

Regular Meeting

Tuesday, August 12, 2025 7:00 AM

Independent School District #2910, 604 West Thorpe Avenue, Ada, Minnesota
56510

I. **Chairperson - Call to order by Chairperson**
_____ at _____ and declaration of
a quorum.

II. **Attendance:**

III. **Pledge of Allegiance**

IV. **Adoption of Agenda**

V. **Public Input**

VI. **School Board Member Comments**

VII. **Budget Report**

VIII. **Administrative Reports**

VIII.A. Superintendent or Business Manager Report

VIII.B. High School Principal

VIII.C. Elementary Principal

VIII.D. Activities Director

VIII.E. **Committees**

VIII.E.1. Shared Superintendent

VIII.E.2. Staff Development

IX. **Consideration/Approval of district invoices**

X. **Old or Unfinished Business**

XI. **New Business**

XI.A. Consent Agenda (A)

XI.A.1. Approve minutes from July 8 regular
meeting

XI.A.2. Approve Lease Agreement with City of Ada

XI.A.3. Approve Lease Agreement with ARC Lanes

XI.A.4. Approve Lease Agreement with Dekko
Community Center

XI.A.5. Approve Lease Agreement with Heart of the
Valley Golf Course

XI.A.6. Approve the 2025-26 Elementary Student
Handbook

XI.A.7. Approve the 2025-26 High School Student Handbook

XI.A.8. Approve the 2025-26 Activities Handbook

XI.A.9. Approve the 2025-26 Technology Handbook

XI.A.10. Approve the 2025-26 Milk Bid from Hillsboro Dairy

XI.A.11. Approve the 2025-26 Bread Bid from Pan O Gold

XI.A.12. Approve the 2025-26 Fuel Bid from Richards Oil

XI.B. Accept Donations

XI.C. Personnel

XI.C.1. Approve hiring Renee Visser as a special ed Long-Term Substitute (A)

XI.C.2. Approve the lane change request for Becky Todd from BA20 to BA30 (A)

XI.C.3. Approve hiring Vanessa Johnson as a 1.0 FTE School Social Worker (A)

XI.C.4. Approve hiring Ashley Willison as a head cook (A)

XI.C.5. Approve hiring Terri Nelson as a .7 FTE Special Education Teacher (A)

XI.C.6. Approve hiring Miriah Sannes as a 1.0 FTE Special Education Teacher (A)

XI.C.7. Approve the 2025-26 substitute teacher list (A)

XI.D. Approve the following policies for their 1st and final reading (A) -

413 - Harassment & Violence

414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse

418 - Drug-Free Workplace/Drug-Free School

501- School Weapons Policy

512 - School Sponsored Student Publications & Activities

515 - Protection & Privacy of Pupil Records

516 - Student Medication & Telehealth

516.5 - Overdose Medication

524 - Internet, Technology, and Cell Phone Acceptable Use and Safety

534 - School Meals Policy

602 - Organization of School Calendar & School Day

707 - Transportation of Public School Students

709 - Student Transportation Safety Policy

802 - Disposition of Obsolete Equipment & Material

806 - Crisis Management

XI.E. Approve the 2026 Graduation date (A)

XI.F. Review MSBA School-Board Self Evaluation and 2025-26 School Board Goals

XII. Board Business Reflection

XIII. Adjourn

Next Regular School Board Meeting Date:

Time:

Ada-Borup-West Public Schools

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2148	2910	STAC														
FCCLA: Raffle Fundraiser			2157	Credit	A	07/01/25	951	Check	1	Misc						
			2910	R	21	300	298	301	099	713	SA - FCCLA Rev			6,050.00		0.00
														Receipt Total:	\$6,050.00	\$0.00
														Deposit Total:	\$6,050.00	\$0.00
2149	2910	STAC														
FCCLA: Donation			2158	Credit	A	07/01/25	952	Check	1	Misc						
			2910	R	21	300	298	301	099	713	SA - FCCLA Rev			500.00		0.00
														Receipt Total:	\$500.00	\$0.00
														Deposit Total:	\$500.00	\$0.00
2150	2910	STAC														
Track: Donation fr Booster			2159	Credit	A	07/08/25	953	Check	1	Misc						
			2910	R	21	300	292	301	099	723	SA - Track Rev			1,000.00		0.00
														Receipt Total:	\$1,000.00	\$0.00
														Deposit Total:	\$1,000.00	\$0.00
2151	2910	STAC														
FCCLA: Trip Payment			2160	Credit	A	07/08/25	954	Check	1	Misc						
			2910	R	21	300	298	301	099	713	SA - FCCLA Rev			868.00		0.00
														Receipt Total:	\$868.00	\$0.00
														Deposit Total:	\$868.00	\$0.00
2152	2910	STAC														
FCCLA: Staffing AMP Live			2161	Credit	A	07/10/25	955	Check	1	Misc						
			2910	R	21	300	298	301	099	713	SA - FCCLA Rev			300.00		0.00
														Receipt Total:	\$300.00	\$0.00
														Deposit Total:	\$300.00	\$0.00
2153	2910	STAC														
FFA: NC Fair			2162	Credit	A	07/16/25	957	Check	1	Misc						
			2910	R	21	300	298	301	099	714	SA - FFA Rev			280.00		0.00
														Receipt Total:	\$280.00	\$0.00
														Deposit Total:	\$280.00	\$0.00

Ada-Borup-West Public Schools

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Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2154	2910	STAC														
CU: Breakdown Conc																
			2163	Credit	A	07/16/25	956	Check	1	Misc						
						2910	R 21 300 298 301 099 711			SA - Close Up Rev					1,611.00	0.00
														Receipt Total:	\$1,611.00	\$0.00
														Deposit Total:	\$1,611.00	\$0.00
2155	2910	STAC														
SC: Pencil \$\$																
			2164	Credit	A	07/21/25	958	Check	1	Misc						
						2910	R 21 300 298 301 099 722			SA - Student Council Rev					52.25	0.00
														Receipt Total:	\$52.25	\$0.00
														Deposit Total:	\$52.25	\$0.00
2156	2910	RAM														
Clay County Warrant																
			2165	Credit	A	07/03/25		Check	1	Misc						
						2910	R 01 005 000 000 010 000			Co App					1,061.75	0.00
						2910	R 01 005 000 000 001 000			Local Levy					4,935.50	0.00
						2910	R 04 005 505 321 001 000			Local Levy					2,715.34	0.00
						2910	R 07 005 910 000 001 000			Local Levy					5,292.17	0.00
														Receipt Total:	\$14,004.76	\$0.00
														Deposit Total:	\$14,004.76	\$0.00
2157	2910	RAM														
MN Dept of Ed																
			2166	Credit	A	07/15/25		Check	1	Misc						
						2910	R 01 005 000 000 211 000			General Ed Aid					73,941.02	0.00
														Receipt Total:	\$73,941.02	\$0.00
														Deposit Total:	\$73,941.02	\$0.00
2158	2910	RAM														
MN Dept of Ed																
			2167	Credit	A	07/31/25		Check	1	Misc						
						2910	R 01 005 000 000 211 000			General Ed Aid					226,778.01	0.00
						2910	R 07 005 910 000 234 000			Ag Credit					1,564.32	0.00
						2910	R 07 005 910 000 258 000			Other State Credits					93,721.67	0.00
						2910	R 07 005 910 000 229 000			Disparity Reduction					1,040.94	0.00
						2910	R 07 005 865 000 317 000			LTFM State Aid					4,260.40	0.00
														Receipt Total:	\$327,365.34	\$0.00
														Deposit Total:	\$327,365.34	\$0.00

Ada-Borup-West Public Schools

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Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2159	2910	RAM														
ELSA			2168	Credit	A	07/03/25		Check	1	Misc						
						2910	R 04 005 582	337	040	000	Tuition From Patrons				3,482.11	0.00
						2910	R 04 005 582	337	040	000	Tuition From Patrons				3,303.60	0.00
Receipt Total:														\$6,785.71	\$0.00	
Deposit Total:														\$6,785.71	\$0.00	
2160	2910	RAM														
Online Payments			2169	Credit	A	07/31/25		Check	1	Misc						
						2910	R 01 300 292	000	050	000	Participation Fees				520.00	0.00
Receipt Total:														\$520.00	\$0.00	
Deposit Total:														\$520.00	\$0.00	
2161	2910	RAM														
SFSP			2170	Credit	A	07/31/25		Check	1	Misc						
						2910	R 02 005 770	709	479	000	Summer Food Svc Prog				6,830.51	0.00
						2910	R 02 005 770	709	479	000	Summer Food Svc Prog				703.15	0.00
Receipt Total:														\$7,533.66	\$0.00	
Deposit Total:														\$7,533.66	\$0.00	
2162	2910	STAC														
CU: NC Ag Soc Fair			2171	Credit	A	07/21/25	959	Check	1	Misc						
						2910	R 21 300 298	301	099	711	SA - Close Up Rev				800.00	0.00
Receipt Total:														\$800.00	\$0.00	
Deposit Total:														\$800.00	\$0.00	
Report Total:														\$441,611.74	\$0.00	

ADA-BORUP-WEST PUBLIC SCHOOLS

Independent School District No. 2910
604 West Thorpe Avenue
Ada, Minnesota 56510

High School: 218-784-5300 / Elementary: 218-784-5303



Aaron Cook, Superintendent
Josh Carlson, High School Principal
Bree Triplett, Elementary Principal/DAC

High School/Elementary Fax: 218-784-3475

"The mission of the Ada-Borup-West School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

August 8, 2025

Superintendent Report

August 2025 School Board Meeting

1. Audit
 - a. Still waiting on tax shift from MDE and local reports to be released
 - i. Will send out preliminary results once all reports become available
2. School Board Goals
 - a. Discussion on agenda for what board goals will be for 2025-26
3. 2026 Graduation Date
 - a. School board will need to finalize date for 2026 graduation
 - b. Administrative recommendation is for Friday May 22.
4. MTSS implementation
 - a. First two working sessions were last week, with two more to follow this week
5. Other
 - a. Bids – All the same as previous years
 - i. Milk – Hillsboro Dairy
 - ii. Bread – Pan-o-gold
 - iii. Fuel – Richards Fuel
 - b. Business Luncheon
 - i. 12:00pm on Monday August 25
 - ii. School board invited

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8/12/25

High School School Board Notes

1. Training
 - a. Staff Development
 - b. ASEC
 - c. Read Act
2. Schedules/New Students
 - a. Tours: Workshop Week
 - b. Modifications through the first week of school
3. Hostile Event Training: Aug 5th
 - a. Follow Up Event: TBD
 - b. Alice Training: Aug 26th
4. 6th Grade Orientation
 - a. Aug 18th 5PM
 - b. MHS Helpers
5. Handbook Changes
6. SEL Goal Planning
 - a. Kris & Allie
 - b. Second Step
 - c. HS MEEP
7. Community Ed
 - a. Q1 Meeting
 - b. Survey Review
 - c. Missoula Childrens Theatre (61 Participants)
 - d. Youth Football/Flag Football
 - i. Jerseys
 - ii. Practice Schedule

This institution is an equal opportunity provider and employer.

Ada-Borup-West Board of Education
Dena Bishop – Faye DeLong – Janna Engel – Peter Jacobson
Gretchen Rockstad – Lucas Spaeth – Barb Spilde

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School Board Notes: August 2025

- Enrollment Breakdown P-5
 - Handout
- 3’s Program
 - Mondays 9:00-11:00 AM
- Handbook Update
 - [Ada-Borup-West Elementary Handbook](#)
 - [iPad/Chromebook Handbook](#)
 - No changes
- **2025–2026 School Year Goals**
 - **School-Wide Goals**
 - **PBIS Growth with Opioid Settlement Grant**
 - Implement PBIS strategies using grant funds to improve student behavior.
 - **Leadership Team for Culture and Climate**
 - Establish and utilize a school-wide leadership team focused on improving school culture and climate through collaboration and data-informed strategies.
 - **School of Excellence Readiness**
 - Begin MESPA School of Excellence application process with staff involvement.
 - **Principal Goals**
 - **MESPA Western Division Leadership**
 - Serve as President-Elect, participating in statewide initiatives and legislative advocacy.
 - **Enhance Family Scheduling and Communication with Digital Tools**
 - Implement Sign-Up Genius and online forms to streamline family appointments and paperwork.
 - **Positive School Culture & Climate**
 - Strengthen respect, responsibility, and resilience through staff collaboration, a book study of *The Culture Code*, student recognition, and reintroduction of 1:1 meetings with teaching staff.
- Happenings
 - Last week of summer enrichment program – August 4th- 7th
 - Back to School Newsletter – August 4th
 - Class assignments emailed - August 4th
 - Sign- Up Genius for Cougar Kick-Off Appointments
 - Ada-Borup-West 2025 Back to School Workshop week: August 25th- August 28th
 - Cougar Kick-Off Days – September 2nd & September 3rd

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- First day of school: Thursday, September 4th



Ada-Borup-West



Activities Director August Board Notes

School Board Notes: August 2025

- Approve Activities Handbooks
- Finalizing the Fifth Hall of Fame induction on Saturday, Sept. 20th. Friday will be filled with different events for inductees/representatives to attend. Social at GOLF COURSE after the football game.
- Fall Activity meeting will be August 18 for grades 7-12 at 6:00 PM in the auditorium
- Varsity Activities start August 11 with JH starting the following week.
- Fall Activity Pictures will be August 21st
- Corporate Sponsorship has had a great turnout.
- 10,000 Shot Club will be completed on Sept. 3rd.
- Approve hiring Vanessa Johnson JH VBall
- Approve hiring Bree Triplett speech

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
CFB	400389	210677		AM. FAMILY LIFE ASSURANCE CO.		Check
			B 28 215 006	American Family		\$209.30
PO#:	Voucher #:	10446	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$209.30
						Check Amount: \$209.30
CFB	400390	11843		Colonial Life		Check
			B 28 215 006	American Family		\$366.86
			B 28 215 025	Health Insurance		\$963.23
			B 28 215 030	Mcl Life Insurance		\$79.95
			B 28 215 032	Long Term Disability		\$287.76
			B 28 215 036	Dental		\$1,799.77
PO#:	Voucher #:	10301	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$3,497.57
						Check Amount: \$3,497.57
CFB	400391	8729		Horace Mann Life Insurance Company		Check
			B 28 215 030	Mcl Life Insurance		\$1,126.78
PO#:	Voucher #:	10303	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$1,126.78
						Check Amount: \$1,126.78
CFB	400392	8530		MADISON NATIONAL LIFE		Check
			B 28 215 032	Long Term Disability		\$157.91
PO#:	Voucher #:	10450	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$157.91
			B 28 215 030	Mcl Life Insurance		\$57.75
PO#:	Voucher #:	10449	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$57.75
			B 28 215 032	Long Term Disability		\$768.11
PO#:	Voucher #:	10305	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$768.11
			B 28 215 030	Mcl Life Insurance		\$218.11
PO#:	Voucher #:	10304	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$218.11
						Check Amount: \$1,201.88
RAM	405418	1656		ADA AUTO VALUE		Check
			E 01 005 760 720 401 000	Gen Supplies		\$102.92
PO#:	Voucher #:	10340	Invoice	Invoice No: 63206805-63207349	7/10/2025	Paid Amt: \$102.92
						Check Amount: \$102.92
RAM	405419	2143		ADA BUILDING CENTER		Check
			E 01 300 292 000 401 001	AD - Corp Sponsor		\$594.39
PO#:	Voucher #:	10339	Invoice	Invoice No: 214936-216035	7/10/2025	Paid Amt: \$594.39
						Check Amount: \$594.39

