and civic responsibility.

The revision:

- Reinforces the importance of serving our community and our country.
- Honors those who have served to protect our nation's freedoms.
- Connects the Pledge to character development and responsible citizenship.
- Continues to recognize that participation remains voluntary in accordance with Minnesota law.
- Reinforces respect for the rights and beliefs of all students and staff.

This revision shifts the focus from legal compliance to educational purpose while maintaining all legal protections.

Student Parking

Purpose of the Revision

The current handbook language emphasizes parking permits and enforcement. The revised section better reflects the purpose of student parking by focusing first on safety while simplifying operational procedures.

The revision:

- Clearly explains the district's two student parking options.
- Clarifies that only the lot adjacent to the school requires a permit.
- Establishes that the same expectations apply to all student parking areas.
- Emphasizes safety, responsible driving, and respect for school property.
- Simplifies language to improve readability for students and families.

The revision does not change parking expectations or administrative authority.

Transportation

Purpose of the Revision

Transportation is often the first and last school experience many students have each day. The revised transportation section reframes school transportation as an extension of the district's commitment to providing safe, respectful, and welcoming learning environments.

The revision places a greater emphasis on:

- Student safety as the district's highest priority.
- Shared responsibility among students, families, bus drivers, transportation providers, and school staff.
- The important role bus drivers play in creating positive student experiences.
- Partnership with families in reinforcing safe transportation practices.
- Positive expectations before disciplinary consequences.

The operational procedures and student expectations remain substantially the same. However, the organization has been updated to present information in a more logical order:

1. Shared commitment to safety
2. Transportation procedures
3. Bus stop determination
4. Driver responsibilities
5. Student and parent responsibilities
6. Safety expectations
7. Transportation privileges and consequences

This organization helps families better understand that transportation is fundamentally about student safety rather than simply compliance with rules.

Overall Purpose

Collectively, these revisions reflect the district's commitment to communicating expectations in a manner that is:

- Student-centered
- Family-friendly
- Easy to understand
- Grounded in partnership
- Consistent with the culture and values of North Branch Area Public Schools

The revisions maintain compliance with Board policy and Minnesota law while presenting information in a way that better reflects the district's mission of preparing students to become responsible citizens and contributing members of their community.



2026-2027 Student-Parent Handbook

Independent School District #138
38431 Lincoln Trail
North Branch, MN 55056
651-674-1000/phone | isd138.org

Adopted by the School Board – July 9, 2026



@nbapschools



@nbapschools



@nbapschools



Search North Branch Area Public Schools



July 9, 2026

Welcome to the 2026–27 School Year!

Dear Students, Parents, and Guardians,

As we begin the 2026–27 school year, I want to thank you for placing your trust in North Branch Area Public Schools. Our mission is to partner with students, staff, families, and the community to challenge each learner to reach their greatest potential and become informed, engaged citizens. This mission guides everything we do.

This handbook is one way we fulfill that commitment. It is intended to provide clear and accessible information about district policies, expectations, and services, including updates from the most recent legislative session. At North Branch Area Public Schools, we believe that clarity is kind. When expectations are clearly understood, everyone has the opportunity to succeed. Clarity helps students stay focused, supports strong communication between home and school, and ensures that all members of our school community understand what the expectations are and what the consequences will be if they are not met.

Clear expectations also help ensure our schools remain safe and welcoming for all. When we work together to understand and follow the guidelines outlined in this handbook, we build a community where each student can thrive.

Please take time to review the contents carefully. If you have any questions, you are welcome to contact your child's school or reach out to me directly at spaul@isd138.org.

It is a great time to be a Viking! We look forward to partnering with you for a safe, successful, and inspiring school year.

Sincerely,



Sara Paul
Superintendent

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2026-2027 NBAPS Calendar

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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August 2026						
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30	31					

September 2026						
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October 2026						
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November 2026						
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29	30					

December 2026						
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27	28	29	30	31		

North Branch Area Public Schools
 Adopted 11-13-2025
38705 Grand Avenue
651-674-1000
North Branch, MN. 55056

July 6	Summer Targeted Services/ESY Begins
July 30	Summer Targeted Services/ESY Ends
Aug 12-13	New Teacher - PD
Aug 19-20	No School - PD
Aug 21	1st and 2nd Year Teacher - PD
Aug 24,25,27 & 28	No School - PD
Aug 26 & 31	Welcome Conferences K-8 & DLA NBAHS, ALC, CCSLWC Welcome Events
Aug 31	9th grade student orientation
Sept 1	First Day of School
Sept 2	LWC - All Students in Session
Sept 7	School Closed/Holiday
Sept 28	No School - PD
Oct 15 -16	School Closed/Holiday
Nov 19	Conferences K-12+ 3:30-7:00 pm
Nov 24	Conferences K-12+ 3:30-7:00 pm
Nov 25	No School - Conferences 7:30-11:00am/PD
Dec 23-31	School Closed/Holiday
Jan 1	School Closed/Holiday
Jan 18	School Closed/Holiday
Jan 19	No School - PD
Feb 15	School Closed/Holiday
Mar 16	Conferences K-12+ 3:30-7:00 pm
Mar 18	Conferences K-12+ 3:30-7:00 pm
Mar 22-26	School Closed/Holiday
Mar 29	No School - PD/Conferences 12-3:00pm
May 21	Last Day for Seniors
May 23	Graduation
May 28	Last Day of School
May 31	School Closed/Holiday
June 1-2	No School - PD

January 2027						
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31						

February 2027						
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March 2027						
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April 2027						
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May 2027						
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June 2027						
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20	21	22	23	24	25	26
27	28	29	30			

- School closed/holiday
- Welcome Conferences K-8
- Last day for seniors
- New teacher PD
- New and 2nd year teacher PD
- First/last day of school
- No school - PD
- CCSLWC all students in session
- Graduation
- Targeted Services / ESY begins and ends

NORTH BRANCH AREA PUBLIC SCHOOLS CONTACT INFORMATION

NORTH BRANCH AREA EDUCATION CENTER

38705 Grand Ave, PO Box 370

EC – Grade 1

Principal – Taylor Swanson tswanson@isd138.org

Phone Number: 651-674-1100

Director of Early Learning – Erica Bjerketvedt ebjerketvedt@isd138.org

Phone Number: 651-674-1225

School Hours: 8:05 AM – 2:40 PM (KG)