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
RAM	405420	10989		AL'S DISPOSAL		Check			
			E 01	005 810 000 330 000	Utility Services		\$134.94		
PO#:	Voucher #:	10371	Invoice	Invoice No: 07102501	7/10/2025	Paid Amt:	\$134.94		
						Check Amount:	\$134.94		
RAM	405421	8773		APPTEGY		Check			
			E 01	005 620 000 405 000	Software & Licensing		\$6,008.62		
PO#:	Voucher #:	10372	Invoice	Invoice No: INV31992	7/10/2025	Paid Amt:	\$6,008.62		
						Check Amount:	\$6,008.62		
RAM	405422	11871		ArbiterSports LLC		Check			
			E 01	300 292 000 305 000	Consulting Fees/Fees		\$1,095.00		
PO#:	Voucher #:	10373	Invoice	Invoice No: INV71387	7/10/2025	Paid Amt:	\$1,095.00		
						Check Amount:	\$1,095.00		
RAM	405423	3777		BATTERIES PLUS		Check			
			E 01	005 810 000 401 000	Custodial Supplies		\$257.00		
PO#:	Voucher #:	10341	Invoice	Invoice No: P83659504	7/10/2025	Paid Amt:	\$257.00		
						Check Amount:	\$257.00		
RAM	405424	11607		Bix Produce Co.		Check			
			E 02	005 770 709 490 222	Food - SFSP		\$388.72		
PO#:	Voucher #:	10342	Invoice	Invoice No: 06670114	7/10/2025	Paid Amt:	\$388.72		
						Check Amount:	\$388.72		
RAM	405425	8316		BSN Sports LLC		Check			
			E 01	300 294 000 401 104	Gen Supplies - BBB		\$1,206.00		
			E 01	300 296 000 401 104	Gen Supplies - GBB		\$1,206.00		
			E 01	300 296 000 401 107	Gen Supplies - VB		\$995.35		
PO#:	Voucher #:	10374	Invoice	Invoice No: 930139975	7/10/2025	Paid Amt:	\$3,407.35		
			E 01	300 294 000 401 103	Football Supplies		\$1,385.60		
PO#:	Voucher #:	10375	Invoice	Invoice No: 930139976	7/10/2025	Paid Amt:	\$1,385.60		
			E 01	300 292 000 401 000	Gen Supplies - AD		\$1,084.35		
PO#:	Voucher #:	10376	Invoice	Invoice No: 930139974	7/10/2025	Paid Amt:	\$1,084.35		
			E 01	300 294 302 530 103	Equipment Purchases - Football		\$5,716.65		
PO#:	Voucher #:	10377	Invoice	Invoice No: 930139973	7/10/2025	Paid Amt:	\$5,716.65		
						Check Amount:	\$11,593.95		
RAM	405426	11865		CHS West Central		Check			
			E 01	005 810 000 401 000	Custodial Supplies		\$80.70		
PO#:	Voucher #:	10343	Invoice	Invoice No: IA0899	7/10/2025	Paid Amt:	\$80.70		
						Check Amount:	\$80.70		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	405427	10017		CITY OF ADA		Check
			E 01	005 810 000 330 000 Utility Services		\$2,930.23
PO#:	Voucher #:	10347	Invoice	Invoice No: 0400002227012	7/10/2025	Paid Amt: \$2,930.23
			E 01	005 810 000 330 000 Utility Services		\$503.43
PO#:	Voucher #:	10344	Invoice	Invoice No: 0400002227041	7/10/2025	Paid Amt: \$503.43
			E 01	005 810 000 330 000 Utility Services		\$11,542.22
PO#:	Voucher #:	10346	Invoice	Invoice No: 0400002227148	7/10/2025	Paid Amt: \$11,542.22
			E 01	005 810 000 330 000 Utility Services		\$1,333.86
PO#:	Voucher #:	10345	Invoice	Invoice No: 0400002227070	7/10/2025	Paid Amt: \$1,333.86
						Check Amount: \$16,309.74
RAM	405428	10437		ELECTRO WATCHMAN, INC		Check
			E 01	005 715 342 530 000 Equipment Purchases		\$6,263.51
PO#:	Voucher #:	10348	Invoice	Invoice No: 444264	7/10/2025	Paid Amt: \$6,263.51
			E 01	005 865 363 305 000 Consulting Fees/Fees - LTFM Fire Safety		\$72.00
PO#:	Voucher #:	10378	Invoice	Invoice No: 443631	7/10/2025	Paid Amt: \$72.00
						Check Amount: \$6,335.51
RAM	405429	8630		ESSENTIA HEALTH		Check
			E 01	005 760 720 305 000 Consulting Fees/Fees		\$420.00
PO#:	Voucher #:	10349	Invoice	Invoice No: 890000040	7/10/2025	Paid Amt: \$420.00
						Check Amount: \$420.00
RAM	405430	1517		ETSYSTEMS INC		Check
			E 01	005 810 000 350 000 Repair & Maint Svc		\$1,988.10
PO#:	Voucher #:	10350	Invoice	Invoice No: 36761	7/10/2025	Paid Amt: \$1,988.10
						Check Amount: \$1,988.10
RAM	405431	11743		FastSpring		Check
			E 01	005 620 000 405 000 Software & Licensing		\$3,600.00
PO#:	Voucher #:	10379	Invoice	Invoice No: 1250701-1354-20135	7/10/2025	Paid Amt: \$3,600.00
						Check Amount: \$3,600.00
RAM	405432	8999		Hiller Commercial Floors		Check
			E 01	005 865 379 350 000 Repair & Maint - LTFM Interior Surfaces		\$28,688.48
PO#:	Voucher #:	10351	Invoice	Invoice No: 2117186	7/10/2025	Paid Amt: \$28,688.48
						Check Amount: \$28,688.48
RAM	405433	11344		Hillsboro Dairy, Inc.		Check
			E 02	005 770 709 495 222 Milk - COVID 19		\$1,323.05
PO#:	Voucher #:	10352	Invoice	Invoice No: 109140-109155	7/10/2025	Paid Amt: \$1,323.05
						Check Amount: \$1,323.05

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Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	405434	1992		HILLYARD/HUTCHINSON		Check
			E 01 005 810 000 401 000	Custodial Supplies		\$15,516.19
PO#:	Voucher #:	10380	Invoice	Invoice No: 605838751	7/10/2025	Paid Amt: \$15,516.19
			E 01 005 810 000 350 000	Repair & Maint Svc		\$10,911.67
PO#:	Voucher #:	10381	Invoice	Invoice No: 605840263	7/10/2025	Paid Amt: \$10,911.67
			E 01 005 810 000 401 000	Custodial Supplies		\$1,347.77
PO#:	Voucher #:	10382	Invoice	Invoice No: 605875818	7/10/2025	Paid Amt: \$1,347.77
						Check Amount: \$27,775.63
RAM	405435	10681		KRJB		Check
			E 01 005 110 000 305 000	Consulting Fees/Fees		\$1,269.00
PO#:	Voucher #:	10353	Invoice	Invoice No: 03152506114213	7/10/2025	Paid Amt: \$1,269.00
						Check Amount: \$1,269.00
RAM	405436	11869		LearnWell		Check
			E 01 200 420 740 391 000	payments to other school distr		\$297.00
PO#:	Voucher #:	10354	Invoice	Invoice No: INV235389	7/10/2025	Paid Amt: \$297.00
						Check Amount: \$297.00
RAM	405437	2106		MARCO		Check
			E 01 005 850 302 305 000	Consulting Fees/Fees		\$271.68
PO#:	Voucher #:	10355	Invoice	Invoice No: INV04004757	7/10/2025	Paid Amt: \$271.68
						Check Amount: \$271.68
RAM	405438	2105		MARCO INC		Check
			E 01 005 850 302 370 000	Facilities Lease		\$5,804.24
PO#:	Voucher #:	10356	Invoice	Invoice No: 558830121	7/10/2025	Paid Amt: \$5,804.24
						Check Amount: \$5,804.24
RAM	405439	10058		MASA/MASE		Check
			E 01 005 110 000 820 000	Dues Membership		\$880.00
PO#:	Voucher #:	10383	Invoice	Invoice No: 1020	7/10/2025	Paid Amt: \$880.00
						Check Amount: \$880.00
RAM	405440	1544		MASSP		Check
			E 01 005 110 000 820 000	Dues Membership		\$890.00
PO#:	Voucher #:	10384	Invoice	Invoice No: 1710	7/10/2025	Paid Amt: \$890.00
						Check Amount: \$890.00
RAM	405441	1632		MCCOLLUM HARDWARE, INC.		Check
			E 01 005 850 302 555 000	Technology Equipment		\$253.01
			E 01 005 760 720 401 000	Gen Supplies		\$28.77

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	405441	1632		MCCOLLUM HARDWARE, INC.		Check
			E 01 005 810 000 401 000	Custodial Supplies		\$459.97
PO#:	Voucher #:	10357	Invoice	Invoice No: 262248-264001	7/10/2025	Paid Amt: \$741.75
						Check Amount: \$741.75
RAM	405442	1484		MESPA		Check
			E 01 005 110 000 820 000	Dues Membership		\$962.00
PO#:	Voucher #:	10385	Invoice	Invoice No: 19801	7/10/2025	Paid Amt: \$962.00
						Check Amount: \$962.00
RAM	405443	10266		MSBA		Check
			E 01 005 110 000 820 000	Dues Membership		\$7,695.00
PO#:	Voucher #:	10386	Invoice	Invoice No: INV-13655-S9C6V9	7/10/2025	Paid Amt: \$7,695.00
						Check Amount: \$7,695.00
RAM	405444	10062		NASCO		Check
			E 01 300 260 000 430 000	Science Supplies		\$112.92
PO#:	Voucher #:	10387	Invoice	Invoice No: 820910	7/10/2025	Paid Amt: \$112.92
						Check Amount: \$112.92
RAM	405445	3751		NETWORK SERVICES CO		Check
			E 01 005 810 000 401 000	Custodial Supplies		\$326.40
PO#:	Voucher #:	10358	Invoice	Invoice No: 58786	7/10/2025	Paid Amt: \$326.40
						Check Amount: \$326.40
RAM	405446	10069		NORMAN COUNTY INDEX		Check
			E 01 005 110 000 305 000	Consulting Fees/Fees		\$537.50
PO#:	Voucher #:	10359	Invoice	Invoice No: 20725-20727	7/10/2025	Paid Amt: \$537.50
						Check Amount: \$537.50
RAM	405447	10028		NORTHWEST SERVICE COOPERATIVE		Check
			E 02 005 770 701 305 000	Consulting Fees/Fees		\$2,370.00
PO#:	Voucher #:	10360	Invoice	Invoice No: 11552	7/10/2025	Paid Amt: \$2,370.00
						Check Amount: \$2,370.00
RAM	405448	10244		OFFICE SUPPLIES PLUS		Check
			E 01 005 110 000 401 000	Gen Supplies		\$464.64
PO#:	Voucher #:	10388	Invoice	Invoice No: 78426	7/10/2025	Paid Amt: \$464.64
			E 01 005 850 302 555 000	Technology Equipment		\$729.73
PO#:	Voucher #:	10361	Invoice	Invoice No: 78584	7/10/2025	Paid Amt: \$729.73
						Check Amount: \$1,194.37

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	405449	3743		RAMBOW		Check
			E 01	300 294 000 401 106	Gen Supplies - Baseball	\$138.04
PO#:	Voucher #:	10362	Invoice	Invoice No: 666163	7/10/2025	Paid Amt: \$138.04
						Check Amount: \$138.04
RAM	405450	8935		RANGE PRINTING		Check
			E 01	300 292 000 401 001	Corp Sponsor AD Supplies	\$209.99
PO#:	Voucher #:	10363	Invoice	Invoice No: 2515065	7/10/2025	Paid Amt: \$209.99
						Check Amount: \$209.99
RAM	405451	2324		RDO EQUIPMENT COMPANY		Check
			E 01	005 760 720 401 000	Gen Supplies	\$144.32
PO#:	Voucher #:	10364	Invoice	Invoice No: P4521848-4562548	7/10/2025	Paid Amt: \$144.32
						Check Amount: \$144.32
RAM	405452	1913		REGION 1		Check
			E 01	005 110 000 305 000	Consulting Fees/Fees	\$4,803.51
PO#:	Voucher #:	10389	Invoice	Invoice No: 15479	7/10/2025	Paid Amt: \$4,803.51
			E 01	005 110 000 305 000	Consulting Fees/Fees	\$4,536.38
PO#:	Voucher #:	10390	Invoice	Invoice No: 15614	7/10/2025	Paid Amt: \$4,536.38
						Check Amount: \$9,339.89
RAM	405453	8519		REINDERS		Check
			E 01	005 810 000 305 000	Consulting Fees/Fees	\$53.34
PO#:	Voucher #:	10365	Invoice	Invoice No: 3410075-00	7/10/2025	Paid Amt: \$53.34
						Check Amount: \$53.34
RAM	405454	3586		RICHARDS OIL & PROPANE		Check
			E 01	005 760 720 440 000	Fuel	\$227.73
			E 01	005 760 720 305 000	Consulting Fees/Fees	\$125.00
PO#:	Voucher #:	10366	Invoice	Invoice No: 77262-77420	7/10/2025	Paid Amt: \$352.73
						Check Amount: \$352.73
RAM	405455	11870		Sargent A/C & Htg		Check
			E 01	005 810 000 350 000	Repair & Maint Svc	\$349.99
PO#:	Voucher #:	10367	Invoice	Invoice No: 06282501	7/10/2025	Paid Amt: \$349.99
						Check Amount: \$349.99
RAM	405456	1667		SCHOOL HEALTH CORPORATION		Check
			E 01	200 720 000 401 000	Health Aide Supplies	\$171.87
PO#:	Voucher #:	10396	Invoice	Invoice No: 253423	7/10/2025	Paid Amt: \$171.87
			E 01	200 720 000 401 000	Health Aide Supplies	\$1,316.78
PO#:	Voucher #:	10391	Invoice	Invoice No: 250304	7/10/2025	Paid Amt: \$1,316.78

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
RAM	405456	1667		SCHOOL HEALTH CORPORATION		Check		
			E 01	200 720 000 401 000	Health Aide Supplies		\$128.10	
PO#:	Voucher #:	10393	Invoice	Invoice No: 250900	7/10/2025	Paid Amt:	\$128.10	\$128.10
			E 01	200 720 000 401 000	Health Aide Supplies		\$31.29	
PO#:	Voucher #:	10395	Invoice	Invoice No: 252287	7/10/2025	Paid Amt:	\$31.29	\$31.29
			E 01	200 720 000 401 000	Health Aide Supplies		\$12.84	
PO#:	Voucher #:	10397	Invoice	Invoice No: 254000	7/10/2025	Paid Amt:	\$12.84	\$12.84
			E 01	200 720 000 401 000	Health Aide Supplies		\$90.65	
PO#:	Voucher #:	10392	Invoice	Invoice No: 251713	7/10/2025	Paid Amt:	\$90.65	\$90.65
			E 01	200 720 000 401 000	Health Aide Supplies		\$26.94	
PO#:	Voucher #:	10394	Invoice	Invoice No: 252705	7/10/2025	Paid Amt:	\$26.94	\$26.94
						Check Amount:		\$1,778.47
RAM	405457	11645		Schoollinks, INC		Check		
			E 01	005 620 000 405 000	Software & Licensing		\$4,774.05	
PO#:	Voucher #:	10398	Invoice	Invoice No: INV-1849	7/10/2025	Paid Amt:	\$4,774.05	\$4,774.05
						Check Amount:		\$4,774.05
RAM	405458	9007		SDI Innovations		Check		
			E 01	100 203 000 430 000	Inst Supplies		\$628.12	
PO#:	Voucher #:	10399	Invoice	Invoice No: S25-0304218	7/10/2025	Paid Amt:	\$628.12	\$628.12
						Check Amount:		\$628.12
RAM	405459	11505		SOURCEWELL		Check		
			E 01	100 203 000 430 000	Inst Supplies		\$2,240.00	
PO#:	Voucher #:	10400	Invoice	Invoice No: INV00004728	7/10/2025	Paid Amt:	\$2,240.00	\$2,240.00
						Check Amount:		\$2,240.00
RAM	405460	8845		SUPERMARKET FOODS		Check		
			E 01	005 110 000 401 000	Gen Supplies		\$11.97	
			E 02	005 770 709 490 222	Food - SFSP		\$42.79	
PO#:	Voucher #:	10368	Invoice	Invoice No: 2002161757-202431715	7/10/2025	Paid Amt:	\$54.76	\$54.76
			E 01	200 402 740 433 000	Inst Supp		\$67.96	
PO#:	Voucher #:	10369	Invoice	Invoice No: 200270930-200351007	7/10/2025	Paid Amt:	\$67.96	\$67.96
						Check Amount:		\$122.72
RAM	405461	10117		TRAINING ROOM INC		Check		
			E 01	300 296 000 401 108	Supplies - SB		\$42.00	
PO#:	Voucher #:	10370	Invoice	Invoice No: 331	7/10/2025	Paid Amt:	\$42.00	\$42.00
						Check Amount:		\$42.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	405462	8798		VOLDEN CHRISTINA		Check
			E 01	200 405 740 305 000 Consulting Fees/Fees		\$880.00
PO#:	Voucher #:	10258	Invoice	Invoice No: 06262501	7/14/2025	Paid Amt: \$880.00
			E 01	200 405 740 305 000 Consulting Fees/Fees		\$1,420.00
PO#:	Voucher #:	10406	Invoice	Invoice No: 06282501	7/14/2025	Paid Amt: \$1,420.00
						Check Amount: \$2,300.00
RAM	405463	11741		ODDEN, BARON		Check
			E 04	005 505 321 305 208 Consulting Fees/Fees		\$450.00
PO#:	Voucher #:	10410	Invoice	Invoice No: 07172501	7/17/2025	Paid Amt: \$450.00
						Check Amount: \$450.00
RAM	405464	2241		CHAHINKAPA ZOO		Check
			E 01	100 203 000 369 001 Entry Fees/Student Travel		\$813.75
PO#:	Voucher #:	10413	Invoice	Invoice No: 07232501	7/23/2025	Paid Amt: \$813.75
						Check Amount: \$813.75
RAM	405465	10134		ADA BODY SHOP		Check
			E 01	005 760 720 350 000 Repair & Maint Svc		\$848.00
PO#:	Voucher #:	10415	Invoice	Invoice No: 87295	7/23/2025	Paid Amt: \$848.00
			E 01	005 760 720 350 000 Repair & Maint Svc		\$633.00
PO#:	Voucher #:	10414	Invoice	Invoice No: 87240	7/23/2025	Paid Amt: \$633.00
						Check Amount: \$1,481.00
RAM	405466	2074		ALL STAR TROPHY & AWARDS INC.		Check
			E 01	005 110 000 401 000 Gen Supplies		\$222.00
PO#:	Voucher #:	10431	Invoice	Invoice No: 11732	7/23/2025	Paid Amt: \$222.00
						Check Amount: \$222.00
RAM	405467	2552		AREA SPECIAL EDUCATION COOP #997		Check
			E 01	200 730 374 396 000 Student Support - Coop		\$10,398.00
PO#:	Voucher #:	10416	Invoice	Invoice No: 111	7/23/2025	Paid Amt: \$10,398.00
						Check Amount: \$10,398.00
RAM	405468	2381		ARVIG COMMUNICATION SYSTEMS		Check
			E 01	005 810 000 320 000 Telephone		\$40.60
PO#:	Voucher #:	10432	Invoice	Invoice No: 2578356	7/23/2025	Paid Amt: \$40.60
			E 01	005 810 000 320 000 Telephone		\$6.48
PO#:	Voucher #:	10433	Invoice	Invoice No: 2584328	7/23/2025	Paid Amt: \$6.48
			E 01	005 810 000 320 000 Phone Service		\$669.22
PO#:	Voucher #:	10434	Invoice	Invoice No: 2584330	7/23/2025	Paid Amt: \$669.22
						Check Amount: \$716.30

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	405469	2047		CULLIGAN WATER CONDITIONING		Check
			E 01	005 760 720 401 000 Gen Supplies		\$12.00
PO#:	Voucher #:	10417	Invoice	Invoice No: 250X02397907	7/23/2025	Paid Amt: \$12.00
						Check Amount: \$12.00
RAM	405470	3567		DEPT OF THE TREASURY		Check
			E 01	005 110 000 896 000 ACA Fees		\$462.88
PO#:	Voucher #:	10420	Invoice	Invoice No: 07232501	7/23/2025	Paid Amt: \$462.88
						Check Amount: \$462.88
RAM	405471	10437		ELECTRO WATCHMAN, INC		Check
			E 01	005 850 302 305 000 Consulting Fees/Fees		\$1,500.00
PO#:	Voucher #:	10435	Invoice	Invoice No: 445513	7/23/2025	Paid Amt: \$1,500.00
						Check Amount: \$1,500.00
RAM	405472	3538		FRESHWATER EDUCATION DISTRICT		Check
			E 01	100 203 000 390 000 Targeted Services		\$585.14
			E 01	100 203 000 390 000 Targeted Services		\$13,416.94
PO#:	Voucher #:	10418	Invoice	Invoice No: 20674	7/23/2025	Paid Amt: \$14,002.08
			E 01	100 203 000 390 000 Targeted Services		\$19,627.48
PO#:	Voucher #:	10419	Invoice	Invoice No: 20695	7/23/2025	Paid Amt: \$19,627.48
						Check Amount: \$33,629.56
RAM	405473	1992		HILLYARD/HUTCHINSON		Check
			E 01	005 810 000 330 000 Utility Services		\$518.88
PO#:	Voucher #:	10436	Invoice	Invoice No: 605882589	7/23/2025	Paid Amt: \$518.88
						Check Amount: \$518.88
RAM	405474	10527		KELLY'S CHRYSLER CENTER		Check
			E 01	005 760 720 350 000 Repair & Maint Svc		\$665.10
PO#:	Voucher #:	10421	Invoice	Invoice No: 96262	7/23/2025	Paid Amt: \$665.10
						Check Amount: \$665.10
RAM	405475	11376		Linde Gas & Equipment Inc		Check
			E 01	300 361 000 430 000 Inst Supplies		\$66.11
PO#:	Voucher #:	10422	Invoice	Invoice No: 50710798	7/23/2025	Paid Amt: \$66.11
						Check Amount: \$66.11
RAM	405476	11872		Mickelson, Cheyenne		Check
			R 02	005 770 701 601 000 Student Food Service Sales		\$40.60
PO#:	Voucher #:	10423	Invoice	Invoice No: 07232501	7/23/2025	Paid Amt: \$40.60
						Check Amount: \$40.60

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	405477	2464		MINNESOTA CLAY USA		Check
			E 01	300 212 000 430 000	Inst Supplies - ART	\$1,348.25
PO#:	Voucher #:	10437	Invoice	Invoice No: 156010	7/23/2025	Paid Amt: \$1,348.25
						Check Amount: \$1,348.25
RAM	405478	11873		Mission Mechanical, Inc		Check
			E 01	005 810 000 350 000	Repair & Maint Svc	\$3,104.00
PO#:	Voucher #:	10424	Invoice	Invoice No: SVD251338	7/23/2025	Paid Amt: \$3,104.00
						Check Amount: \$3,104.00
RAM	405479	10521		NORTH CENTRAL TRUCK EQUIPMENT		Check
			E 01	005 760 720 401 000	Gen Supplies	\$111.19
PO#:	Voucher #:	10425	Invoice	Invoice No: 324714	7/23/2025	Paid Amt: \$111.19
						Check Amount: \$111.19
RAM	405480	10244		OFFICE SUPPLIES PLUS		Check
			E 01	005 850 302 555 000	Technology Equipment	\$15,087.17
PO#:	Voucher #:	10438	Invoice	Invoice No: 79121	7/23/2025	Paid Amt: \$15,087.17
						Check Amount: \$15,087.17
RAM	405481	8680		PAN O GOLD BAKING CO		Check
			E 02	005 770 709 490 222	Food - SFSP	\$101.84
PO#:	Voucher #:	10426	Invoice	Invoice No: 3981720	7/23/2025	Paid Amt: \$101.84
						Check Amount: \$101.84
RAM	405482	8719		PEMBERTON, SORLIE, RUFER & KERSHNER PLLP		Check
			E 01	005 110 000 305 000	Consulting Fees/Fees	\$786.00
PO#:	Voucher #:	10427	Invoice	Invoice No: 75	7/23/2025	Paid Amt: \$786.00
						Check Amount: \$786.00
RAM	405483	10050		PETTY CASH - ISD #2910		Check
			E 01	005 110 000 305 000	Consulting Fees/Fees	\$270.00
PO#:	Voucher #:	10428	Invoice	Invoice No: 07232502	7/23/2025	Paid Amt: \$270.00
						Check Amount: \$270.00
RAM	405484	10314		RED RIVER PROMOTER (THE)		Check
			E 01	005 110 000 305 000	Consulting Fees/Fees	\$118.00
PO#:	Voucher #:	10439	Invoice	Invoice No: 33527-33530	7/23/2025	Paid Amt: \$118.00
						Check Amount: \$118.00
RAM	405485	1667		SCHOOL HEALTH CORPORATION		Check
			E 01	200 720 000 401 000	Health Aide Supplies	\$25.22
PO#:	Voucher #:	10440	Invoice	Invoice No: CINV000256286	7/23/2025	Paid Amt: \$25.22
						Check Amount: \$25.22

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	405486	9007		SDI Innovations		Check
			E 01	300 211 000 430 000	Inst Supplies	\$543.26
PO#:	Voucher #:	10441	Invoice	Invoice No: S25-0312217	7/23/2025	Paid Amt: \$543.26
						Check Amount: \$543.26
RAM	405487	11646		The Grand Theatre		Check
			E 01	100 203 000 369 001	Entry Fees/Student Travel	\$767.50
PO#:	Voucher #:	10442	Invoice	Invoice No: 424	7/23/2025	Paid Amt: \$767.50
						Check Amount: \$767.50
RAM	405488	2233		VERIZON WIRELESS		Check
			E 01	005 810 000 320 000	Telephone	\$160.06
PO#:	Voucher #:	10429	Invoice	Invoice No: 6117424566	7/23/2025	Paid Amt: \$160.06
						Check Amount: \$160.06
RAM	405489	2706		WEX BANK		Check
			E 01	005 760 720 440 000	Fuel	\$54.01
PO#:	Voucher #:	10430	Invoice	Invoice No: 105714014	7/23/2025	Paid Amt: \$54.01
						Check Amount: \$54.01
RAM	405490	8468		Pro-Vision Video Systems		Check
			E 01	005 760 720 350 000	Repair & Maint Svc	\$9,659.08
PO#:	Voucher #:	10443	Invoice	Invoice No: INV2135629	7/23/2025	Paid Amt: \$9,659.08
						Check Amount: \$9,659.08
STAC	400757	1741		ADA BORUP WEST SCHOOL		Check
			E 21	300 294 301 899 703	SA - BBB Exp	\$567.72
PO#:	Voucher #:	10289	Invoice	Invoice No: 07012504	7/1/2025	Paid Amt: \$567.72
			E 21	300 294 301 899 703	SA - BBB Exp	\$360.00
PO#:	Voucher #:	10290	Invoice	Invoice No: 07012505	7/1/2025	Paid Amt: \$360.00
						Check Amount: \$927.72
STAC	400758	8489		CASH		Check
			E 21	300 298 301 899 713	SA - FCCLA Exp	\$1,000.00
PO#:	Voucher #:	10291	Invoice	Invoice No: 07012506	7/1/2025	Paid Amt: \$1,000.00
						Check Amount: \$1,000.00
STAC	400759	1961		EGGEN, AIMEE		Check
			E 21	300 298 301 899 713	SA - FCCLA Exp	\$358.37
PO#:	Voucher #:	10287	Invoice	Invoice No: 07012502	7/1/2025	Paid Amt: \$358.37
						Check Amount: \$358.37

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
STAC	400760	11356		HENNEN MIKI		Check
			E 21	300 298 301 899 713 SA - FCCLA Exp		\$215.76
PO#:	Voucher #:	10292	Invoice	Invoice No: 07012507	7/1/2025	Paid Amt: \$215.76
						Check Amount: \$215.76
STAC	400761	11533		JENSEN, TARA		Check
			E 21	300 298 301 899 732 SA - Trap Team Exp		\$99.96
PO#:	Voucher #:	10286	Invoice	Invoice No: 07012501	7/1/2025	Paid Amt: \$99.96
						Check Amount: \$99.96
STAC	400762	11621		STENE, MATTI		Check
			E 21	300 296 301 899 724 SA - Volleyball Exp		\$600.00
PO#:	Voucher #:	10288	Invoice	Invoice No: 07012503	7/1/2025	Paid Amt: \$600.00
						Check Amount: \$600.00
STAC	400763	11533		JENSEN, TARA		Check
			E 21	300 298 301 899 732 SA - Trap Team Exp		\$145.07
PO#:	Voucher #:	10338	Invoice	Invoice No: 07102502	7/10/2025	Paid Amt: \$145.07
						Check Amount: \$145.07
STAC	400764	3521		RED RIVER VALLEY SPORTSMAN'S CLUB		Check
			E 21	300 298 301 899 732 SA - Trap Team Exp		\$4,642.00
PO#:	Voucher #:	10337	Invoice	Invoice No: 07102501	7/10/2025	Paid Amt: \$4,642.00
						Check Amount: \$4,642.00
STAC	400765	8921		CARLSON JOSH		Check
			E 21	300 296 301 899 717 SA - GBB Exp		\$90.00
PO#:	Voucher #:	10401	Invoice	Invoice No: 07142501	7/14/2025	Paid Amt: \$90.00
						Check Amount: \$90.00
STAC	400766	8542		ERICKSON MICHAEL		Check
			E 21	300 296 301 899 717 SA - GBB Exp		\$90.00
PO#:	Voucher #:	10402	Invoice	Invoice No: 07142502	7/14/2025	Paid Amt: \$90.00
						Check Amount: \$90.00
STAC	400767	8453		NELSON CHRIS		Check
			E 21	300 296 301 899 717 SA - GBB Exp		\$90.00
PO#:	Voucher #:	10403	Invoice	Invoice No: 07142503	7/14/2025	Paid Amt: \$90.00
						Check Amount: \$90.00
STAC	400768	8422		Varriano, Jr, Dave		Check
			E 21	300 296 301 899 717 SA - GBB Exp		\$90.00
PO#:	Voucher #:	10404	Invoice	Invoice No: 07142504	7/14/2025	Paid Amt: \$90.00
						Check Amount: \$90.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
STAC	400769	11637		MSUM MBB		Check
			E 21	300 294 301 899 703	SA - BBB Exp	\$300.00
PO#:	Voucher #:	10405	Invoice	Invoice No: 07142505	7/14/2025	Paid Amt: \$300.00
						Check Amount: \$300.00
STAC	400770	1606		CROWN TROPHY		Check
			E 21	300 298 301 899 714	SA - FFA Exp	\$109.80
PO#:	Voucher #:	10408	Invoice	Invoice No: 07152502	7/15/2025	Paid Amt: \$109.80
						Check Amount: \$109.80
STAC	400771	11356		HENNEN MIKI		Check
			E 21	300 298 301 899 713	SA - FCCLA Exp	\$4,818.34
PO#:	Voucher #:	10409	Invoice	Invoice No: 07152503	7/15/2025	Paid Amt: \$4,818.34
						Check Amount: \$4,818.34
STAC	400772	1523		MN FFA REGION I SECRETARY/TREA		Check
			E 21	300 298 301 899 714	SA - FFA Exp	\$275.00
PO#:	Voucher #:	10407	Invoice	Invoice No: 07152501	7/15/2025	Paid Amt: \$275.00
						Check Amount: \$275.00
STAC	400773	11356		HENNEN MIKI		Check
			E 21	300 298 301 899 713	SA - FCCLA Exp	\$372.45
PO#:	Voucher #:	10412	Invoice	Invoice No: 07212502	7/21/2025	Paid Amt: \$372.45
						Check Amount: \$372.45
STAC	400774	11624		MILLER, DYLLAN		Check
			E 21	300 296 301 899 724	SA - Volleyball Exp	\$125.00
PO#:	Voucher #:	10411	Invoice	Invoice No: 07212501	7/21/2025	Paid Amt: \$125.00
						Check Amount: \$125.00
						Report Total: \$256,019.03

Detail Payment Register By Wire

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
CFB	11492			WEX - HSA/VEBA		Wire
			B 28 215 021	HSA/VEBA		\$76.48
			B 28 215 022	HSA		\$189.66
PO#:	Voucher #:	10457	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$266.14
			B 28 215 021	HSA/VEBA		\$4,735.62
			B 28 215 022	HSA		\$11,333.95
PO#:	Voucher #:	10316	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$16,069.57
						Check Amount: \$16,335.71
CFB	11843			Colonial Life		Wire
			B 28 215 036	Dental		\$137.54
PO#:	Voucher #:	10447	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$137.54
						Check Amount: \$137.54
CFB	203564			THE OMNI GROUP		Wire
			B 28 215 005	OMNI-TSA		\$6,574.09
PO#:	Voucher #:	10313	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$6,574.09
			B 28 215 005	OMNI-TSA		\$3,125.00
PO#:	Voucher #:	10311	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$3,125.00
			B 28 215 005	OMNI-TSA		\$1,083.34
PO#:	Voucher #:	10314	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$1,083.34
			B 28 215 005	OMNI-TSA		\$700.00
PO#:	Voucher #:	10315	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$700.00
			B 28 215 005	OMNI-TSA		\$283.34
PO#:	Voucher #:	10310	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$283.34
			B 28 215 005	OMNI-TSA		\$833.34
PO#:	Voucher #:	10455	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$833.34
			B 28 215 005	OMNI-TSA		\$1,536.11
PO#:	Voucher #:	10456	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$1,536.11
			B 28 215 005	OMNI-TSA		\$950.00
PO#:	Voucher #:	10312	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$950.00
						Check Amount: \$15,085.22
CFB	210605			MN DEPT OF REVENUE		Wire
			B 28 215 013	MN Tax		\$4,933.79
PO#:	Voucher #:	10452	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$4,933.79
			B 28 215 013	MN Tax		\$25.22
PO#:	Voucher #:	10459	Invoice	Invoice No: M202601S0	7/25/2025	Paid Amt: \$25.22

Detail Payment Register By Wire

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
CFB	210605			MN DEPT OF REVENUE		Wire
			B 28 215 013	MN Tax		\$11,309.64
PO#:	Voucher #:	10307	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$11,309.64
						Check Amount: \$16,268.65
CFB	210675			MEDICA - Northwest Service Co-op		Wire
			B 28 215 025	Health Insurance		\$17,235.83
PO#:	Voucher #:	10451	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$17,235.83
			B 28 215 025	Health Insurance		\$71,087.62
PO#:	Voucher #:	10306	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$71,087.62
						Check Amount: \$88,323.45
CFB	210684			PUBLIC EMPLOYEES RETIREMENT AS		Wire
			B 28 215 017	PERA		\$8,951.44
PO#:	Voucher #:	10453	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$8,951.44
			B 28 215 017	PERA		\$1,267.36
PO#:	Voucher #:	10308	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$1,267.36
						Check Amount: \$10,218.80
CFB	210685			TEACHERS RETIREMENT ASSOCIATIO		Wire
			B 28 215 018	TRA		\$9,857.27
PO#:	Voucher #:	10454	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$9,857.27
			B 28 215 018	TRA		\$51,589.82
PO#:	Voucher #:	10309	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$51,589.82
			B 28 215 018	TRA		\$2,076.67
PO#:	Voucher #:	10460	Invoice	Invoice No: M202601S0	7/25/2025	Paid Amt: \$2,076.67
						Check Amount: \$63,523.76
CFB	21589			IRS		Wire
			B 28 215 010	FICA		\$41,792.20
			B 28 215 011	Fed Tax		\$17,914.81
PO#:	Voucher #:	10302	Invoice	Invoice No: M202512S0	7/25/2025	Paid Amt: \$59,707.01
			B 28 215 010	FICA		\$1,783.98
PO#:	Voucher #:	10458	Invoice	Invoice No: M202601S0	7/25/2025	Paid Amt: \$1,783.98
			B 28 215 010	FICA		\$20,437.06
			B 28 215 011	Fed Tax		\$9,160.52
PO#:	Voucher #:	10448	Invoice	Invoice No: M2026010	7/25/2025	Paid Amt: \$29,597.58
						Check Amount: \$91,088.57