SUNRISE RIVER ELEMENTARY SCHOOL

37775 Grand Ave, PO Box 370

Grades 2 – 5

Principal – Taylor Swanson tswanson@isd138.org

Assistant Principal – Carrie Hoffman cahoffman@isd138.org

Phone Number: 651-674-1100

School Hours: 7:50 AM – 2:20 PM

NORTH BRANCH AREA MIDDLE SCHOOL

38431 Lincoln Trail, PO Box 370

Grades 6 – 8

Principal – Kelly Detzler kdetzler@isd138.org

Assistant Principal – Matt Lattimore mlattimo@isd138.org

Phone Number: 651-674-1300

School Hours: 8:05 AM – 2:40 PM

NORTH BRANCH AREA HIGH SCHOOL

38175 Grand Ave, PO Box 370

Grades 9 – 12

Principal – Clint Link clink@isd138.org

Assistant Principal – Jacob Truby jtruby@isd138.org

Phone Number: 651-674-1500

Assistant Principal - Amanda Daeger adaeger@isd138.org

Phone Number: 651-674-1406

Director of Activities – Kindra Helin khelin@isd138.org

Phone Number: 651-674-1512

School Hours: 7:55 AM – 2:31 PM

NORSE AREA LEARNING CENTER

38423 Lincoln Trail

Grades 9 – 12

Assistant Principal - Amanda Daeger adaeger@isd138.org

Phone Number: 651-674-1406

School Hours: 8:05 AM – 2:34 PM

DISTANCE LEARNING ACADEMY

Grades K – 12

Director - David Treichel dtreichel@isd138.org

Phone Number: 651-674-1050

SPECIAL EDUCATION

38705 Grand Ave, PO Box 370

Special Services Supervisor – Lisa Dexter ldexter@scred.k12.mn.us

Phone Number: 651-674-1239

LIFE WORK CENTER

38431 Lincoln Trail, PO Box 370

Grades 12+

Principal Kelly Detzler kdetzler@isd138.org

Phone Number: 651-674-1300

School Hours: 8:00 AM – 2:35 PM

OFFICE OF TEACHING AND LEARNING

Curriculum, Instruction, Assessment, and Staff Development

38705 Grand Ave, PO Box 370

Director - David Treichel dtreichel@isd138.org

Phone Number: 651-674-1050

COMMUNITY EDUCATION

38705 Grand Ave, PO Box 370

Director of Community Education – Erica Bjerketvedt ebjerketvedt@isd138.org

Phone Number: 651-674-1025

SCHOOL AGE CARE

38705 Grand Ave, PO Box 370

Director of Community Education – Erica Bjerketvedt ebjerketvedt@isd138.org

Phone Number: 651-674-1029

Hours of Operation: 5:45 AM – 6:00 PM

DISTRICT OFFICE

38431 Lincoln Trail, PO Box 370

Superintendent Sara Paul spaul@isd138.org

Phone Number: 651-674-1012

Director of Finance and Human Services – Todd Tetzlaff ttetzlaff@isd138.org

Phone Number: 651-674-1009

Office Hours: 7:00 AM – 3:30 PM

TRANSPORTATION DEPARTMENT

38150 Grand Ave

Director – Lonnie Hansen lhansen@isd138.org

Phone Number: 651-674-1034

Co Manager – Michale Carrol mcarroll@isd138.org

Phone Number: 651-674-1030

Office Hours: 6:00 AM – 4:00 PM

BUILDING AND GROUNDS DEPARTMENT

38431 Lincoln Trail, PO Box 370

Director – Zach Berg zberg@isd138.org

Phone Number: 651-674-1091

Office Hours: 6:00 AM – 2:30 PM

FOOD SERVICES – TAHER DINING

38175 Grand Ave, PO Box 370

Manager – Kali Mewhorter kalimewhorter@isd138.org

Phone Number: 651-674-1520

HEARING IMPAIRED – CALL 711

SCHOOL WEB SITE: www.isd138.org

STAFF DIRECTORY: <https://www.isd138.org/staff>

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

FACEBOOK: <https://www.facebook.com/nbapschools>

Sara Paul – Superintendent

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

(651) 674-1012 – office; (651) 338-1302 – cell; spaul@isd138.org

NORTH BRANCH AREA PUBLIC SCHOOLS STUDENT AND PARENT HANDBOOK 2026-2027

ACCIDENT INSURANCE

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

ACTIVITIES

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

To pay for activity fees on-line, see "Paying Fees Online" on page 18.

Fee Schedule:

High School Fee Schedule		Middle School Fee Schedule	
Boys and Girls Hockey	\$575	Grades 7-8	\$160
Football	\$300		
Grades 9-12	\$250		
Grades 7-8: playing 7-12 sport	\$250		
Activities (grades 9-12)		Activities (grades 7-8)	
Fine Arts / Academic / Musical / Speech	\$170	Grades 7-8: Speech	\$120
Math League / Knowledge Bowl / Jazz Band / Harmonaires	\$170	Grades 7-8: Knowledge Bowl	\$120
DECA / ProStart / FFA	\$170	Grades 7-8: Math League	\$120
Robotics (9-12)	\$170	Jazz Band	\$120
Clay Target	\$170 plus shells & clays	Show Choir	\$120
Weight Room Fees per season (Free during season with athletic registration)	\$50 per season	Robotics (7-8)	\$120
Family Cap: \$1000.00			

Eligibility standards have been set by the school district for participation in any co-curricular activity. These standards apply to athletics, competitive organizations, fine arts, and clubs.

ADDRESS CHANGES

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

ATTENDANCE

Students are expected to attend school every day that classes are in session. If a student must be absent, a parent or guardian is required to notify the school and provide the reason for the absence. Each school building has a designated attendance clerk and a specific phone number available for reporting absences. Alternatively, parents may also submit attendance information by sending a written note with the student on the day they return. For added convenience, families can report absences directly through the ParentVUE app.

- Education Center (Early Childhood - First Grade): 651-674-1207
- Sunrise (Second - Fifth Grade): 651-674-1107
- Middle School (Sixth - Eighth Grade): 651-674-1303
- High School (Ninth - Twelfth Grade): 651-674-1503
- Distance Learning Academy: 651-674-1052
- Norse Area Learning Center: 651-674-1062
- District COVID-19 Coordinator: 651-674-1012

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for religious observance. Requests for accommodation should be directed to the building principal.

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

AVAILABLE SERVICES

Chemical Health Services

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

Resources for Parents

- ♦ Chisago County Chemical Health Unit: 651-213-5600
- ♦ Fairview Behavioral Services: 651-982-7000
- ♦ Hazelden: 1-866-699-4694
- ♦ Lakes Area Human Services: 651-464-2194
- ♦ Lakes Center for Youth & Families: 651-464-3685
- ♦ MN Department of Health: www.health.state.mn.us

Counseling Services

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

Media Centers

Each school in the district features a media center designed as a vibrant hub for learning, collaboration, and exploration. These spaces support students in developing research, literacy, and digital citizenship skills through access to high-quality resources and equipment. Skilled media staff are available to guide students in using technology, locating information, and engaging in meaningful academic inquiry. While materials and technology are shared resources, we expect all students to treat them with care and responsibility. Each media center has specific guidelines and expectations that promote a respectful and productive learning environment, and students are responsible for understanding and following them.