Detail Payment Register By Wire

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	8306			US BANK		Wire
			E 07 005 910 000 720 000	Bond Interst		\$87,064.38
PO#:	Voucher #:	10444	Invoice	Invoice No: 2924077	7/29/2025	Paid Amt: \$87,064.38
			E 07 005 910 000 720 000	Bond Interst		\$32,645.00
PO#:	Voucher #:	10445	Invoice	Invoice No: 2924078	7/29/2025	Paid Amt: \$32,645.00
						Check Amount: \$119,709.38
RAM	8816			Cardmember Service		Wire
			E 01 005 110 000 305 000	Consulting Fees/Fees		\$21.46
			E 01 005 110 000 305 000	Consulting Fees/Fees		\$20.00
			E 01 005 110 000 305 000	Consulting Fees/Fees		\$29.46
			E 01 300 211 000 430 000	Inst Supplies		\$120.76
			E 01 300 292 000 366 105	Travel - Track		\$574.20
			E 02 005 770 701 490 000	Food		\$374.75
			E 01 300 292 000 366 109	Travel - Golf		\$1,644.98
			E 01 300 220 000 430 000	Inst Supplies		\$373.42
			E 01 300 211 000 366 000	Travel		\$1,726.30
			E 01 100 203 000 430 000	Inst Supplies		\$756.52
			E 01 005 810 000 320 000	Telephone		\$88.27
			E 01 300 260 000 430 000	Science Supplies		\$464.05
			E 01 300 298 000 401 002	Student Activity Account Purchases		\$927.72
			E 01 100 258 000 430 000	Inst Supplies - ELEM Music		\$93.17
PO#:	Voucher #:	10462	Invoice	Invoice No: 07122501	7/12/2025	Paid Amt: \$7,215.06
						Check Amount: \$7,215.06
RAM	11874			SURPLUS SERVICES		Wire
			E 01 005 760 720 350 000	Repair & Maint Svc		\$4,382.23
PO#:	Voucher #:	10463	Invoice	Invoice No: 07142501	7/14/2025	Paid Amt: \$4,382.23
						Check Amount: \$4,382.23
						Report Total: \$432,288.37

REGULAR SCHOOL BOARD MEETING

The regular monthly meeting of the Independent School District #2910 was called to order at 7:00 a.m. on Tuesday, July 8, 2025, by Chairperson Gretchen Rockstad in the Ada-Borup-West Board Room, Ada, Minnesota. Chairperson Gretchen Rockstad declared a quorum.

Board members present: Dena Bishop, Nancy Crompton, Janna Engel, Faye DeLong, Gretchen Rockstad, Barb Spilde, Josh Visser

Administration present: Aaron Cook, Josh Carlson, Bree Triplett, Kenley Wahlin, Sandy Gunderson

Citizens present: Jim Birkemeyer, Ruth Hayden, Pat Pfund

Pledge of Allegiance

Visser made the motion to approve adoption of the agenda. Motion seconded by Spilde. UC

Chairperson Rockstad called for public input: None

School Board Member Comments: None

Budget Report/Treasurer's Report given by Aaron Cook.

Superintendent Aaron Cook reported on:

1. Audit – July 28-30
2. LTFM – Review and approve yearly
3. Other:
 - a. Bids
 - Bids for bread, milk, and fuel are due in early August. We will approve at August meeting.
 - Price Lists – No changes from 2024-25

High School Principal Josh Carlson reported on:

1. July Objectives:
 - Student credit appeals
 - Credit recovery progress monitoring
 - Professional development planning
2. MASSP Summer Conference
 - AI Resources for Schools (integrate into classes)
 - Read Act Updates (Capti)
 - Policy Updates: MSBA
3. August Newsletter
 - Communicate 2025-26 changes
 - Important Dates
 - New Staff
 - General Information Update
4. Hostile event training to be rescheduled
5. Intervention Schedule/Plans
 - Collaborate with NWSC to develop plan
 - Access Capti Platform (data input/onboarding)
 - Revise student schedules
 - Identify resources for staff
6. Babysitting Clinic
 - American Red Cross Sponsored – July 30
 - Instructor: Rachel Brandt

Elementary Principal Bree Triplett reported on:

1. Open Positions:
 - Long Term Sub – Zach Oistad
 - Social Worker – Interviewing this week
 - Special Education – Still searching
2. Planning for the year
 - Grade-Level Team Meetings
 - Cougar Kick-Off Days – Planning/Scheduling
 - Goals for the year
 - Data Evaluation – MCA/MTAS and End of Year School Data

- Master Schedule
- Changes to the Handbook
- Paraprofessional Assignments/Needs
- Paraprofessional Training – Para Reader
- Capti – Reading Assessment Tool

Activities Director Kenley Wahlin reported on:

1. Corporate Sponsor letter mailed out.
2. Fall coaching assignments need approval.

Committees:

- 1) Rockstad reported on Superintendent Performance Evaluation.
- 2) Bishop reported on Community Education committee meeting.
- 3) Rockstad reported on Transportation committee meeting.
- 4) Visser/Cook reported on Building & Maintenance committee meeting.

Bishop made the motion to approve district invoices. Motion seconded by Engel. UC

Old or Unfinished Business

New Business:

- A. Engel made the motion to approve the Consent Agenda. Motion seconded by Spilde. UC
 - I. Approve minutes from the June 10, 2025, regular school board meeting
 - II. Approve the 2025-26 Price List and Admission Schedule
 - III. Approve the 2025-26 Activity Rates of Pay
- B. DeLong made the motion to accept donations. Motion seconded by Bishop. UC
 - Sipe Family (Baseball Tarp) - \$2,202.53
 - ABW Booster Club (1st Grade Trip) - \$378
 - ABW Booster Club (Track & Field) - \$1,000
 - Erik & Gretchen Rockstad (Johnson Sports Complex Renovation) - \$1,000
 - Paul & Dawn Tinjum (Johnson Sports Complex Renovation) - \$1,000
- C. Personnel:
 1. Rockstad made the motion to approve hiring Alicia Aamodt as a 1.0 FTE Special Education teacher. Motion seconded by Spilde. UC
 2. Engel made the motion to approve the 2025 Football coaches. Motion seconded by Visser. UC
Head – Paul Tinjum; Ass't – Nate McCraven; Ass't – Kenley Wahlin; Ass't – Dan Jorgensen
JH – Noah Monson; JH – Jeremy Peterson
 3. Bishop made the motion to approve the 2025 Volleyball coaches. Motion seconded by Spilde. Abstained:
Janna Engel and Faye DeLong. Discussion. Motion Carried.
Head – Janna Engel; Ass't – Amy Johnson; Ass't – Alayna Wagner; JH – Faye DeLong
 4. Engel made the motion to approve Tyler Hennen as 2025 Cross Country coach. Motion seconded by Rockstad. UC
 5. Spilde made the motion to approve Jody Bueng as High School Media Center Paraprofessional. Motion seconded by Faye DeLong. UC
 6. Visser made the motion to approve Zach Oistad as an Elementary Long-Term Substitute. Motion seconded by Engel. UC
- D. Rockstad made the motion to approve the 10 year LTFM Plan Resolution. Motion seconded by Spilde. Roll Call Vote. The following voted in favor thereof: Nancy Crompton, Dena Bishop, Faye DeLong, Josh Visser, Janna Engel, Barb Spilde, Gretchen Rockstad UC
- E. Visser made the motion to close the meeting at 7:53 a.m. for review of administrative evaluations. Motion seconded by Engel. UC
Rockstad reopened the meeting.

Next Regular School Board Meeting on Tuesday, August 12, at 7:00 a.m.

Visser made the motion to adjourn regular meeting at 9:02 a.m. Motion seconded by Bishop. UC

Barb Spilde, Clerk

Minutes prepared by: Sandy Gunderson

**CITY of ADA
BASEBALL FIELDS LEASE AGREEMENT**

This Agreement entered into this 12th day of August, 2025, by and between the City of Ada, Minnesota, a municipal corporation (Hereinafter referred to as “Lessor”), and Independent School District No. 2910, Ada, Minnesota, (hereinafter referred to as “Lessee”).

WHEREAS, Lessor is the owner of the softball and baseball fields, commonly known as Tony Sipe Field and the adjacent field. These fields are used by the school district for Jr High and High School baseball in the spring and for summer recreation baseball and softball in the summer. The school also has access to the concession stand and restroom facilities.

WHEREAS, Lessee desires to enter into a Lease Agreement with Lessor, wherein and whereby Lessee shall have the right to use said Tony Sipe Field and the adjacent field, concession stand and restrooms during the spring of 2026 for high school baseball and for Summer Recreation softball and baseball during the summer of 2026, at such times and for such rental payments and terms and conditions as hereinafter set forth;

NOW THEREFORE, in consideration of the covenants and promises contained herein, the parties hereto do now hereby agree as follows, to-wit:

That the Lessor shall lease the said Tony Sipe Field and adjacent field, concession stand, and restrooms to Lessee from March 1, 2026 through July 31, 2026, for the consideration of \$17,000.

IT IS HEREBY FURTHER AGREED by and between the parties hereto as follows, to-wit:

I. Lessor shall:

- A. During the baseball season and during the summer, permit the Lessee to Schedule its baseball games and practices on the Tony Sipe field and the adjacent field.
 1. Lessee shall have first priority in scheduling their games on the fields during the lease period as specified above.
 2. No limit will be set on how many hours the Lessee can use the existing fields.
 3. Lessor will maintain the fields from August 1st through February 28th.
 4. Lessor will be the primary insurance carrier on the facilities during the lease period of March 1, 2026 through July 31, 2026.
 5. Lessor will be responsible for all utility bills incurred during the time period of the lease, except for the \$2,000 the district is responsible for.

II. Lessee shall:

- A. Pay the Lessor an annual payment of \$17,000 for the use of the facilities.
- B. Do the maintenance of the fields from March 1, 2026 through July 31, 2026.

IN WITNESS WHEREOF, the parties have agreed to the above agreement.

CITY OF ADA, MINNESOTA

By: _____
Mayor

By: _____
Clerk/Treasurer

INDEPENDENT SCHOOL DISTRICT NO. 2910

By: _____
Chair of the School Board

By: _____
Clerk

**ARC LANES
LEASE AGREEMENT**

This Agreement entered into this 13th day of August, 2025, by and between the ARC Lanes (Hereinafter referred to as “Lessor”), and Independent School District No. 2910, Ada, Minnesota, (hereinafter referred to as “Lessee”).

WHEREAS, Lessor is the owner of the ARC Lanes. The ARC Lanes is used by the school for bowling classes during November 1, 2025 through April 30, 2026.

WHEREAS, Lessee desires to enter into a Lease Agreement with the Lessor, wherein and whereby Lessee shall have the right to use the ARC Lanes on the above mentioned dates.

NOW THEREFORE, in consideration of the covenants and promises contained herein, the parties hereto now hereby agree as follows, to-wit:

That the Lessor shall lease the said ARC Lanes from November 1, 2025 through April 30, 2026 for the consideration of \$500 as well as Maintenance Cost of \$100.

IT IS HEREBY FURTHER AGREED by and between the parties hereto as follows, to-wit:

- I. Lessor shall:
 - A. Lessor will be the primary insurance carrier during the time the lease is in effect.
 - B. Lessor will be responsible for the maintenance of the building, except for the \$100 the district is responsible for on Operation and Maintenance Costs.

- II. Lessee shall:
 - A. Promise to use the facilities for only high school phy-ed classes and special ed. bowling.
 - B. Students must be supervised by school district personnel when they attend.

IN WITNESS WHEREOF, the parties have agreed to the above agreement.

ARC LANES

By: _____
Owner

INDEPENDENT SCHOOL DIST. NO. 2910

By: _____
Chairperson of the Board

By: _____
Clerk

**CITY of ADA
DEKKO COMMUNITY CENTER
LEASE AGREEMENT**

This Agreement entered into this 12th day of August, 2025, by and between the City of Ada, Minnesota, a municipal corporation (Hereinafter referred to as “Lessor”), and Independent School District No. 2910, Ada, Minnesota, (hereinafter referred to as “Lessee”).

WHEREAS, Lessor is the owner of the Dekko Community Center. The Community Center is used by the school district during the month of August for conditioning for volleyball and football and during the months of August through May for; conditioning, phy-ed classes, and after school programs.

WHEREAS, Lessee desires to enter into a Lease Agreement with the Lessor, wherein and whereby Lessee shall have the right to use the Dekko Community Center from August 12, 2025 through May 31, 2026 for the above mentioned activities.

NOW THEREFORE, in consideration of the covenants and promises contained herein, the parties hereto now hereby agree as follows, to-wit:

That the Lessor shall lease the said Dekko Community Center from August 12, 2025 through May 31, 2026 for the consideration of \$5,000 and Operation and Maintenance costs of \$500.

IT IS HEREBY FURTHER AGREED by and between the parties hereto as follows, to-wit:

I. Lessor shall:

- A. Lessor will be the primary insurance carrier during the time the lease is in effect.
- B. Lessor will be responsible for all utilities during the time the lease is in effect beyond the \$500. the district is responsible for.

II. Lessee shall:

- A. Promise to use the facilities for only school related activities; Phy Ed class, conditioning for one of the athletic teams, after school programs.
Facilities can not be used by students that are on their own and want to use; weight room, racquet ball court etc.
- B. Students must always be supervised by school district personnel.
Example; Volleyball conditioning- volleyball coach must be present. Phy-ed class- Phy-ed Teacher must be present. Students cannot attend on their own.

IN WITNESS WHEREOF, the parties have agreed to the above agreement.

CITY OF ADA, MINNESOTA

By: _____
Manager

By: _____
Clerk/Treasurer

INDEPENDENT SCHOOL DISTRICT NO. 2910

By: _____
Board Chairperson

By: _____
Clerk

HEART OF THE VALLEY GOLF COURSE LEASE AGREEMENT

This Agreement entered into this 12th day of August, 2025 by and between the Heart of the Valley Golf Course (Hereinafter referred to as “Lessor”), and Independent School District No. 2910, Ada, Minnesota, (hereinafter referred to as “Lessee”).

WHEREAS, Lessor is the owner of the Heart of the Valley Golf Course. The Heart of the Valley Golf Course is used by the school district during the months of March-May for golf practice and matches for the Junior High and High School Golf teams and during the months of August-October for cross country meets.

WHEREAS, Lessee desires to enter into a Lease Agreement with the Lessor, wherein and whereby Lessee shall have the right to the use the Heart of the Valley Golf Course from August 11 through October 31, 2025 and March 1st through July 31, 2026 for the above mentioned activities.

NOW THEREFORE, in consideration of the covenants and promises contained herein, the parties hereto now hereby agree as follows, to-wit:

That the Lessor shall lease the said Heart of the Valley Golf Course from August 11 through October 31, 2025 and March 1, 2026 through July 31, 2026, for the consideration of \$1000 and Operation and Maintenance Costs of \$200.

This lease is non-exclusive and third parties may use the course during the period with the exception of school tournaments. Third parties fees shall remain property of the Lessor.

IT IS HEREBY FURTHER AGREED by and between the parties hereto as follows, to-wit:

- I. Lessor shall;
 - A. Lessor will be the primary insurance carrier during the time the lease is in effect.
 - B. Lessor will be responsible for the maintenance of the course, except for the \$200. the district is responsible for on Operation and Maintenance Costs.

- II. Lessee shall:
 - A. Promise to use the facilities for only high school golf and cross country related activities. Only members of the high school golf team will have free access to the course.
 - B. Students must be supervised by school district personnel during their appointed practice time and scheduled matches.
 - C. Provide their own practice equipment (range balls – clubs)
 - D. Shall use the course for playing only – no repetitive practice on the main course. Keep practice to the driving range and practice greens. (20 ft)
 - E. Not use Heart of the Valley GC carts unless rented from the course for an additional fee.

IN WITNESS WHEREOF, the parties have agreed to the above agreement.

HEART OF THE VALLEY GOLF COURSE

By: _____
HOV, Manager

INDEPENDENT SCHOOL DIST. NO. 2910

By: _____
Board Chair

By: _____
Clerk

ADA-BORUP-WEST ELEMENTARY SCHOOLS



Ada-Borup-West School District Mission Statement

"The mission of the Ada-Borup-West School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

STUDENT HANDBOOK 2025-2026

****All school policies are subject to current Minnesota State Legislation for the 2025-2026 School Year****

THE ADA-BORUP-WEST PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT 2910 DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR DISABILITY.

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ELEMENTARY PRINCIPAL/TITLE I DIRECTOR
209 6TH ST WEST
ADA, MN 56510

AARON COOK
SUPERINTENDENT/TITLE IX
604 WEST THORPE AVENUE
ADA, MN 56510
218-784-5312

This handbook is meant to serve as a guide for students and parents/guardians. Not every circumstance or event can be anticipated; therefore students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials thereof. If you wish to view other policy manuals or handbooks that we operate under, please contact school administration.

ADA-BORUP-WEST ELEMENTARY SCHOOLS
2025-2026 DIRECTORY

Ada-Borup-West Board of Education

**Dena Bishop – Nancy Crompton – Faye DeLong – Janna Engel – Gretchen Rockstad –
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Judy Hanson	Para	
Carmen Kemper	Para	
Ida Reyes	Para	
Elivia Castillo	Para	
Char Kappes	Health Assistant/Office Support	
Doug Slininger	Head of Grounds	
Brent Vanderplaats	Head of Maintenance	
Curt Kemper	Custodian	
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Dion Biggers	Custodian	
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Shawn Roux	Transportation Director	

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ADA-BORUP-WEST ELEMENTARY SCHOOL
2024-2025 STUDENT HANDBOOK
TABLE OF CONTENTS

	Page
Welcome – Office Hours – School Website	5
Pledge of Allegiance Policy	7
District Mission Statement and Goal	6
Elementary School Staff Directory – E-mail Addresses	2
School Calendar	3
Schedule	7
Withdrawal	8
Lockers	8
Electronic Devices	8
Attendance	9
Medications in School	9
Assessments	11
Student’s Name and Photo in Newspaper and on Website	11
Field Trips	12
Homework	12
Animals on Property	12
Lesson Plans	13
Dress Code	13
Recess	14
Treats	14
Report Card	14
Library	15
Special Education	15
ECFE/VPK	15-16
Transportation	17-18
School-Wide Behavior Plan/Discipline	19-23
Sexual Harassment	24-28
The Pupil Fair Dismissal Act	29-33
Indoor Air Quality	34-35
School Year Notifications	36-37
FERPA	38
Report Grievances Procedures	39-43

ADA-BORUP-WEST ELEMENTARY SCHOOLS

STUDENT HANDBOOK

SEPTEMBER 2024

This handbook is prepared for the families of elementary children in District 2910, Ada-Borup-West Public Schools. It is designed to help you understand how schools and families share in the elementary school experience.

We look forward to an exciting 2025-2026 school year at Ada-Borup-West Elementary School. It is our goal to involve parents as key members of our educational team. We sincerely hope you enjoy this year and experience it as a time of real growth in all areas for your child.

Teamwork, of course, means good communication between home and school. Please contact us whenever you have questions or concerns. In addition, our schools are always open for you to visit. We welcome and greatly appreciate visitors, and encourage everyone to share their reactions.

Best wishes for a successful school year!

Bree Triplett, Principal
Ada-Borup-West Public Schools
breet@ada.k12.mn.us
218.784.5300

A SPECIAL NOTE TO PARENTS

If a problem arises concerning the school, the Board of Education requests that you take the following actions:

- A. First, personally contact the person directly involved.
- B. If you are unable to resolve the problem by contacting the person directly involved, please contact the appropriate principal or supervisor.
- C. If you feel the problem still has not been resolved, you should meet with the Superintendent of schools.
- D. If the problem is not resolved after meeting with the superintendent, you may request a meeting with the appropriate committee of the School Board of Education.
- E. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full School Board of Education for final resolution.

DISTRICT MISSION STATEMENT & GOAL

Ada-Borup-West School District Mission Statement

“The mission of the Ada-Borup-West School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude.”

Ada-Borup-West ISD #2910 Beliefs

- *Ada-Borup-West ISD #2910 will encourage all students to demonstrate the ability to reason, problem solve, apply knowledge, and communicate effectively.*
- *Ada-Borup-West ISD #2910 will provide an atmosphere conducive to the educational development of every student.*
- *Ada-Borup-West ISD #2910 will improve student achievement in all areas of curriculum to better prepare students to succeed on the Minnesota Comprehensive Assessments.*
- *Ada-Borup-West ISD #2910 will prepare all learners to function in an ever-changing world through the use of technology.*
- *Ada-Borup-West ISD #2910 will provide all students the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, and the performing arts.*
- *Ada-Borup-West ISD #2910 will promote physically active individuals who have the knowledge, skills and confidence to enjoy a lifetime of healthful physical activity through physical education and athletics.*
- *Ada-Borup-West ISD #2910 will promote professional development activities that will lead to improved knowledge and skills needed to instruct and prepare all students for the future.*
- *Ada-Borup-West ISD #2910 will continue to increase the number of business and community partnerships and implement related programs for the mutual benefit of both groups.*
- *Ada-Borup-West ISD #2910 will promote professionalism and teamwork among administration, staff and community.*
- *Ada-Borup-West ISD #2910 will strive for communication among district employees, students, parents and the community at-large that is accurate, consistent, timely, effective and interactive.*
- *Ada-Borup-West ISD #2910 will effectively teach and model violence prevention policies and curriculum that address early intervention alternatives, issues of harassment, and teach non-violent alternatives for conflict resolution*

ADMINISTRATIVE DISCRETION AND REVIEW

Each policy in the Student Handbook is subject to administrative review and discretion upon its implementation.

PLEDGE OF ALLEGIANCE POLICY

(Board approved May 12, 2009)

General Statement of Policy

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Exceptions: Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

Instruction: Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

PARENTS OR VISITORS - are asked to report to the office when:

1. Visiting a child or classroom (parents should communicate prior to visit with classroom teacher)
2. Checking students out of school for any reason
3. Returning students back to school

CHILDREN VISITING SCHOOL - Students who wish to visit our schools are asked to do the following:

1. Parents must request permission to visit at least one day in advance
2. Must be a former student or a prospective student
3. School visits are limited to one day per school year.

PICKING UP YOUR CHILD FROM SCHOOL

Parents picking up their child at the end of the day are asked to wait in the Cougar Den Common Area. Students not riding the bus need to be picked up by 3:10 p.m.

SCHEDULE

7:30 a.m.	Breakfast (served until 8:20)
8:00 a.m.	Busses arrive
8:15 a.m.	First Bell Rings
8:25 a.m.	Announcements - classes begin
3:05 p.m.	All PreK-5 students load at Ada-Borup-West Elementary
3:13 p.m.	Busses depart Ada

The Main Entrance (north door) at the Ada-Borup-West school building is to be used by students being dropped off at school. School supervision starts at 7:30AM each day students are in session. Students may arrive before 7:30am; however the school district is not responsible for supervision before this time. The South entrance is to be used by bus students only. Students are asked to wait in the Cougar Den Corridor or in the Commons until 7:45AM. Students will be dismissed to classrooms when the 8:15AM bell rings. All doors will be locked 8:25AM after the buses have all arrived. We ask that parents not accompany students to breakfast or to students' lockers at drop off beyond the first week of school.

At 8:15 a.m., the first bell rings. Students should be in their classrooms by 8:25. Pupils not in their place at this time will be counted tardy.

FOOD SERVICES

Food Service Students have an opportunity to begin their day with breakfast at school (breakfast will not be available when school has a late start). Eating a healthy breakfast provides immediate nutritional benefits and leads to improved eating habits throughout the day. School breakfast is linked to positive health outcomes for students.

Nutritious lunches are served each day for students and staff. The food service staff plans each lunch, which consists of five food groups daily: protein (meat or cheese), vegetable, fruit, bread or bread alternative and milk. A student may have all five items, but may select three of the five. Students who bring their own lunch may purchase milk.

Breakfast and lunch are free of charge for all students and milk prices are set by the School Board. All buildings use a computerized program that allows parents to deposit money into a personal lunch account.

LUNCH/RECESS SCHEDULE * (Subject to Change)

GRADE	LUNCH	Recess
PreK	11:05-11:30	TBD
K	11:05-11:35	11:30- 11:55
1	11:15-11:40	11:40- 12:05
2	11:45-12:10	12:10- 12:35
3	11:50-12:15	12:15- 12:40
4	12:05-12:30	12:55-1:20
5	12:05-12:30	12:55-1:20

WITHDRAWAL FROM SCHOOL

If you are planning on moving and withdrawing your child from school, please notify the school as soon as possible. School personnel will prepare a transfer form for the new school. The permanent records will be sent out upon request from the new school.

LOCKERS

Students in grades K - 5 will be assigned lockers. The lockers will be located as close as possible to the students' classroom. The lockers are not to be used for any items except their clothing. Students must avoid using the lockers for valuable items as there will be no locks on any of the lockers.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities may provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

ELECTRONIC EQUIPMENT/ CELL PHONE POLICY

- Personal Digital Assistants, calculators, graphing calculators, headphones, and maker space items may be used in the classroom with teacher permission.
- Use of cell phones, smart watches, gaming devices, digital cameras, personal iPads, personal laptops, or any electronic devices hindering education are not allowed during or before the school day. Cell phones and digital cameras are NOT allowed in locker rooms, bathrooms or any other dressing facilities. All personal devices must be stored in lockers for the duration of the school day.
- If an item interferes with the educational mission of the school, it will be confiscated and held for one day for a first offense and held until a parent picks it up. Items will NOT be returned after the third offense.
- If a student refuses to relinquish an item when directed by a teacher or staff, the student will be disciplined for insubordination.

BICYCLES

Students who are competent bicycle riders and practice good bicycle safety may ride their bicycles to school, weather permitting. Bicycles should be parked and locked in the bicycle racks during the school day. The use of helmets is encouraged. We are not responsible for lost, stolen or damaged bicycles. Bicycle racks are located on the east side of the building.

Attendance Policy

(Updated to comply with Minnesota Statute 260A, as amended by SF 942, 94th Legislature)

Policy Statement

Minnesota State Statute 260A addresses truancy. The Ada-Borup-West Public Schools attendance policy complies with the requirements of Minnesota state law. It is the opinion of the Ada-Borup-West School District that students are in school regularly to make the most of their educational experience. The daily interaction between teachers and students is an extremely valuable part of your child's education.

Parent Notification of Absences

Parents must notify the school in writing or by phone each time their child is absent or tardy. The excuse must document the reason for the absence and be provided by a parent or guardian. If the school does not receive an excuse, the absence will be considered unexcused.

The excuse is required within two school days of return for the absence to be excused.

The State of Minnesota recognizes the following as valid reasons for absence from school:

Illness of the student

Serious illness, death, or emergency in the family

Religious activities

Unsafe weather conditions

Medical or dental appointments

Family trip with prior written notification at least one week in advance

Other reasons as approved by the principal

Note: Oversleeping or missing the bus are not valid reasons for being tardy or absent. Absences of three or more consecutive days and/or excessive absences due to illness may require a statement from a doctor. Excessive excused absences (more than 10) may be treated like unexcused absences and addressed through the Norman County Truancy Protocol.

Unexcused Absences

Examples include:

Oversleeping

Missing the bus

Absences without prior approval or parental permission

Any absence without a valid excuse

Tardiness: Four unexcused tardies will equal one unexcused absence for truancy purposes

The principal may designate other absences as "unexcused" as situations arise.

Tardy and Partial-Day Absences

Students arriving more than 30 minutes after the start of the school day will be marked ½ day absent.

Students arriving after 8:25 a.m. will be marked tardy.

Students leaving 30 minutes or more before the 3:08 p.m. dismissal will be marked ½ day absent.

Definitions (Per SF 942, Effective 2025)

Continuing truant:

Elementary: Absent without valid excuse for three or more days in a school year.

Middle/High: Absent without valid excuse for three or more class periods on three different days in a school year.

Habitual truant:

Ages 12–17: Absent without valid excuse for seven or more full school days in a school year (or equivalent periods).

Under age 12: Absent without valid excuse for seven or more full school days in a school year, unless clearly shown the absences were not due to a parent/guardian's failure to ensure attendance.

Mandatory Reporting Requirement

When a student reaches seven or more unexcused full-day absences in a school year, Ada-Borup-West Public Schools will:

- Immediately report the student to the local welfare agency, Tribal social services, or designated county partner.
- Provide an oral report immediately, followed within 72 hours (excluding weekends/holidays) by a written report including:
 - Student name, date of birth, and address
 - Parent/guardian name(s) and contact information
 - Total number of unexcused full-day absences
 - Interventions and services offered to address attendance issues
 - Reporter's name and contact information

School administrators, counselors, social workers, and attendance officers are considered mandated reporters for educational neglect.

Notification to Parents/Guardians

When a student is first classified as a continuing truant, the school will notify parents/guardians by first-class mail or other reasonable means.

The notice will:

- State the child is considered a continuing truant under Minnesota law.
- Request a meeting to discuss the absences and develop solutions.
- Explain legal obligations and potential consequences, including possible court action.
- Describe available alternative educational services.
- For students with disabilities, the IEP team will convene within 10 school days of continuing truant

classification to:

- o Determine whether the absences are related to the student's disability.
- o Consider appropriate interventions, which may include a functional behavior assessment.

Make-Up Work

When a student is absent, the classroom teacher will provide the make-up assignments once. Parents may request the assignments a second time, but that is the extent of the teacher's responsibility. For extended absences, parents should contact the teacher in advance to request homework. Incomplete work due to absence will become a zero at the end of the quarter.

Health Office

PRESCRIPTION MEDICATION ADMINISTRATION

Prescription and Over-the-Counter medications can only be given if a Medication Administration form has been completed and is signed by the parent/guardian and the health care provider. The procedure for a student to receive medications at school is as follows:

- Complete the Medication Administration Form. This form is available on the Ada-Borup-West School website under Health Services.
- The form can be brought, faxed or mailed to your health care provider for their signature. The doctor who orders the medication should be the one that signs the form. Parents can have the forms faxed from the school. Please contact your health care provider if you are going to fax the form. Because of privacy rights, your doctor may not be able to fax the form back to the school unless they have your permission.
- Ask the pharmacist to fill a prescription bottle specifically for school use.
- To ensure safety, all medications should be brought to school by parent/guardian. It is helpful if this is done before the first day of school.
- Over-the-counter medications (such as cough drops, ibuprofen, cold medication, etc.) can be given only if the medication administration form has been completed.
- Please contact the school nurse if you would like your child to self-carry/self-administer over the counter medications and the procedure will be discussed with you.
- Over-the-counter medication should be brought to school in the original container with the label intact.
- You will be notified when your child's medication supply is low.

A new Medication Administration form is needed when:

- Any new medication is started during the school year. This included antibiotics that are given over 7 to 10 days.
- When the dosage, time, or how the medication is administered has changed. Sometimes during the school year, medication dosages are increased or decreased and a new form would need to be completed.

If you go to the doctor's office and they order a prescription to be given during the school day, please ask them to print the form from the Ada-Borup-West website and complete it while you are in the clinic. We realize that when you are at the doctor's office you may forget. Please bring the medication to the school and complete the Medication Administration form. When the doctor and parent have signed the form, the medication can be given.

ILLNESS POLICY

If a student becomes ill at school, he or she should report to the office. If necessary, arrangements will be made for the student to go home. Under no circumstances should a student leave for home without checking through the classroom teacher and the office.

ACCIDENTS

Accidents happening in the school or at a school activity should be reported to the instructor, person in charge, or office within 24 hours of the accident. The nurse's office should also be notified. Report accidents no matter how minor they may seem. All head and eye injuries should immediately be reported.

IMMUNIZATION POLICY

In order to enroll or remain enrolled in Ada-Borup-West, one of the following must be submitted to the school office:

- A copy of the most current immunization record from the healthcare provider
- A notarized statement from a parent or guardian of conscientious objection. (To be completed on the Pupil Immunization Record)

If a child has no record of a required immunization on file, he/she will be excluded from school. Students will not be allowed back in school until immunizations have been completed or until an initial series is started. The school district will follow Minnesota Department of Health Guidelines for Immunizations.

MMR Exemption

If your child has obtained an exemption for the MMR vaccine, they could be asked to remain home from school and other activities for 21 days or longer if they are exposed to measles. If a family member gets measles, or your unvaccinated child is exposed, the school will guide you on how to quarantine (stay home and out of school) and access educational support like homebound instruction to keep everyone safe.

HEARING/VISION SCREENING

Vision and hearing screening tests are administered according to Minnesota Department of Health guidelines in the fall for children. Referrals for further evaluations are phoned or mailed to parents as needed. If you notice any indication of vision/hearing impairment contact your child's teacher or the school nurse.

ASSESSMENT PROGRAM

Renaissance Learning STAR Assessments, FastBridge Assessments and PRESS – Students in grades K-5 will complete the assessments in the academic areas of Reading and Math once per quarter. In grades 4-5 an additional Assessment, Capti ReadBasix, may be administered to students based on academic need. Students take the assessment so that schools can determine how well the students are learning in the areas of reading and mathematics along with their yearly academic growth. Students do not pass or fail these tests. Instead, results are used by teachers to make decisions about curriculum and instructional practices used at the school. Teachers may establish additional testing times if the additional data is being used to individualize instruction.