Suicide Prevention

988 Suicide and Crisis Lifeline:

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

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

Use of School Buildings

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

COMMUNITY EDUCATION

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

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

Community Education and Early Childhood Family Education brochures are mailed to all residents of the school district three times a year. Youth and adults are invited to serve on the advisory councils to offer suggestions and support for the various programs sponsored by Community Education. For more information about Community Education, call 651-674-1025. For information about Early Childhood Family Education, call 651-674-1220. You may also visit the district's website under the [Community Education tab](#).

COMMUNITY EDUCATION SCHOOL-AGE CARE PROGRAM

Youth Connections is community education's child care program. We serve students ages 3 through 6th grade from 5:45 am - 6:00 pm at the North Branch Area Education Center. Grades are combined at one site for convenient pick-up; with special activities and spaces for ages 3-5 year olds, K-3rd graders, and 4th-6th graders. Youth Connections is open on all school days and in the summer. For more information, registration information and fees, contact Community Education at 651-674-1025 for more information.

CONSENT TO RELEASE EDUCATIONAL INFORMATION

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

CRISIS MANAGEMENT

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

DISTRIBUTION OF MATERIALS

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

E-LEARNING DAY PLAN

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

ELIGIBILITY REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES

A. ACADEMIC REQUIREMENTS

1. Minnesota State High School League (MSHSL) Bylaw 108
 - a. Students must be making satisfactory progress towards the school's requirement for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress.
 - b. Students in special classes must be making satisfactory progress toward the student's Individual Education Plan (IEP)
2. North Branch Area Public Schools Procedures
 - a. To be scholastically eligible, a student must be making satisfactory progress towards graduation. A grade-point average of C (2.0) shall be used as a guideline for eligibility. Students falling below the guideline will be reviewed on an individual basis.
 - b. General Practice. A student must have a cumulative GPA of 2.0 or above to be fully eligible for participation. Any student with a 1.99 GPA or lower will complete weekly academic progress reports for the entire sports season regardless of status on the weekly grade report. Students with 1 or more failing grades on the coaches' weekly grade report will complete an academic progress report showing improvement. Eligibility will be determined on a weekly basis. If a student continually fails to turn in academic progress sheets or is on the weekly grade reports with 2 or more F's for consecutive weeks, they may be ineligible for a longer duration or the student may be dismissed from the team. Each case will be handled with the Head Coach and Activities Director on an individual basis. *This does not include any freshman until after the first semester since they do not have a HS GPA.
 - c. A student on academic probation must turn in weekly eligibility sheets to his or her coach in order to be eligible for competition. Failure to turn in probation sheets will make a student ineligible for competition for one week. If a student continually fails to turn in academic probation sheets, the student will be dismissed from the team.
 - d. Students on IEP's or a 504 Plan are reviewed on a case by case basis.

B. ATTENDANCE REQUIREMENTS

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

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

All student athletes are subject to the Minnesota State High School League's chemical eligibility and use of mood altering chemicals bylaw (205.00). The use or possession of alcohol, tobacco and nicotine-related products, and mind-altering substances, at any time during the calendar year can have serious repercussions for athletes. Families are encouraged to become familiar with these rules. They can be reviewed in the MSHSL handbook at [MSHSL - STUDENT ELIGIBILITY BYLAWS](#).

EMERGENCY CARDS

Each year parents are asked to review student emergency contact information in ParentVUE. This access allows parents to review, add, or update any emergency contact information for their child at all school locations. North Branch Area Public Schools staff members cannot be designated an emergency contact. Staff members are not available in an emergency to leave work to take care of a friend's sick child and/or to take children to receive medical attention. Please list only those people who are available to come and pick up a child and/or take a child to

the hospital if the need arises. If you do not have access to your ParentVUE account, please contact the office at which your child attends. You will not need to contact all buildings if you have a child in multiple school buildings.

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

FINES FOR LOST OR DAMAGED BOOKS

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

FOOD TREATS

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

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

FUND RAISING

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

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

GRADUATION REQUIREMENTS

Mapping out courses that align with each student’s passion and goals is extremely important. As each student learns and grows, passions and goals will shift and impact course selections. Monitoring and adjusting course selection is a great way to celebrate what each student is learning and how learning continues to impact future goals.

To earn a high school diploma from North Branch Area Public Schools, students must complete required credits in core subjects including language arts, mathematics, science, social studies, arts, and physical education, along with elective credits and a course in personal finance (required for students beginning grade 9 in the 2024–2025 school year or later). Graduation requirements are aligned with Minnesota state academic standards and support college and career readiness. Some credits may be fulfilled through alternative pathways such as career and technical education or dual credit courses. Students and families are strongly encouraged to work closely with their college and career guidance counselor to develop a personalized four-year plan that aligns with graduation requirements and postsecondary goals. Specific graduation requirements vary slightly by graduating class; please refer to the [Student Course Registration Guide](#) and review the chart beginning on page 11 for details. Please contact the school counseling office with any questions.

Participation in Graduation Commencement Ceremony

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

HALL PASS VISITOR MANAGEMENT SYSTEM

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

HOT LUNCH PROGRAM/PRICES/NOTICE

A nutritious breakfast and lunch are served each day that school is in session beginning on the first day of school. Students will be provided up to one breakfast and one lunch per day at no cost to the family. Families do not need to apply for educational benefits in order to have access to these meals at school. If interested, there are additional benefits, including free or reduced student activity fees for qualifying families who apply for educational benefits. Parents need only fill out ONE APPLICATION PER FAMILY when they [apply for educational benefits here](#).

<u>Meal prices are:</u>	<u>Grades K-5</u>	<u>Grades 6-12</u>
Lunch	n/c	n/c
Breakfast	n/c	n/c
Milk	\$0.70	\$0.70
DLA Student Lunches	\$5.15	\$5.15
DLA Student Breakfast	\$2.70	\$2.70
Adult Lunches	\$5.15	
Adult Breakfast	\$2.70	
Dairy free milk is available upon request		

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

For distance learning students, students will be provided one breakfast and/or one lunch per day at no cost to the family if they are on campus for learning during the breakfast and/or lunch period.

For a la carte purchases, a computerized accounting system is used which provides for prepaid family accounts. Students are assigned a personal identification number (PIN #). Money must be deposited into your account in advance. Families may restrict the use of the account for a la carte items by contacting the food service department. To add money to your account, see "Paying Fees Online" on page 18. Meal services are provided by Taher Dining. Call 651-674-1520 if you have questions about the food service.

ILLNESS PROTOCOLS

The MN Department of Health provides guidance to school districts regarding protocols to follow when children are exhibiting symptoms that may require exclusion from school. Considerations include:

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

A student who becomes ill while at school may go to the health room. If the student needs to go home, parents will be called. If parents cannot be reached, the person designated by parents on the emergency information card will be notified.