Minnesota Comprehensive Assessments (MCA) - Students take the Minnesota Comprehensive Assessment (MCA) so that schools can determine how well the students are learning the requirements of the state academic standards in reading, mathematics, and science. Students do not pass or fail these tests. Students in grades 3-5 are assessed in the areas of Math and Reading. Additionally, 5th grade students complete the MCA Science assessment.

Students are classified in one of four achievement levels based on their test scores.

Achievement Level Information

Level One (Does Not Meet Standards) scores indicate that the student has significant gaps in the knowledge and skills necessary for satisfactory grade level work.

Level Two (Partially Meets Standards) scores represent partial knowledge and skills required for successful grade level achievement.

Level Three (Meets Standards) scores represent state expectations for achievement of all students. Students who score at Level Three are working successfully on grade-level material.

Level Four (Exceeds Standards) scores represent successful work with challenging material that is above grade-level.

STUDENT'S NAME AND PHOTO IN NEWSPAPER AND ON WEBSITE

If parents do not want their child's name/photo in the local newspaper, on the school website, local radio station, etc, you will need to notify the school in writing, requesting the school to refrain from releasing your child's name/photo to all of the above. For additional information and clarification, see the "Notice for Directory Information" in the back section of this handbook.

LOST AND FOUND

Our building has a designated place for displaying items which have been found at school. Often, fine apparel can be in the "Lost and Found" without anyone ever claiming it. If your child loses a cap, mitten, etc., there is a very good chance that it will be in the "Lost and Found" box. Please stop in and check if your child is missing some item of clothing. After an extended period of time unclaimed items will be donated.

ANIMALS ON SCHOOL PROPERTY

It is the policy of the Ada-Borup-West School District that pets, other animals, birds, reptiles, etc. will not be allowed on school property. This includes in all school buildings and school grounds anytime of the day or year. The only exception would be teachers who plan on using any of the above in their Science curriculum. Any of the above used by the teachers, can only be handled by the teachers. The intent of this policy is to prevent the possibility of a student being injured.

FIELD TRIPS

Field trips to various places in the community and surrounding areas can enhance the educational program. The number of field trips conducted by any one classroom depends on the availability of resources which correlate with the curriculum for that particular grade. Transportation is usually provided by the school district. Trips are always supervised, but by having permission slips signed by the parents prior to the trip, the parent will be aware of where the child will be going. Please call the teacher should a question arise regarding such trips. Volunteers are needed occasionally to help supervise these field trips. Please contact your child's teacher if you are willing to help in this area.

HOMEWORK

Teachers may assign homework for the following reasons:

- make-up work before or after an absence
- remedial purpose
- enrichment on an individual basis
- general class work that is not completed in school.
- reading

Students need to know that homework is important and homework assignments not turned in or incomplete can affect their grades. Teachers may assign consequences for repeatedly missing assignments.

Parents can help with homework by:

1. Providing a good place to study. This would include: good lighting, a desk or table where it is quiet, and the right tools - pencil, paper, dictionary, etc.
2. Agreeing on a regularly scheduled "homework time". This time should be early in the evening and not just before bedtime. Also, it's probably not a good idea to watch TV while studying.
3. Providing a special place for your child's books and homework to be placed when their studies are completed. This will aid them in getting their books and homework back to school each day.
4. If your child does not yet have any homework, you can still help by providing a time when you read to your child or they read to themselves.

AGENDAS

Students in Grades 3 – 5 will be given an agenda. This is to be used as an organizational tool and a way to communicate between home and school. Parents are expected to initial the agenda each school day. This shows your child that schoolwork is important, and that parents are aware of assignments. Lost agendas are replaced by the student.

ACCESSING TEACHERS' LESSON PLANS

Parents can access the Elementary Teachers' weekly instructional focuses on the district website: <http://ada.k12.mn.us> or [through their ParentSquare \(formally Remind\)](#).

RIGHT TO KNOW

As a Title I school, we must meet federal rules related to teacher qualifications as defined in Every Student Succeeds Act. These rules allow you to learn more about the teacher training and credentials of your child's teacher. We are happy to provide this information to you. At any time, you may ask:

1. Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
2. Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
3. What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

DRESS CODE

In order to provide a positive environment, we promote dress, grooming and hygiene that supports the learning health and safety of our students and staff. We expect students to dress in a manner appropriate for the weather and the school environment.

Inappropriate student clothing includes, but is not limited to:

No caps, hats, scarves, bandannas or other headgear are to be worn during the school day **unless** the day has been designated as a special event or exceptions have been granted approval by the principal.

- All loose fitting pants must be secured at the waistline, with a belt, if necessary, to hold them at the waistline.
- Shoes with wheels (Heelies), Roller Blades or other roller-skate type shoes.
- Clothing containing obscene, discriminatory, profane language or pictures, or the promotion of violence.
- Clothing that identifies/promotes products or activities which are illegal for use by minors such as tobacco or chemicals.
- Any clothing that is not in keeping with school standards.

When, in the judgment of the school administration, a student's appearance, grooming or mode of dress interferes with or disrupts the educational process or school activities; or poses a threat to the health or safety of the student or others, the student will be directed to the school social worker and/or principal's office to make modifications. Parents may be required to help resolve the situation prior to the student returning to class.

Students are also required to:

- Have a clean pair of tennis shoes in their locker for gym class.
- Wear boots outside during the winter months.

NOON RECESS

Outside noon recess is scheduled every day. In the winter, children should be properly dressed with warm boots, mittens, and coats to participate in the play period midday. In general, we will have recess outside unless the temperature is below zero or -10 F wind chill. Occasionally a child is required to stay in due to a cold, etc.

TREATS TO SCHOOL

It is a normal custom for many of our youngsters to bring a treat to school on their birthdays. This means a lot to a youngster and we know its importance. In order to safeguard all pupils and to protect us from liability, we request that no home-baked food be given to classmates. We encourage that only healthy snacks be brought to school. Pop and candy will not be allowed in the classroom on a regular basis.

REPORT CARDS AND STANDARDS-BASED REPORTS

Standards-based report cards are utilized at Ada-Borup-West Elementary to more accurately reflect and communicate your students' progress on specific academic standards. A 1-4 Rubric will be used to determine the academic progress of students.

- 1 (Does Not Meet Standards) scores indicate that the student has significant gaps in the knowledge and skills necessary for satisfactory grade level work.
- 2 (Partially Meets Standards) scores represent partial knowledge and skills required for successful grade level achievement.
- 3 (Meets Standards) scores represent state expectations for achievement of all students. Students who score at Level Three are working successfully on grade-level material.
- 4 (Exceeds Standards) scores represent successful work with challenging material that is above grade-level.

Report cards are prepared every nine weeks. (4 times a year) During the first reporting period, report cards are given to parents during Parent-Teacher Conferences. During the second, third and fourth reporting periods, report cards are sent home with the students.

Kindergarten students receive report cards on the second and fourth reporting periods only.

LOST TEXTBOOKS, LIBRARY BOOKS, ETC.

The state legislature has passed a law that allows schools to charge students/parents for lost or damaged textbooks, library books, etc. Please remind your students to take good care of books that they use throughout the year.

Synergy ParentVue

Parents may log in to the Synergy ParentVue to see student academic progress throughout the year. To receive login information, contact the elementary office.

ELEMENTARY SCHOOL LIBRARY

The Ada-Borup-West Elementary Library houses about 2,600 easy books, 2850 fiction, 2850 non-fiction books. The reference section consists of 10 sets of general encyclopedias, 3 sets of science encyclopedias, 5 sets of children's encyclopedias, 2 geographical or social studies related encyclopedias, 1 sport and biographical encyclopedias. There are 21 atlases, 28 almanacs, 75 dictionaries and around 86 other reference books. There are 3 computers in the library that allow students to take AR tests.

Grades K – 5 have classes for 30 minutes per week. Reading is still modeled through read aloud time and students are introduced to specific authors and titles. Special art activities, curriculum related workbooks, and the elementary computer labs are utilized to supplement learning.

SPECIAL PROGRAMS

In the event that your child needs extra help with their school work, subjects, etc., we have the following programs available:

Special Education

Special education services are provided to students identified in accordance with state and federal standards. Licensed teachers are employed by District 2910 to provide direct and/or indirect service to students with special needs and support for classroom teachers. Related and itinerant teachers are also available for occupational therapy, physical therapy, developmental adapted physical education and other support needs. Minnesota uses a categorical qualifying model to identify students who may need special services. Categories include speech and language, developmental delayed, specific learning disabilities, autism, developmental cognitive disabilities, traumatic brain injury, emotional/behavior disorders, physically handicapped, vision impaired, deaf/hard-of-hearing, or other health disability.

Parents play a key role in determining whether a child should be assessed or receive special education services. They are also members of the team that develops the student's Individual Education Plan (IEP), which is reviewed and adjusted on an annual basis. If you have any questions or concerns about your child's development, please contact a teacher, building principal, or the coordinator of special education.

ECFE/ Voluntary PreK/Head Start

Early childhood family education programs are designed to provide education for parents and children in the period of a child's life from birth to kindergarten. The program is designed to provide the following in the Ada-Borup-West District:

1. programs to educate parents about the physical, mental, and emotional development of children;
2. programs to enhance the skills of parents in providing for their children's learning and development;
3. learning experiences for children and parents;
4. activities designed to detect children's physical, mental, emotional, or behavioral problems that may cause learning problems;
5. activities and materials designed to encourage self-esteem, skills and behavior that prevent sexual and other interpersonal violence;
6. educational materials which may be borrowed for home use;
7. information on related community resources or other programs or activities to improve health, development and school readiness of children.

Early Childhood Special Education (ECSE)

The Early Childhood Special Education program is a program for special education children ages birth to 7 for all of Norman County. Children from age 3-7 are in a center based program which is located in the Ada-Borup-West Elementary School. Children under the age of 3 are served in a home-based setting. The children are mainstreamed in with the ECFE classes to provide a setting with non-handicapped children so that peer relationships can be enhanced.

Title One

Title One is a program that is funded by the federal government, administered by the State of Minnesota, and operated by the local school district. Title One gives small-group supplemental instruction to students in the areas of reading and math of greatest need based on local screening assessments.

PLEDGE OF ALLEGIANCE

Students in this school district shall recite the Pledge of Allegiance to the flag of the United State of America one or more times each week. The recitation shall be conducted:

- By each individual classroom teacher or the teacher's surrogate; or
- Over a school intercom system by a person designated by the school principal or other personal having administrative control over the school.
- Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.
- Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Transportation

Parents with students in Grades K-2 Must create and maintain a yearly Transportation Plan.

****Please note that bus changes WILL NOT be allowed the day of and MUST be approved by the transportation department.**

****Day of changes from bus to pick up MUST be communicated to Elementary Office (merileep@ada.k12.mn.us) and to the teacher's Remind account. If a response is not received from district staff, a phone call must be made to 218-784-5303.**

****If a change from bus to adult pick up occurs, the adult MUST come in and sign out the student in the office no later than 3:05PM. Students will not be brought out to the pick-up lane.**

BUS GUIDELINES

To provide safe efficient transportation, all of us need to be courteous and cooperative. Parents, students, bus drivers and school personnel can work out any problems by working together. To make the job easier, the following guidelines will be followed:

Student Behavior Guidelines:

- A. STUDENT WILL OBEY DRIVER AT ALL TIMES.
- B. STUDENT WILL BE AT BUS STOP ON TIME.
- C. STUDENT WILL WAIT FOR BUS OFF ROADWAY.
- D. STUDENT WILL CROSS ROAD IN FRONT OF BUS.
- E. STUDENT WILL KEEP HEAD AND HANDS INSIDE BUS.
- F. STUDENT WILL STAY IN THEIR SEAT.
- G. STUDENT WILL TALK QUIETLY.
- H. STUDENT WILL KEEP HANDS AND OTHER OBJECTS TO SELF.
- I. STUDENT WILL REPORT DAMAGE TO DRIVER AT ONCE.
- J. STUDENT WILL PAY FOR ANY DAMAGE TO BUS.
- K. STUDENT WILL KEEP BUS CLEAN.
- L. STUDENT WILL LISTEN TO DRIVER IN EMERGENCY.

Additional Bus Guidelines:

- M. Only one pick-up location and one drop-off location will be allowed.
- N. Only those students assigned to a bus route may ride that bus without a bus pass.
- O. Students who will be attending sleepovers, parties, or going to a friend's house after school are not authorized to ride a bus. Parents need to make other transportation arrangements.
- P. Transportation requests for open enrolled students will be reviewed on an individual basis.
- Q. Bus drivers are instructed to wait 30 seconds at each bus stop. Students should be waiting at their stop 5 minutes prior to their scheduled pick up time.
- R. If your child will not be riding the bus in the morning, please notify the Transportation office at 784-5311 prior to your scheduled pick up time.

- S. Buses will only drive on cleared and passable driveways that are at least ½ mile in length and offer an appropriate turning radius. On shorter driveways students will be picked up at the road.
- T. Bus tracking is available via an email link provided via parental request on a quarterly basis. Please contact the office for the bus tracking GPS link.
- U. Only students with an identified and documented requirement for special transportation will be allowed to ride in that designated vehicle.
- V. Non-pupils are not allowed on the bus without prior authorization from the Transportation Director.
- W. Security cameras are located on buses to provide for the safety and well-being of all individuals.
- X. Any concerns must be addressed to the Director of Transportation.

Discipline Procedures

- b. The bus driver is in charge of discipline on the bus.
- c. Minor infractions will be handled entirely by the driver.
- d. If problems persist, the transportation director and the principal will be informed and they will talk to the students and parents. First Bus Referral.
- e. On a second bus referral the student will be suspended from the bus for 5 days. Each subsequent referral will add an additional 5 days.
 - 1. First Referral Warning only or suspension.
 - 2. Second Referral 5 day suspension
 - 3. Third Referral 10 day suspension
 - 4. Fourth Referral 20 day suspension from riding bus/meeting with parent
 - 5. Fifth Referral Suspension from riding the bus the remainder of the school year

School-Wide Behavior Policy

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Ada-Borup-West Elementary School has implemented a behavior management system recommended by the Minnesota Department of Education. The program is called Positive Behavior Interventions and Supports (PBIS). Concepts that fit our elementary school's philosophy have been adopted for our school. In general, PBIS is a proactive program that provides a framework for teaching positive behaviors rather than merely reacting to negative behaviors. The PBIS slogan for Ada-Borup-West Elementary School is: Cougar PRIDE: Prepare, Respect, Integrity, Dedication, Excellence. These concepts are taught positively in all areas of our school and community including the cafeteria, playground, hallways, bathrooms, classrooms, and gymnasiums. A system for rewarding students is in place at our school. These rewards include "Caught Being Good Red Slips," "Reward Coins," and "Principal's Awards" for larger accomplishments. Assemblies and displays recognizing these awards will call public attention to the positive accomplishments of our students.

DISCIPLINE POLICY

I. STATEMENT OF POLICY

It is the position of School District #2910 that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators do not condone undue force or physical action towards students. They will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

II. RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior which is disruptive or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in School District #2910. Minnesota law does not allow public schools to dismiss children enrolled in preschool/prekindergarten programs or, beginning in the 2023-24 school year, students in kindergarten through third grade. Preschool and prekindergarten programs include early childhood family education, school readiness, school readiness plus (SRP), voluntary prekindergarten (VPK), Head Start, or other school-based preschool or prekindergarten programs. This provision does not apply to a dismissal from school for less than one school day, except as provided under special education law for a student receiving special education services.

Public school programs may not expel or exclude a child in preschool through third grade unless the program has first used non-exclusionary discipline resources and there is an ongoing serious safety threat to the child or others. Minnesota Statutes 121A.425.

A. Truancy and Unauthorized Absences

1. As required by current statutes, regulations of the State Department of Education, and the School Board of District #2910, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.
2. Truancy, for purposes of this policy, is the absenting of one's self from school or class without

the approval of the principal.

3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. Damage to School or Personal property

1. Vandalism: Damage to or destruction of school property or property of others by students is vandalism.
2. Theft: Theft is the act of intentionally and without claim of right taking, using, transferring, concealing or retaining possessions of moveable property of another without his consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. Physical Assault

1. Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another, including obstruction, sexual assault and indecent exposure.

D. Verbal Assault

1. Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

E. Threats and Disruptions

1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.
2. School Disruptions: Any student who disturbs or interrupts the peace and good order of the school or school sponsored activities will be subject to disciplinary action.

F. Dangerous, Harmful, and Nuisance Substances and Articles

1. Alcohol: Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities.
2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
3. Use of Tobacco: Tobacco possession or use by students is prohibited at school, at school-sponsored activities, and on school grounds. Special note: Possession as well as use of tobacco will be considered a violation of Minnesota State High School League rules.
4. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school-sponsored activities.