INDOOR AIR QUALITY

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

INTERNET ACCEPTABLE USE/TECHNOLOGY

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

The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons. Participation in "distance learning" and virtual learning is subject to all district policies and rules. The district's internet acceptable use and safety policy govern this participation and can be found [here](#).

ARTIFICIAL INTELLIGENCE

As artificial intelligence (AI) continues to impact our daily living, our district is committed to using this technology in ways that foster innovation and strengthen our learning community. We believe AI should not replace human connection but rather enhance it—serving as a tool to support deeper engagement, creativity, and personalized learning. Our approach is guided by principles that promote ethical use, inspire students to explore their passions, and empower them to make thoughtful, principled decisions. By embracing forward-thinking practices and keeping people at the center, we aim to create dynamic, equitable, and optimistic learning environments where all students are inspired to realize their full potential and contribute meaningfully to a better world. [Link to guidelines](#)

MEDICATIONS

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

MILITARY PERSONNEL

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

MINNESOTA ACADEMIC STANDARDS AND ASSESSMENTS

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

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

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

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

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

For more information regarding the MN Academic Standards and Assessments, please refer to this link: [Assessment and Evaluation](#)

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

Minnesota Comprehensive Assessments (MCAs)

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

WIDA ACCESS and WIDA Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from EL services.

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit from EL services.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Certain statewide assessment calculations include all eligible students, including those who do not participate. Non-participation impacts accountability results, which may affect the school's ability to be identified for support or recognized for success.

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

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

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

Additional Information

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

Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. **This form must be submitted to your student's school or district office prior to testing.**

First Name: Middle Initial: Last Name:

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

School: District:

Parent/Guardian Name (print):

Parent/Guardian Signature: Date:

Reason for Refusal:

Please indicate the statewide assessment(s) your student will not participate in this school year:

- | | |
|--|--|
| ☐ Reading MCA/Alternate MCA | ☐ Science MCA/Alternate MCA |
| ☐ Mathematics MCA/MTAS | ☐ WIDA ACCESS/WIDA Alternate ACCESS |

Contact your school or district for more information on participation decisions for local assessments.

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

MOBILE APP

Everything Vikings in your pocket!

Stay up-to-date with access to events, documents, news from administrators, student stories, and even emergency notifications. You can download the app for free on Google Play (<https://bit.ly/3phclA7>) or Apple App Store (<https://apple.co/3p6NNPA>).

ONLINE ACCESS TO STUDENT INFORMATION

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

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

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

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

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

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

PARENT COMMUNICATION

Apptegy is an outgoing mass notification system. North Branch Area Public Schools uses this system to communicate important information to parents and staff, and in emergency situations. The Apptegy system is used to notify parents when their child is not in school.

LANGUAGE ACCESS AND THE IMPORTANCE OF HOME LANGUAGE COMMUNICATION

North Branch Area Public Schools is committed to ensuring every student and family has meaningful access to school programs, services, and communication. We recognize and value the diverse linguistic backgrounds of our families, and we believe that clear, respectful communication in a family's home language strengthens the partnership between school and home. As part of this commitment, NBAPS offers interpretation and translation services for essential information and events, so that all families can engage fully in their child's education and feel welcomed as active participants in our school community.

Link: [North Branch Area Public Schools ISD 138 Language Access Plan](#)

PARENT/TEACHER CONFERENCES

Sunrise River School & Ed Center (KG)		Middle School		High School		Early Childhood	
Nov. 19	3:30 - 7:00 PM	Nov. 19	3:30 - 7:00 PM	Nov. 19	3:30 - 7:00 PM	Nov. 19	3:30 - 7:00 PM
Nov. 24	3:30 - 7:00 PM	Nov. 24	3:30 - 7:00 PM	Nov. 24	3:30 - 7:00 PM	Nov. 24	3:30 - 7:00 PM
Nov. 25	7:30 - 11:00 AM	Nov. 25	7:30 - 11:00 AM	Nov. 25	7:30 - 11:00 AM	Nov. 25	7:30 - 11:00 AM
March 16	3:30 - 7:00 PM	March 16	3:30 - 7:00 PM	March 16	3:30 - 7:00 PM	March 16	3:30 - 7:00 PM
March 18	3:30 - 7:00 PM	March 18	3:30 - 7:00 PM	March 18	3:30 - 7:00 PM	March 18	3:30 - 7:00 PM
March 29	12:00 - 3:00 PM	March 29	12:00 - 3:00 PM	March 29	12:00 - 3:00 PM	March 29	12:00 - 3:00 PM

Distance Learning Academy Elementary		Distance Learning Academy Middle School		Distance Learning Academy High School		Norse Area Learning Center	
Nov. 19	3:30 - 7:00 PM	Nov. 19	3:30 - 7:00 PM	Nov. 19	3:30 - 7:00 PM	Nov. 19	3:30 - 7:00 PM
Nov. 24	3:30 - 7:00 PM	Nov. 24	3:30 - 7:00 PM	Nov. 24	3:30 - 7:00 PM	Nov. 24	3:30 - 7:00 PM
Nov. 25	7:30 - 11:00 AM	Nov. 25	7:30 - 11:00 AM	Nov. 25	7:30 - 11:00 AM	Nov. 25	7:30 - 11:00 AM
March 16	3:30 - 7:00 PM	March 16	3:30 - 7:00 PM	March 16	3:30 - 7:00 PM	March 16	3:30 - 7:00 PM
March 18	3:30 - 7:00 PM	March 18	3:30 - 7:00 PM	March 18	3:30 - 7:00 PM	March 18	3:30 - 7:00 PM
March 29	12:00 - 3:00 PM	March 29	12:00 - 3:00 PM	March 29	12:00 - 3:00 PM	March 29	12:00 - 3:00 PM

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

PAYING FEES ONLINE

NBAPS offers families the option of paying for a la carte lunch items, athletics/activities, parking permits, and driver's education online. To pay fees online, please follow this link: [Paying Fees Online](#). Following the simple steps there, you can add to the account balance for each of your students using a credit card or electronic transfer from your checking or savings account.

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

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

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

CELL PHONE USE AND OTHER ELECTRONIC COMMUNICATION DEVICES

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

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

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

2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject

to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

In NBAPS, our youngest learners are not allowed on screens, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

TECHNOLOGY FOR LEARNING

Our Philosophy

Use At North Branch Area Public Schools, technology is used to enhance learning, expand opportunities, and prepare students for success in college, careers, and life. We believe the most meaningful learning happens through strong relationships with teachers, collaboration with classmates, hands-on experiences, creativity, and active engagement.

Technology is an important instructional tool that enriches learning by providing access to information, encouraging innovation, supporting collaboration, and developing digital literacy. It is intended to complement—not replace—the human interaction, discussion, problem solving, and hands-on experiences that are essential to student growth.

Technology is one of many tools used to support high-quality instruction and meaningful learning experiences.

DISTRICT TECHNOLOGY PRACTICE

North Branch Area Public Schools provides students with age-appropriate access to technology based on instructional needs and student development. Expectations for student device use vary by grade level.

Preschool

Technology is used by teachers to enhance instruction through interactive learning experiences. Preschool students are not assigned individual district devices. Learning at this level emphasizes play, exploration, movement, and relationships.

Kindergarten through Grade 5

Elementary students are provided access to district technology during the school day to support classroom instruction, creativity, research, and personalized learning. Devices remain an instructional tool that supports hands-on learning and teacher-led instruction.

Grades 6 through 8

Beginning with the 2026-2027 school year, students will no longer be assigned an individual Chromebook for daily use. Instead, students will have access to district-owned shared Chromebooks that are available throughout the school day.

Students with unique educational, medical, or temporary circumstances may be eligible to check out a district Chromebook on a case by case basis.

Grades 9 through 12

High school students are issued an individual district device for use both at school and at home. Students are expected to bring their fully charged device to school each day and use it responsibly to support classroom instruction, assignments, research, communication, and learning beyond the school day.

STUDENT RESPONSIBILITIES

Students are expected to:

- Use district technology to support learning and educational activities.
- Demonstrate responsible digital citizenship.
- Follow all School Board policies and district technology expectations.
- Care for district-issued devices and report lost, stolen, or damaged devices promptly.
- Protect usernames, passwords, and personal information.
- Respect the privacy, work, and property of others.
- Use technology in a manner that reflects the values of North Branch Area Public Schools.

FAMILY PARTNERSHIP

Families play an important role in supporting responsible technology use.

Parents and guardians are encouraged to:

- Review district technology expectations with their student.
- Encourage responsible digital citizenship.
- Support the proper care of district-issued devices.
- Communicate technology questions or concerns with school staff.
- Reinforce healthy and balanced technology habits at home.

DEVICE PROCEDURES

District-issued devices are provided to support student learning and remain the property of North Branch Area Public Schools.

Students are expected to:

1. Use district-issued devices for educational purposes.
2. Bring assigned devices to school each day when applicable.
3. Keep devices in good working condition.
4. Report lost, stolen, or damaged devices immediately.
5. Use only district-approved software and settings.
6. Never share an assigned device with another individual unless directed by staff.
7. Return district-issued devices upon request or at the end of the school year.

Access to district technology is a privilege that carries the responsibility of using devices safely, ethically, and in accordance with School Board policy and district expectations.

QUESTIONS

Families with questions regarding district technology practices or student-issued devices are encouraged to contact their child's school or the Technology Department. Additional information is available on the district website at www.isd138.org.

PESTICIDE NOTICE TO PARENTS AND GUARDIANS

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

North Branch Area Public Schools have lawn treatments done up to 4 times a year. A notification flag with the date of application is put on all our lawns that have been treated notifying people and pets to stay off the lawn for up to 24 hours from noted dates. Specific application dates of any pesticides are dependent on weather and building usage.

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

PLEDGE OF ALLEGIANCE

At North Branch Area Public Schools, we believe serving our community and our country begins with character, responsibility, and respect. The Pledge of Allegiance provides an opportunity to honor our nation, recognize those who have served to protect our freedoms, and reflect on our shared responsibility to be engaged citizens. As part of fostering responsible citizenship, students receive instruction in the proper etiquette, display, and respect of the United States flag and are provided the opportunity to recite the Pledge of Allegiance one or more times each week. In accordance with Minnesota law, participation in the Pledge of Allegiance is voluntary. Any person who has a conscientious objection or personal reason may choose not to participate. Students and staff are expected to respect the rights and beliefs of others while maintaining a respectful learning environment.

SCHOOL BOARD INFORMATION

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

School Board Contact Information:

Tim MacMillan, Chair	952-457-5464	tmacmillan@isd138.org
Sarah Grovender, Vice Chair	320-282-8058	sgrovender@isd138.org
Heather Naegele, Clerk	612-272-4573	hosagiede@isd138.org
Jesse LaValla, Treasurer	651-328-9184	jlavalla@isd138.org
Adam Trampe, Director	651-336-0153	atrampe@isd138.org
Shelly Johnson, Director	651-252-9440	shellyjohnson@isd138.org
Superintendent Sara Paul	651-338-1302	spaul@isd138.org

SCHOOL CLOSINGS OR EMERGENCIES

The school district's mass notification system, Apptegy, will be utilized as quickly as possible to notify those affected by weather emergencies. There will always be announcements on radio stations -- WCMP 1350 AM or 100.9 FM, and WCCO 830 AM -- and television stations -- KSTP (Channel 5), KARE (Channel 11), WCCO (Channel 4), KSTC (Channel 45) and KMSP Fox (Channel 9) -- when schools are closed due to severe weather. The North Branch Area Public School District website and information line (651-674-1411) will also have such information. It is imperative that arrangements be made with neighbors or friends to care for your children should you happen to be away from your home.

Be sure your children are familiar with these arrangements and know where they are to go if they are dismissed early from school for an emergency. It is not possible for us to make telephone contact with every parent in the event of a school closing.

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

In the event of an emergency that prevents in-person learning, North Branch Area Public Schools may implement the Level 5 Safe Learning Continuum. This plan allows instruction to continue remotely and ensures consistency, safety, and access to learning across all grade levels. Students and families can expect communication, support, and clear expectations during these days. For details, please refer to the full [Level 5 E-Learning Plan](#).

SCHOOL INFORMATION TELEPHONE LINE (651-674-1411)

In addition to other forms of mass communication around school closings and delays, NBAPS also maintains a telephone information line at 651-674-1411, that provides recorded messages when weather or other situations require a change to the school schedule. These messages are accessible with a touch-tone phone.

SCHOOL DISTRICT WEBSITE: www.isd138.org

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

SEARCHES

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

Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

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

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

Desks

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

Personal Possessions and Student's Person

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

Student Parking

Student parking is a privilege that carries the responsibility of promoting a safe and orderly school environment.

North Branch Area Public Schools provides two student parking options:

- General Student Parking Lot by the tennis courts: No parking permit is required.
- Main Campus Student Parking Lot: A valid parking permit is required to park in the lot closest to the school building.

Students parking in either lot are expected to comply with all school district rules, traffic laws, parking procedures, posted signage, and staff directions. Failure to do so may result in disciplinary action, suspension or revocation of parking privileges, and other consequences consistent with the Student Discipline Policy. Parking permit fees are nonrefundable. The district reserves the right to suspend or revoke parking privileges at any time for violations of school rules or safety expectations.