G. Failure to Identify Oneself

1. Failure to provide proper identification upon request of a staff member is unacceptable behavior.

H. Violation of Law

1. The violation of any state or local law or the violation of any federal law is unacceptable behavior.
- I. Violations of school procedures or acts disruptive of the educational process, including disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, and trespassing.
- J. Violation of school bus, transportation, or traffic regulations.
- K. Possession or distribution of dangerous, slanderous, libelous, or pornographic materials.
- L. Student attire or personal grooming which creates a disruption to the educational process. Clothing which advertises the use of tobacco, alcohol, or drugs is not to be worn.
- M. Falsification of records, documents, or signatures.
- N. Failure to complete required work, failure to cooperate, improper noon or after-school conduct, locker rules violations.
- O. Violation of other school rules, policies, or procedures including failure to comply with disciplinary action.
- P. In summary, the following constitute unacceptable behavior:
 1. Willful conduct which materially and substantially disrupts the right of others to an education.
 2. Willful conduct which endangers School district #2854 employees, the pupil or other pupils, or the property of the school.
 3. Willful violation of any rule of conduct specified in this discipline policy.
- Q. The throwing of snowballs is not permitted and will result in disciplinary action.

III. DISCIPLINARY ACTION

A. **Disciplinary action may include but is not limited to:**

- Meeting with the teacher, counselor, or principal;
- Detention; Loss of school privileges;
- Parental conference with school staff;
- Modified school programs;
- Removal from class; Suspension;
- Exclusion; and Expulsion;
- Not to include corporal punishment.

****Please note- disciplinary action is at the discretion of the principal. There may be incidences that require out-of-school suspension and they will be reviewed on a case-by-case basis.**

B. Removal from Class

Removal from class is the short-term exclusion of a student from a class or classes during which the school retains custody of the student. Informally, the teacher may send the student to the office if the student has exhibited a Major Behavior: the student will be supervised for the remainder of the period. Formally, the teacher will make out a Behavioral Referral Form. The principal will consult with the teacher and hold a conference with the student. Students removed from class shall be the responsibility of the behavior interventionist, principal, or his/her lawful designee. The removal from class may be

imposed without an administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. Students shall be returned to class upon completion of the terms of the removal established in the School-wide Behavior Plan and the informal administrative conference including but not limited to the completion of any make-up work.

C. Disciplinary Procedures

Informal disciplinary procedures will be used as necessary by staffing members in working with students.

Formal disciplinary action begins with the writing of a Disciplinary Behavior Referral, ordinarily by the para, teacher, or principal. The principal will confer with the student and process the referral. Disciplinary action will be taken by the principal according to the following guideline:

Ada-Borup-West Elementary Discipline will follow the current year's School-Wide Behavior Plan and will follow Minnesota's non exclusionary discipline process.

FIREARMS: Minnesota Statutes 127.282 mandates that any student determined to have brought a firearm to school must be expelled for one year.

IV. RIGHTS, PRIVILEGES, RESPONSIBILITIES

1. Philosophy. Every student who displays a genuine effort to profit from the educational experience provided, will succeed to the limit of his or her individual ability. To attend Ada-Borup-West Public Schools is a privilege and an opportunity. If students are not ready to accept the type of behavior which is in keeping with the school's philosophy and objectives, they cannot expect to continue their membership.

A. SCHOOL RESPONSIBILITIES

1. School Board
 - a. To review annually the existing discipline policy.
 - b. To support the administration in all actions taken involving discipline and that fall within the guidelines of this policy.
2. Superintendent
 - a. To keep the school board informed of any changes in the State's Student Conduct and Discipline Policy.
 - b. To make sure that due process is followed in all disciplinary actions taken.
3. Principal
 - a. To inform the student body of school policies.
 - b. To make sure every student receives a copy of the school's discipline policy.
 - c. To interpret the school discipline policy. To make sure it is followed, and that necessary disciplinary actions are carried out.
 - d. To make recommendations to the board on students who should be expelled.
 - e. To convene a disciplinary committee to meet every spring to review existing policy.
4. Teachers
 - a. To handle minor disciplinary problems in the classroom or any area under their supervision.
 - b. To make referrals to the principal on students who they feel warrant further disciplinary action.
5. Counselor/Social Worker
 - a. to sit in on all informal administrative conferences in which a student faces a possible suspension or expulsion.
 - b. To hold an informal conference with every student who has been suspended immediately following his/her return to school.

B. PARENT/GUARDIAN RESPONSIBILITIES

1. To read the student handbook, school's discipline policy and the school-wide behavior plan.
2. Report to school officials any violations of the rules by their children.
3. Support the school board and administration on any corrective actions taken, within the guidelines of the district's discipline policy.

C. STUDENT RIGHTS, PRIVILEGES, RESPONSIBILITIES

1. Rights and privileges

- a. The right to a free and full education and the right to learn.
- b. The right to equal educational opportunity and to freedom from discrimination.
- c. The right to due process of law.
- d. The privilege to participate in student activities.
- e. The right to not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day.
- f. The right to be informed at least 24 hours prior to the next scheduled detention.
- g. The right to have an informal conference to present his/her version and evidence in his/her defense, and to be advised of the reason for disciplinary action.

2. Responsibilities

- a. The responsibility to attend school daily, except when excused, and to be on time to all classes and other school functions.
- b. The responsibility to make necessary arrangements for making up work when absent from school.
- c. The responsibility to be aware of all school rules and regulations and conduct themselves in accord with them.
- d. The responsibility to assume that until a rule is waived, altered, or repealed, it is in full effect.
- e. The responsibility to be willing to volunteer information in disciplinary cases and cooperate with
- f. school staff should they have important knowledge relating to such cases.
- g. The responsibility to protect and take care of the school's property.
- h. The responsibility to dress and groom to meet fair standards of safety and health and common standards of decency.

SEXUAL HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District no. 2854 (Ada-Borup-West School District) to maintain a learning 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.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- (ii) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- (iii) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- (i) unwelcome verbal harassment or abuse;
- (ii) unwelcome pressure for sexual activity;
- (iii) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- (iv) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- (v) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

(vi) unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering those areas.

Sexual violence may include, but is not limited to:

- (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in manner reasonably related to, race.

F. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.

G. Assault; Definition. Assault is:

- (i) an act done with intent to cause fear in another of immediate bodily harm or death;

- (ii) the intentional infliction of or attempt to inflict bodily harm upon another; or
- (iii) the threat to do bodily harm to another with present ability to carry out the threat.

III. REPORTING PROCEDURE

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer Aaron Cook, immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District. The School Board has Aaron Cook as the School District Human Rights Officer, 604 West Thorpe, Ada, MN 56510, 218-784-5310 to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.

The School District shall conspicuously post the name of the Human Rights Officer(s), including mailing addresses and telephone numbers.

C. Submission of a good faith complaint or report of religious, racial, or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report of complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods

and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

IX. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas

accessible to pupils and staff members.

B. This policy shall appear in the student handbook.

C. The School District will develop a method of discussing this policy with students and employees.

D. This policy shall be reviewed at least annually for compliance with state and federal law.

38. STATEMENT OF NON-DISCRIMINATION

The Ada Public School District is an equal-opportunity employer and provides equal-opportunity educational services. The schools comply with all appropriate legislation, including Title IX, prohibiting discrimination on the basis of race, color, sex, religion, handicap, or national or ethnic origin in their educational and extra-curricular programs, access to classes, hiring, and other school-administered programs. Inquiries should be addressed to the human rights officer.

THE PUPIL FAIR DISMISSAL ACT OF 1974

Pupils - Suspension, Exclusion and Expulsion - Chapter 572 S. F. No. 2580 (Coded)

An Act relating to education; establishing grounds and procedures for the suspension, exclusion, and expulsion of public school pupils; repealing Minnesota Statutes 1971, Section 127.071.

Be it enacted by the Legislature of the State of Minnesota;

Section 1.

127.26 Citation of Sections 127.26 to 127.40

Sections 127.26 to 127.40 may be cited as "The pupil fair dismissal act of 1974."

Section 2

127.27 Definitions

Subdivision 1. As used in sections 127.26 to 127.4, the terms defined in this section shall have the meanings assigned them.

Subd. 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension.

Subd. 3. "District" means any school district or unorganized territory.

Subd. 4. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

Subd. 6. "Parent" means (a) one of the pupil's parents or (b) in the case of divorce, legal separation, or illegitimacy, the custodial parent.

Subd. 7. "Pupil" means any handicapped or nonhandicapped student under 21 years of age eligible to attend a public elementary or secondary school.

Subd. 8. "School" means any school as defined in Minnesota Statutes 1971, Section 120.05, Subdivision 2.

Subd. 9. "School board" means the governing body of any school district or unorganized territory.

Subd. 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than five school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

Section 3

127.28 Policy

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

Section 4

127.29 Grounds for Dismissal

Subdivision 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies.

Subd. 2 A pupil may be dismissed on the following grounds:

- a) Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
- b) Willful conduct which materially and substantially disrupts the rights of others to an education;

- c) Willful conduct which endangers the pupil or other pupils, or the property of the school.

Section 5.

127.30 Suspension Procedures

Subdivision 1. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to persons or property around him.

Subd. 2. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 127.26 to 127.40, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon his parent or guardian by certified mail within 48 hours of the conference. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him, the written notice shall be served either personally or by certified mail upon the pupil and his parent or guardian within 48 hours of the suspension. Service by certified mail is complete upon mailing.

Subd. 3. Notwithstanding the provisions of section 5, subdivision 1 and 2, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

Section 6

127.31 Exclusion and expulsion Procedures

Subdivision 1. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board to its agent.

Subd. 2. Written notice of intent to take action shall:

- a) Be served upon the pupil and his parent or guardian by certified mail;
- b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- c) State the date, time, and place of the hearing;
- d) Be accompanied by a copy of sections 127.26 to 127.40;
- e) Describe alternative educational programs accorded the public prior to commencement of the expulsion or exclusion proceedings; and
- f) Inform the pupil and parent or guardian of the right to:
 - 1) Have legal counsel at the hearing;
 - 2) Examine the pupil's records before the hearing;
 - 3) Present evidence; and
 - 4) Confront and cross-examine all witnesses.

Subd. 3. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. The pupil shall have a right to a representative of his own choosing, including legal counsel. If a pupil is financially unable to retain counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.

Subd. 7. the hearing shall take place before;

- a) An independent hearing officer;
- b) A member of the school board;
- c) A committee of the school board, or;
- d) The full school board;

as determined by the school board.

Subd. 8. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and

administer oaths.

Subd. 9. At a reasonable time prior to the hearing, the pupil, parent or guardian, or his representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 10. The pupil, parent or guardian or his representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 11. The pupil, parent or guardian, or his representative, shall have the right to present evidence and testimony, including expert psychology or educational testimony.

Subd. 12. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 13. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.

Subd. 14. The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Section 7.

127.32 Appeal

An exclusion or expulsion decision made pursuant to sections 127.26 to 127.40 may be appealed to the commissioner of education. The commissioner or his representative shall make a final decision based upon a record of evidence presented at the hearing. Such ruling shall be

binding upon the parties, subject to judicial review as provided in Section 127.33.

Section 8.

127.33 Judicial Review

The decision of the commissioner of education made pursuant to Sections 127.26 to 127.40 shall be subject to direct judicial review in the district court of the county in which the school district or any part thereof is located. The scope of the judicial review shall be as provided by Minnesota Statutes 1971, Section 15.0425.

Section 9.

127.34 Reports to Service Agency

The school board shall report any action taken pursuant to sections 127.26 to 127.40 to the appropriate public service agency, when the pupil is under the supervision of such agency.

Section 10.

127.35 Nonapplication of Certain Law

The provisions of Minnesota Statutes 1971, Section 120.10, Subdivision 1, shall not apply to any pupil during a dismissal pursuant to sections 127.26 to 127.40.

Section 11.

127.36 Report to Commissioner of Education

The school board shall report such exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report shall include a statement of alternative programs of education accorded the pupil prior to the commencement of exclusion or expulsion proceedings.

Section 12.

127.37 Notice of Right to Be Reinstated

Whenever a pupil fails to return to school within ten days of the termination of dismissal, the pupil and his parents shall be informed by certified mail of the pupil's right to attend and to be reinstated in the public school.

Section 13.

127.38 Policies to Be Established

The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt policies and rules in writing to effectuate the purposes of sections 127.26 to 127.40. The policies will emphasize the prevention of dismissal action through early detection of problems. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period and help prepare him for readmission.

Section 14.

127.39

Sections 127.26 to 127.40 shall not be deemed to amend or otherwise affect or change Minnesota Statutes, 1973 supplement, Section 363.03, Subdivision 5, Clause (2).

Section 15.

127.40

Sections 127.26 to 127.40 shall apply only to those portions of the school program for which credit is granted.

Sec. 16. Repealer. Minnesota Statutes 1971, Section 127.071, is repealed.

Approved April 11, 1974

Changes and Additions made to
The Pupil Fair Dismissal Act
of 1974

(1983 Legislative Session)

Sec. 1. (127.27) DEFINITIONS

Subd. 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Sec. 2. (127.40) DEFINITIONS

Subd. 1. (REMOVAL FROM CLASS) "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the school district discipline policy adopted by the school board pursuant to Section 3.

Subd. 2. (CLASS PERIOD) "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject or instruction.

Sec. 3. (127.41) ADOPTION OF POLICY ON DISCIPLINE AND REMOVAL OF STUDENTS FROM CLASS

Subd. 1. (REQUIRED POLICY) Prior to the beginning of the 1984-85 school year each school board shall adopt a written district-wide school discipline policy which shall include written rules of conduct for pupils and grounds and procedures for removal of pupils from class. The policy shall be developed with the participation of administrator, teachers, employees, pupils, parents, community members, and such other individuals or organizations as the board determines appropriate.

Subd. 2. (GROUNDS FOR REMOVAL FROM CLASS) The policy shall establish the various grounds for which a pupil may be removed from a class in the district for a period of time pursuant to the

procedures specified in the policy. The grounds in the policy shall include at least the following provisions as well as other grounds determined appropriate by the board:

- a) Willful conduct which substantially disrupts the rights of others to an education;
- b) Willful conduct which endangers school district employees, the pupil or other pupils or the property of the school;
- c) Willful violation of any rule of conduct specified in the discipline policy adopted by the board.

Subd. 3. (POLICY COMPONENTS) The policy shall include at least the following components.

- a) Rules governing pupil conduct and procedures for informing pupils of the rules;
- b) The grounds for removal of a pupil from a class;
- c) The authority of the classroom teacher to remove pupils from the classroom pursuant to procedures and rules established in the district's policy;
- d) The procedures for removal of a pupil from a class by a teacher, school administrator, or other school district employee;
- e) The period of time for which a pupil may be removed from a class, which may not exceed three class periods for a violation of a rules of conduct;
- f) Provisions relating to the responsibility for and custody of a pupil removed from a class;
- g) The procedures for return of a pupil to the specified class from which the pupil has been removed;
- h) The procedures for notifying pupils and parents or guardians of violations of the rules of conduct and of resulting disciplinary actions;
- i) Any procedures, determined appropriate for encouraging early involvement of parents or guardians in attempts to improve a pupil's behavior;
- j) Any procedures determined appropriate for encouraging early detection of behavioral problems.
- k) Any procedures determined appropriate for referring pupils in need of special education services to those services; and
- l) The procedures for consideration of whether there is a need for a further assessment or of whether there is a need for a review of the adequacy of a current individual education plan of a handicapped pupil who is removed from class.

Sec. 4. (127.42) REVIEW OF POLICY

The principal and the licensed employees in a school building shall confer at least annually to review the discipline policy and to assess whether the policy has been enforced.

Ada-Borup-West PUBLIC SCHOOL

Indoor Air Quality Notice

Ada-Borup-West School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission – educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone one in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child’s home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child’s symptoms by contacting the school.

Ada-Borup-West School District Indoor Air Quality contact person is Brent Vanderplatts , Custodian. If there are any questions regarding the school’s IAQ Program, please feel free to call the school at 218-784-5300.

Prepared by the Minnesota Pest Control Association
For the “**Parents Right to Know Act**”, (M.S. 123B.575, Subdivisions 1-14)

A notice, such as one of those below, must be distributed to all parents and employees by September 15th. It may be included with other notices but must be separately identifies and clearly visible to the reader. The same notice must also be included in a school handbook or statement of polices. Copies of the notice must be kept for at least six years in a manner available to the public.

Model Notice #1 is for schools currently working, or about to be working, with a professional pest control service firm.

Notice Concerning Use of Pest Control Materials:

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district’s buildings. Their program consists of:

1. *inspection and monitoring* to determine whether pests are present, and whether any treatment is needed;
2. recommendations for *maintenance and sanitation* to help eliminate pests without the need for pest control materials;
3. utilization of *non-chemical measures* such as traps, caulking and screening; and
4. application of *EPA-registered pest control materials* when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such and application be deemed necessary on a day different from the days specified in the schedule.

Service visits are scheduled during the weeks starting with the dates listed below:

August – week of August 26 - 30

December – week of December 23 - 27

May – week of May 5 – 9

SCHOOL YEAR NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Ada-Borup-West has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation all buildings (including portables and support buildings) owned or leased by the Ada-Borup-West were inspected by an EPA accredited inspector and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Ada-Borup-West has completed the 3-Year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Ada-Borup-West conducted the following with respect to its asbestos containing building materials:

**Conducted the 2001 Three Year Reinspection in all district buildings*

**Implemented our Operations and Maintenance Program*

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Ada-Borup-West has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to Kelly Klein, with MacNeil Environmental, Inc., at 800/232-5209 extension 266 or by contacting Ada-Borup-West at 218/784-5300.