STUDENT DATA PRIVACY

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

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

STUDENT SAFETY/DISCIPLINE

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

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

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

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

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

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

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

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

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

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

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

TEACHER QUALIFICATIONS NOTICE

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

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

TRANSPORTATION

Safe Transportation: A Shared Responsibility

North For many students, the school bus provides the first and last school experience of each day. At North Branch Area Public Schools, we are committed to making every bus ride safe, respectful, and welcoming. Transportation is an important partnership among students, families, bus drivers, 4.0 School Services, and school staff. Each of us plays an important role in creating an environment where students arrive at school ready to learn and return home safely each afternoon.

Safety is our highest priority. Students contribute by following transportation expectations, showing respect for others, and listening to driver directions. Families support student success by reinforcing safe behaviors and following transportation procedures. Our bus drivers are highly trained professionals who are committed to transporting students safely every day.

Working together, we create a transportation experience that reflects the values of North Branch Area Public Schools.

Transportation Information

NBAPS Transportation services for North Branch Area Public Schools are provided by 4.0 School Services.

- Bus passes are not available because buses operate at or near capacity.
- Requests for daily transportation changes should be made at least 30 minutes before the end of the school day.
- Students are assigned one regular morning pick-up location and one regular afternoon drop-off location. These locations may differ. Families may request up to two permanent location changes per school year.
- New students and approved transportation changes generally require up to five business days to become effective. During this time, families are responsible for transportation arrangements. School-age childcare is available until 6:00 p.m. for a fee if needed.

Bus Stop Locations

Student safety is the primary consideration when establishing bus stop locations. The district strives to limit walking distances whenever possible while also considering traffic patterns, visibility, road conditions, safe bus turnarounds, and operational efficiency. Bus stop locations may be adjusted from year to year to improve safety and transportation efficiency. North Branch Area Public Schools selects bus stop locations that provide the safest reasonable pick-up and drop-off locations for students.

Our Bus Drivers

The North Branch Area Public Schools partners with licensed school bus drivers who are trained and certified by the State of Minnesota. Drivers receive ongoing training in student transportation safety, first aid, emergency procedures, and safe driving practices.

Drivers are responsible for maintaining a safe environment for all passengers and are authorized to provide directions and enforce district transportation expectations that promote safety and security.

School Bus Safety Training

The first week of school is designated as School Bus Safety Week. Students in kindergarten through grade 12 receive age-appropriate instruction on school bus safety. Students who ride the bus are expected to understand and demonstrate safe transportation practices, including:

1. District transportation expectations and school bus safety rules.
2. Safe behavior at the bus stop.
3. Proper conduct while riding the bus.
4. Safe loading and unloading procedures.
5. Safe street and vehicle lane crossing procedures.
6. Emergency evacuation procedures.
7. Respectful behavior that helps create a safe ride for everyone.

Student Responsibilities

Students help create a safe transportation environment by following driver directions, treating others with kindness and respect, using appropriate language and behavior, remaining seated, keeping hands, feet, and belongings to themselves, following all bus stop and bus safety expectations, and helping maintain a safe and welcoming environment for everyone on the bus.

Parent Responsibilities

Families are important partners in transportation safety. Parents and guardians are encouraged to review transportation expectations with their child, reinforce safe bus stop and bus riding behaviors, ensure students arrive at the bus stop approximately five minutes before the scheduled pick-up time, dress students appropriately for weather conditions, practice safe walking and street-crossing habits, communicate transportation concerns with school staff when needed, and develop a family plan for transportation delays or emergency school closures.

Bus Stop Expectations

1. Arrive at the bus stop approximately five minutes before the scheduled pick-up time.
2. Respect others and school property.
3. Stay out of the roadway while waiting.
4. Wait until the bus has come to a complete stop before approaching.
5. Move at least ten feet away from the bus after exiting.
6. Cross only when directed by the driver and always in front of the bus.
7. Keep hands, feet, and belongings to themselves.

8. Refrain from fighting, harassment, intimidation, horseplay, or the use of prohibited substances.

Bus Riding Expectations

1. Follow driver directions promptly.
2. Remain seated facing forward.
3. Use quiet voices and respectful language.
4. Keep all body parts inside the bus.
5. Keep hands, feet, and belongings to themselves.
6. Help maintain a clean and safe bus.
7. Refrain from throwing objects.
8. Refrain from fighting, harassment, intimidation, or horseplay.
9. Never bring weapons, dangerous objects, alcohol, tobacco, drugs, or vaping products onto the bus.
10. Respect school district property.

Maintaining Transportation Privileges

School bus transportation is an important service provided by North Branch Area Public Schools. Students who consistently demonstrate safe and respectful behavior help ensure that transportation remains a positive experience for everyone.

Students who repeatedly violate transportation expectations may be subject to disciplinary action, including the temporary or permanent loss of bus riding privileges, in accordance with district policy. Parents or guardians will be notified of any suspension of transportation privileges.

Serious incidents involving vandalism, criminal conduct, weapons, assault, or illegal substances may result in immediate disciplinary action, restitution for damages, notification of law enforcement when appropriate, and additional school disciplinary consequences.

VIDEO RECORDING ON SCHOOL BUSES

To support student safety and promote positive behavior, North Branch Area Public Schools utilizes video recording equipment on school buses in accordance with School Board Policy 711. Video recordings may be used to assist in investigating incidents and reinforcing transportation safety expectations.

VIDEO SURVEILLANCE OTHER THAN ON BUSES

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

VISITOR POLICY

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

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

WELLNESS

All school districts are required by the Child Nutrition and WIC Reauthorization Act of 2004 to have a Wellness Policy adopted by June 30, 2006. Policy is updated on a regular basis. The school board adopted the Wellness Policy 533 June 2006. As stated in the policy, "The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards." You will find this policy in the policy section of this handbook. Parents and interested members of the community are invited to participate on the Wellness Committee. If interested, reach out to Todd Tetzlaff at ttetzlaf@isd138.org or call directly to 651-674-1009.

NOTICES SECTION

NONDISCRIMINATION ON THE BASIS OF DISABILITY

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

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

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

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

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

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

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

Branch, MN 55056. The grievance must be filed within 10 calendar days of the allegedly discriminatory conduct or it is waived.

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

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

NONDISCRIMINATION ON THE BASIS OF GENDER

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. (See Policy 522 Student Sex Nondiscrimination.) Designation of Responsible Employee: The Board of Independent School District No. 138, North Branch, Minnesota, has designated Dr. Todd Tetzlaff, Director of Finance and Human Resources, as the employee responsible to coordinate the district response to concerns in this area.

BULLYING POLICY NOTICE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of Policy 514 is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

DATA PRIVACY NOTIFICATION

PUBLIC NOTICE

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

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

- c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;
 - e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
 - f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:
Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue S.W.
Washington, D.C. 20202
 - g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and
 - h. That copies of the school district's policy regarding the protection and privacy of school records are located at all school building offices.
2. Independent School District No. 138 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
 3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
 4. Pursuant to applicable law, Independent School District No. 138 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information." "Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.
 - a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY

- DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.
- b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.
 - c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:
 - (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
 - (2) HOME ADDRESS;
 - (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;
 - (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
 - (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.
5. Pursuant to applicable law, Independent School District No. 138 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

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

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

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

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

TEACHER QUALIFICATION NOTICE

NOTICE TO PARENTS

To: All Parents
 From: North Branch Independent School District 138
 Date: August 2023

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

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

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

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

PUBLIC NOTICE

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

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

Buildings contain asbestos in the following areas:

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

As required by Federal Law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. The most recent surveillance was completed prior to the January 2022 deadline and no damaged asbestos was observed. The asbestos is re-inspected every three years by certified staff. The most recent triennial inspection was completed prior to the July 2022 deadline. No further abatement is scheduled at this time. If you have any questions or concerns, please address them to Zach Berg at 651-674-1091.

STUDENT POLICIES

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

[413 HARASSMENT AND VIOLENCE](#)

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

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

[501 SCHOOL WEAPONS POLICY](#)

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

[503-NB ATTENDANCE POLICY](#)

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

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

[506-NB STUDENT DISCIPLINE](#)

[511-NB FUNDRAISING AND SOLICITATION](#)

[514 BULLYING PROHIBITION POLICY](#)

[516-NB STUDENT MEDICATION](#)

[516.5-NB OVERDOSE MEDICATION](#)

[520 STUDENT SURVEYS](#)

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

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

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

[526 HAZING PROHIBITION](#)

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

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

[530-NB IMMUNIZATION REQUIREMENTS](#)

[533 WELLNESS](#)

[534 UNPAID MEAL CHARGES](#)

[711 VIDEO RECORDING ON SCHOOL BUSES](#)

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

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

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



@nbapschools



@nbapschools



@nbapschools



Search North Branch Area Public Schools



IN AN EMERGENCY TAKE ACTION



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

STUDENTS

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

ADULTS

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



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

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



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

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



EVACUATE! (A location may be specified)

STUDENTS

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

ADULTS

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



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

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

ADULTS

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



Phone Directory

QUICK REFERENCE

Districtwide Services:

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

Schools & Programs:

Early Childhood.....	651-674-1220
Kindergarten - First Grade.	651-674-1220
Sunrise River School (Grades 2-5).....	651-674-1100
Middle School (Grades 6-8)	651-674-1300
High School (Grades 9-12).....	651-674-1500
Distance Learning Academy (Grades K-12)	651-674-1051
Activities Department	651-674-1512
Office of Teaching and Learning	651-674-1050
Norse Area Learning Center.....	651-674-1031
Chisago County Schools' Life Work Center	651-674-1300

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 138 (North Branch Area Public Schools), State of Minnesota, was held in the School District on _____, 2026, at _____:_____ o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD
MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL
ELECTION**

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

1. It is necessary for the School District to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each. The Clerk shall include on the general election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such Affidavits as though they had been included by name in this resolution. The Clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held in conjunction with the State General Election on Tuesday, November 3, 2026.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the School District and which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the State General Election.

4. The Clerk is hereby authorized and directed to cause written notice of said general election to be provided to the County Auditor of each county in which the School District is located, in whole or in part, at least eighty-four (84) days before the date of said election. The

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

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

6. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said election and to cause a sample ballot to be posted in polling places located within the School District on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

7. The Clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election. The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

8. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

9. The Clerk and members of the administration are further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions and content as may be necessary to accommodate an optical scan voting system, to correct typographical errors, or to comply with the form and content requirements of applicable state election laws:

[Form of Ballot on the Following Page]

General Election Ballot

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

November 3, 2026

Instructions to Voters

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

School Board Member

Vote for Up to Three

☐

Name

☐

Name

☐

Name

☐

Name

☐

Name

☐

Name

☐

write-in, if any

☐

write-in, if any

☐

write-in, if any

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

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

12. If the School District will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

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

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

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF CHISAGO)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 138 (North Branch Area Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this _____ day of _____, 2026.

School District Clerk

Resource

Training & Solutions

INVOICE

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

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

Number	Date	Page
44819	07/01/2026	Pg 1 of 1

Ext Invoice No Ref:

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

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

Email: accounts payable@isd138.org
FY 2027 MEMBERSHIP

Customer	Cus Phone	Cus Fax	Customer PO No.	Sales Order No	Terms	Due Date
1-1031					Net 45 Days	08/15/2026

North Branch Public Schools

No.	SKU Code/Description/Comments	Taxable	U/M	Units	Rate	Extended
1	SDFM School District Full Membership Flat Rate	No	EA	1.00	1,000.00	1,000.00

2	STU Membership per student fee	No	EA	2,712.00	0.99	2,684.88
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Subtotal	\$3,684.88
Sales Tax	\$0.00
Invoice Total	\$3,684.88
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$3,684.88

FY '26-'27

MREA 000



Voice For Greater Minnesota Education

MEMBERSHIP RENEWAL INVOICE

Invoice Number: 2627-5000-1759-01

Invoice Date: June 8, 2026

Payment Due: July 15, 2026

Amount Due: \$2500.00

REC'D @ DISTRICT
OFFICE

JUN 11 2026

ISD #138
NORTH BRANCH, MNJB
01 005 020 0 0 820

Bill to

North Branch Area School District

Sara Paul

38705 Grand Ave PO Box 370

North Branch, MN 55056

Items	Quantity	Price	Amount
2026-27 ISD 0138 Membership July 1 - June			
30			
• Base Fee*	1	\$1100	\$1100.00
• Legislative Fee \$1/APU (maximum of \$1400)	2936 APU	\$1400	\$1400.00
Total			\$2500.00
Amount Due			\$2500.00

*Districts sharing superintendents must each join MREA to receive discounted Base Fee of \$825. Contact MREA if Shared District has changed. **If your district is in SOD, please reach out to MREA for reduced payment options.

CONTACT INFORMATION (Please review and update)**District Name:** North Branch Area School District**Primary Contact:** Sara Paul**Contact Position Title:** Superintendent**Contact Email:** spaul@isd138.org**District Phone:** 651 - 674-1000***Shared District:****Superintendent Cell Phone:** NEEDED**Principal Place of Business:** 38705 Grand Ave PO Box 370**City, State, Zip:** North Branch, MN 55056**Website Address:****County:** Chisago****SOD:** No

SIGNATURE

Date

6-11-26

Signature is consent to membership and to receive member notices at primary contact's email address.

QUESTIONS? Contact Amanda Cisar, Operations Director, at (320) 762-6574.

MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 49.3% of FY27 dues will be attributable to non-deductible lobbying activity and are not deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Notify your accountant and/or tax preparer.

Thank you for your continued membership!

Please remit check, payable to MREA at NEW address: PO Box 10, Moose Lake, MN 55767.

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2026

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

[NOTE: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").

- E. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- J. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a and is pursuant to the procedure established under Paragraph V.G below. ~~(experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).~~
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least fourteen (14)

days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

[NOTE: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[NOTE: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition (41 United States Code section 8103; 34 Code of Federal Regulations Part 84). An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the

general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

[NOTE: MDE information on this requirement is provided in the Resources section of this model policy.]

- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student eighteen (18) years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
 - 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service, which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
 - 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may

include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Resources:

To support the requirements for school districts and charter schools outlined in [Minnesota Statute 2024, section 120B.215, subdivision 2](#), and in accordance with subdivision 1, MDE, in collaboration with MDH, the Minnesota Department of Human Services (DHS), and education experts, has created a

[List of Model Cannabis Education Programs for School District and Charter School Consideration](#).

Schools may choose to implement one of the listed programs or they may implement their own program(s) identified through a local curriculum adoption process by the 2026-27 school year. While it is not required for a school district or charter school to use one of the programs in the list, the list and rubric provided may be useful to school districts and charter schools in their own decision-making process.

Please visit [MDE's Health Education webpage](#) for more information.

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I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any

North Branch Independent School District No. 138: Policy #418

Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

Last Reviewed: 7/8/21, 8/13/26

Revised: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

Effective: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

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other immediate means.

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- J. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a and is pursuant to the procedure established under Paragraph V.G

North Branch Independent School District No. 138: Policy #418

Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

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below.

- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

North Branch Independent School District No. 138: Policy #418

Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

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VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VI. ENFORCEMENT

A. Students

- 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
- 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
- 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any

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criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References:

Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses) Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses) Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)

North Branch Independent School District No. 138: Policy #418

Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

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41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 416 (Drug and Alcohol Testing)
NB Policy 417 (Chemical Use and Abuse)
NB Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
NB Policy 506 (Student Discipline)
NB Policy 516 (Student Medication)

North Branch Independent School District No. 138: Policy #418

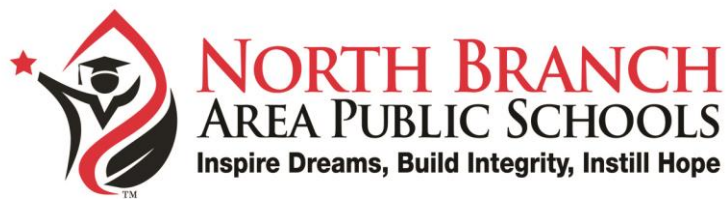
Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

Last Reviewed: 7/8/21, 8/13/26

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Effective: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26



— ACKNOWLEDGMENT —

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No. _____, _____, Minnesota.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 516
Orig. 1995
Rev.
202~~5~~4

516 STUDENT MEDICATION AND TELEHEALTH

[NOTE: The necessary provisions for complying with Minnesota Statutes, sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions included d insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
 - d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of

Education, according to Minnesota Statutes, 121A.21.

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - (1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - (2) the inhaler is properly labeled for that student; and
 - (3) the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe

possession and use of asthma inhalers.

- j. epinephrine ~~delivery systems~~~~auto-injectors~~, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that

- (1) the pupil may possess the epinephrine or

- (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine ~~delivery systems~~~~auto-injectors~~ that the parent provides properly labeled to the school for the pupil as needed.

[NOTE: The 2025 Minnesota legislature replaced "auto-injectors" with "delivery systems" in Minnesota Statutes, sections 121A.22, 121A.2205, and 121A.2207.]

- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.

- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be

as provided in the IEP, Section 504 plan or IHP.

[NOTE: This paragraph is moved to Paragraph III.A.3 above, where it is updated to reflect 2024 legislative changes.]

8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

[NOTE: Starting in June 2024, the exceptions appear under Article III.A.3 above.]

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[NOTE: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

D. Possession and Use of Epinephrine ~~Delivery Systems~~ ~~Auto-Injectors~~

1. Definitions

- a. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.
- b. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.
- c. "School" means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

2. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine ~~auto-injectors~~ delivery systems that enables the student to:

~~a1-~~ possess epinephrine ~~delivery systems auto-injectors~~; or

~~b2-~~ if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine ~~delivery systems auto-injectors~~ in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine ~~auto-injectors~~delivery systems when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine ~~auto-injectors~~delivery systems to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine ~~delivery system auto-injector~~. The administration of an epinephrine ~~delivery system auto-injector~~ in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

~~Effective July 1, 2024, r~~Registered nurses may administer epinephrine ~~auto-injectors~~delivery systems in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine ~~auto-injectors~~delivery systems in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine ~~delivery system auto-injector~~ is to be administered, when caring for a patient whose condition falls within the protocol.

~~[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]~~

A district or school may enter into arrangements with manufacturers of epinephrine ~~auto-injectors~~delivery systems to obtain epinephrine ~~auto-injectors~~delivery systems at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine ~~auto-injectors~~delivery systems.

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 121A.2207 to include the changes above.]

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying

sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine ~~Auto-Injectors~~Delivery systems; Model Policy)
 Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine ~~Auto-Injectors~~Delivery systems)
 Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
 Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
 Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
 Minn. Stat. § 148.171 (Definitions; Title)
 Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
 Minn. Stat. § 152.01 (Definitions)
 Minn. Stat. § 152.22 (Definitions)
 Minn. Stat. § 152.23 (Limitations)
 Minn. Rule 8710.6100 (School Nurse)
 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: February 12, 1998

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Reviewed: (2026)

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20 114

Effective: 10/8/09, 12/11/14, 6/8/17, 1/9/20

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- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: February 12, 1998

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Reviewed: (2026)

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20

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Effective: 10/8/09, 12/11/14, 6/8/17, 1/9/20

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The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school dayare not governed by this policy.
7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.
8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or

North Branch Independent School District No. 138: District Policy #516-NB

Adopted: February 12, 1998

Replaced: Policy #5141.3 Administration of Prescription Medication in Schools (Student)

Reviewed: (2026)

Revised: 6/12/03, 5/13/04, 10/8/09, 12/11/14, 6/8/17, 1/9/20 116

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- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- 9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- K. "Parent" for students 18 years old or older is the student.
- L. The school district discourages the administration and use of narcotic pain medications (i.e. Vicodin, Percocet, Tylenol with codeine, among others) in the school setting. In the event it is necessary for a child to take a narcotic pain medication while at school, the child's parent will be asked to come to school and administer the narcotic pain medication directly to the child. School nurses will not maintain supplies of narcotic pain medications at school.
- M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Legal References:

Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

North Branch Independent School District No. 138: District Policy #516-NB

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Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: NB Policy 418 (Drug-Free Workplace/Drug-Free School)