**Notification of Rights under FERPA
for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their 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.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department
of Education
400 Maryland Avenue, SW Washington, DC 20202-
5920

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Ada-Borup-West Public Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Ada-Borup-West Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Ada-Borup-West Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Ada-Borup-West Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 13, 2022**. Ada-Borup-West Public Schools has designated the following information as directory information:

Student's name	Participation in officially
Address	recognized activities and sports
Telephone listing	Weight and height of members of
Electronic mail address	athletic teams
Photograph	Degrees, honors, and awards
Date and place of birth	received
Major field of study	Most recent educational agency or
Dates of attendance	institution attended
Grade level	

**REPORTING GRIEVANCE PROCEDURES FOR
STUDENT SEX AND DISABILITY NONDISCRIMINATION**

A. Any student who believes he or she has been the victim of unlawful sex or disability discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex or disability discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex or disability discrimination toward a student directly to a school district human rights officer or to the superintendent.

B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex or disability discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex or disability discrimination toward a student shall inform the building principal immediately.

C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex or disability discrimination toward a student as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. The school board hereby designates Aaron Cook as the school district human rights officer to receive reports, complaints or grievances of unlawful sex or disability discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

E. The school district shall conspicuously post the name of the human rights officer, including mailing address and telephone number.

F. Submission of a good faith complaint, grievance or report of unlawful sex or disability discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATION

A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex or disability discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or

circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex or disability discrimination toward a student.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex or disability discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex or disability discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

DISSEMINATION OF POLICY AND EVALUATION

A. This policy shall be made available to all students, staff members, employee unions and organizations.

B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross References: MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 413 (Harassment and Violence)

Aaron Cook

Human Rights Officer
Ada-Borup-West Public Schools
604 West Thorpe Avenue
Ada, MN 56510
Phone: (218) 784-5312

SUBSTANCE ABUSE AND THE STUDENT

All confirmed instances of student use or possession of alcoholic beverages, tobacco, or illegal substances will be reported by the principal to the Chemical Abuse Preassessment Team.

A Memorandum of Understanding between law enforcement agencies and the schools permits the exchange of information when there has been a violation of laws concerning alcohol or other illegal substances.

Pursuant to Minnesota Statute Annotated 126.035, Subdivision 2, the Chemical Abuse Preassessment Team shall mail or personally deliver to the child's parent or guardian having custody over the child and to the child, written notification of any violation as stated in the Memorandum of Understanding. Such notification shall be sent no later than 5 days after the Preassessment Team has been advised of any violation. The written notification shall consist of the child's name, parent's name, address, school attended, date of violation, place of violation, a brief description stating a factual basis for believing a violation exists, the date notice is sent, and an explanation as to what steps the Preassessment Team expects of the parent, guardian, or child.

STATEMENT OF NON-DISCRIMINATION

Ada-Borup-West Public Schools are equal-opportunity educators and employers. The Schools comply with all appropriate legislation, including Title IX, prohibiting discrimination on the basis of race, color, sex, religion, handicap, or national or ethnic origin in their educational and extracurricular programs. Inquiries regarding Title IX should be addressed to Aaron Cook.

ADA-BORUP-WEST HIGH SCHOOL
2025-2026 STUDENT HANDBOOK
TABLE OF CONTENTS

	Page
Welcome – Office Hours – School Website	2
Pledge of Allegiance Policy	3
District Mission Statement and Goal	3
Cougar Code	4
A Bill of Rights & Responsibilities	4
High School Staff Directory – E-mail Addresses	6
High School Calendar	8
Class Officers and Advisors	9
Student Council - Mission Statement – Frequently Asked Questions	10
1. Attendance	11
2. Return to School Following Absence	14
3. Tardiness	14
4. Breakfast	15
5. Noon Lunch Period	15
6. Wellness	15
7. Food and Beverage	15
8. Inclement Weather Policy	15
9. Bus Guidelines	15
10. Bus Rules	15
11. Student Fan Buses to Activities	16
12. Visitors	16
13. Daily Bulletin	16
14. Daily Schedule	16
15. Telephone Use and Messages	17
16. Student’s Name and Photo in Newspaper and on Website	17
17. Driving and Parking	17
18. Dress and Grooming	17
19. Fees	17
20. Book Bags and Handbags	18
21. Money and Valuables	18
22. Textbooks	18
23. Schedule Changes	18
24. Medications in School	18
25. Insurance	19
26. Activity Eligibility	21
27. School Records	21
28. Student Surveys	24
29. Employment Background Checks	25
30. Immunizations	25
31. Study Time Rules	25
32. Academic Integrity	26
33. Grading	26
34. Semester Test Policy	26
35. Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing	28
36. Mid-term (Special) Reports to Parents	30
37. Promotion	30
38. Supportive Instruction Programs	31
39. Academic Recognition	31
40. Minnesota Honor Society	32
41. Graduation Requirements	32
42. Test Out Policy	32
43. Home School Transfers	33
44. Graduation	33
45. Prom	33
46. Post-Secondary Enrollment Options	33
47. Substance Abuse and the Student	34
48. Firearms	35
49. Discipline Policy	35
50. Religious, Racial and Sexual Harassment and Violence	48
51. Statement of Non-Discrimination	53
52. Vocational Classes	53
53. School District Policies	53
MacNeil Environmental, Inc. – Asbestos Notification, Pesticide General Notice & Ada-Borup-West Indoor Air Quality Notice	

The Ada-Borup-West Public Schools Independent School District 2910 does not discriminate on the basis of race, color, national origin, sex or disability.

****All school policies are subject to current Minnesota State Legislation for the 2025-2026 School Year****

WELCOME MESSAGE FOR STUDENTS

Welcome to the 2025-2026 school year at Ada-Borup-West High School. What you are holding represents the work of the faculty, students, MEEP Team, school administration, and School Board members of our school. Consider it a guidebook to membership in our community of learners.

It's the idea of "community" that is the driving force behind this handbook; the guidelines contained within are suggestions about how we can best contribute to an environment that is safe, friendly, and productive. It's about having an atmosphere in our school that fosters good work, good feelings, and good memories.

Respect for ourselves and others are probably the single most important thing we can learn as a member of our school's community of learners. As a community member, it is critical that you respect yourself, your peers, and the adults who work here every day.

The guidelines contained in this handbook are meant to be just that – guidelines. Try to think about the "spirit" of the law, and avoid getting too hung up on the "letter" of the law; no one is served well by going around looking for loopholes – it's a waste of time. Most of us know when we are doing the right thing. So, do the right thing and you'll be fulfilling a big part of your responsibilities as a student here at our school.

Pay careful attention to what is in your handbook, discuss it with your parents and classmates, and if you have any questions, please don't hesitate to ask one of us. We look forward to helping you have a great year!!

Josh Carlson
High School Principal

This handbook is meant to serve as a guide for students and parents/guardians. Not every circumstance or event can be anticipated; therefore students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials thereof. If you wish to view other policy manuals or handbooks that we operate under, please contact school administration.

Ada-Borup-West High School Office Hours: 7:30 A.M. – 4:00 P.M.

Phone #: (218) 784-5300

Web Site: ada.k12.mn.us

A SPECIAL NOTE TO PARENTS

If a problem arises concerning the school, the Board of Education requests that you take the following actions:

- A. First, personally contact the person directly involved.
- B. If you are unable to resolve the problem by contacting the person directly involved, please contact the appropriate principal or supervisor.
- C. If you feel the problem still has not been resolved, you should meet with the superintendent of schools.
- D. If the problem is not resolved after meeting with the superintendent, you may request a meeting with the appropriate committee of the School Board of Education.
- E. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full School Board of Education for final resolution.

NOTE TO 18 YEAR OLDS

MSA 120A.20 states the following:

The Board of Education of any school district shall provide free education services to any person between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age. **Therefore, all students enrolled in Ada-Borup-West High School will be**

required to follow the same policies as established for those under 18 years of age. Students older than 21 years of age may attend high school only with permission of the School Board of Education.

ADMINISTRATIVE DISCRETION AND REVIEW

Each policy in the Student Handbook is subject to administrative review and discretion upon its implementation.

PLEDGE OF ALLEGIANCE POLICY

(Board approved May 12, 2009)

General Statement of Policy

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Exceptions: Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

Instruction: Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

DISTRICT MISSION STATEMENT & GOAL

Ada-Borup-West School District Mission Statement

"The mission of the Ada-Borup-West School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

Ada-Borup-West ISD #2910 Beliefs

- ***Ada-Borup-West ISD #2910 will encourage all students to demonstrate the ability to reason, problem solve, apply knowledge, and communicate effectively.***
- ***Ada-Borup-West ISD #2910 will provide an atmosphere conducive to the educational development of every student.***
- ***Ada-Borup-West ISD #2910 will improve student achievement in all areas of curriculum to better prepare students to succeed on the Minnesota Comprehensive Assessments.***
- ***Ada-Borup-West ISD #2910 will prepare all learners to function in an ever-changing world through the use of technology.***
- ***Ada-Borup-West ISD #2910 will provide all students the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, and the performing arts.***
- ***Ada-Borup-West ISD #2910 will promote physically active individuals who have the knowledge, skills and confidence to enjoy a lifetime of healthful physical activity through physical education and athletics.***

- *Ada-Borup-West ISD #2910 will promote professional development activities that will lead to improved knowledge and skills needed to instruct and prepare all students for the future.*
- *Ada-Borup-West ISD #2910 will continue to increase the number of business and community partnerships and implement related programs for the mutual benefit of both groups.*
- *Ada-Borup-West ISD #2910 will promote professionalism and teamwork among administration, staff and community.*
- *Ada-Borup-West ISD #2910 will strive for communication among district employees, students, parents and the community at-large that is accurate, consistent, timely, effective and interactive.*
- *Ada-Borup-West ISD #2910 will effectively teach and model violence prevention policies and curriculum that address early intervention alternatives, issues of harassment, and teach non-violent alternatives for conflict resolution*

COUGAR CODE

I am respectful.

I am responsible.

I am safe.

I am prepared.

We are here to learn; therefore, I will do nothing to keep the teacher from teaching, and anyone, myself included from learning.

I will cooperate with all school people.

I will respect myself, others and the environment.

By acting in this way, I am capable, connecting, and contributing.

A BILL OF RIGHTS & RESPONSIBILITIES

All Students and school staff have a right to:

1. Support from parents, the community, public officials, and business in their efforts to uphold high standards of conduct and achievement.
2. Schools and classrooms in which high grades stand for high achievement and promotion is earned.
3. Trust that their high school diploma means having the knowledge and skills essential for college or a good job.
4. Learn and work with clearly stated and rigorous academic standards.
5. Well-equipped schools that have the instructional materials needed to carry out a rigorous academic program.
6. Teachers who know their subject matter and how to teach it.
7. Be treated with courtesy and respect.
8. Learn and work in school districts that have alternative educational placement for violent or chronically disruptive students.
9. Clear discipline codes with fair and consistently enforced consequences for misbehavior.
10. Schools that are safe, orderly, and drug free.

2025-2026 ADA-BORUP HIGH SCHOOL DIRECTORY

BOARD OF EDUCATION

Dena Bishop	Treasurer	denab@ada.k12.mn.us
Nancy Crompton (Adam)	Director	nancyc@ada.k12.mn.us
Fayle DeLong	Vice-Chairperson	fayled@ada.k12.mn.us
Janna Engel (Scott)	Director	jannae@ada.k12.mn.us
Gretchen Rockstad (Erik)	Chairperson	gretchenr@ada.k12..mn.us
Barb Spilde (Tim)	Clerk	barbs@ada.k12.mn.us
Josh Visser (Carri)	Director	joshv@ada.k12.mn.us

E-MAIL

FACULTY

	<u>e-mail address</u>	<u>Position</u>	<u>School #/Ext.</u>
Dorinda Blotsky	dorindab@ada.k12.mn.us	Music	Ext. 101
Elizabeth Cakebread	elizabethc@ada.k12.mn.us	Science/Math	Ext. 324
Josh Carlson	joshc@ada.k12.mn.us	High School Principal	Ext. 232
Lisa Coleman	lisac@ada.k12.mn.us	English/Speech	Ext. 323
Aaron Cook	acook@ada.k12.mn.us	Superintendent	784-5312/Ext. 503
Michael Erickson	michaele@ada.k12.mn.us	Math	Ext. 346
Tyelyn Erickson	tyelyne@ada.k12.mn.us	LD/EBD	Ext. 300
Mark Farwell	markf@ada.k12.mn.us	Social	Ext. 332
Annie Goldader	annier@ada.k12.mn.us	English	Ext. 321
Miki Hennen	mikil@ada.k12.mn.us	Family Consumer Science	Ext. 306
Tyler Hennen	tylerh@ada.k12.mn.us	Phy. Ed.	Ext. 848
		LE/EBD	Ext. 302
Amy Johnson	amyji@ada.k12.mn.us	English	Ext. 327
Jordan Johnson	jordani@ada.k12.mn.us	Science/English	Ext. 306
Dan Jorgensen	danj@ada.k12.mn.us	Phy. Ed.	
Tanya Kemper	tanyak@ada.k12.mn.us	Vocal Music	Ext. 391
Mason Kitchell	masonk@ada.k12.mn.us	Woods Shop/Auto Technology	Ext. 807
		Special Education	Ext. 331
Angela Larson	angelal@ada.k12.mn.us	Science	Ext. 322
Emily Lee	emilyl@ada.k12.mn.us	Math/Tech Integration	Ext. 342
Allie Lien	alliel@ada.k12.mn.us	Guidance Counselor	Ext. 319
Nate McCraven	natem@ada.k12.mn.us	Math	Ext. 345
Kelsey Merkins	kelseyem@ada.k12.mn.us	RN, Norman-Mahnomen Public Health	Ext. 513
Noah Monson	noahm@ada.k12.mn.us	Phy. Ed./Health/Adaptive Phy. Ed.	Ext. 842
Charity Pallum	charityp@ada.k12.mn.us	Computer/Business	Ext. 314/316
Jodi Peterson	jodip@ada.k12.mn.us	Art/Drivers Ed	Ext. 305
Abbie Savage	abbies@ada.k12.mn.us	Vocational Agriculture	Ext. 803
Donna Scholl	donnas@ada.k12.mn.us	Social	Ext. 330
Becky Smart	smarthb@ada.k12.mn.us	LD/EBD	Ext. 337
Dave Smart	davids@ada.k12.mn.us	Social Studies	Ext. 336
Kris Sterton	kriss@ada.k12.mn.us	Family Resource Specialist	Ext. 317
Trevor Stewart	trevors@ada.k12.mn.us	Math/PE	Ext. 343
Shanon Syverson	shanons@ada.k12.mn.us	Spanish	Ext. 328
Richard Tuttle	richardt@ada.k12.mn.us	Instrumental Music	Ext. 393

NON-CERTIFIED STAFF

Anne Aanenson	annea@ada.k12.mn.us	Paraprofessional	Ext. 302
Piper Austinson	pipera@ada.k12.mn.us	Paraprofessional	Ext. 302
Dion Biggers	dionb@ada.k12.mn.us	Custodian	
Jason Bitker		Custodian	
Debbie Borgen		Food Service	Ext. 200
Elvira Castillo	elvirac@ada.k12.mn.us	Paraprofessional	
Han Dougan		Food Service	Ext. 200
Elyse Fassino	elysef@ada.k12.mn.us	Paraprofessional/Bus Driver	Ext. 337
Kelsey Grivno	kelseyg@ada.k12.mn.us	High School Secretary	784-5300/Ext. 201
Sandy Gunderson	sandyg@ada.k12.mn.us	District Secretary	Ext. 501
Rena Kappes	renaek@ada.k12.mn.us	Paraprofessional	
Tod Kappes		Bus Driver	
Curt Kemper	curtk@ada.k12.mn.us	Custodian	
Bob Kinkade	bobk@ada.k12.mn.us	Food Service Director	Ext. 200
Crystal Meis	crystalm@ada.k12.mn.us	Paraprofessional	
Brittany Myers	brittanym@ada.k12.mn.us	Paraprofessional	
Hailey Orsland	haileyo@ada.k12.mn.us	Paraprofessional	
Brian Pelzman		Custodian	
Char Pelzman	charp@ada.k12.mn.us	Nurse Assistant	Ext. 202

Jade Plante	jadep@ada.k12.mn.us	Paraprofessional	
Jeremy Prodzinski	jeremyp@ada.k12.mn.us	Technology	Ext. 310
Lori Prodzinski	lorip@ada.k12.mn.us	Paraprofessional	
Ida Reyes	idar@ada.k12.mn.us	Food Service	
Cheryl Roquet		Paraprofessional	Ext. 125
Shawn Roux	shawnr@ada.k12.mn.us	Food Service	
Melissa Sargent		Transportation Director	784-5311/Ext. 817
Doug Slininger	dougs@ada.k12.mn.us	Food Service	Ext. 200
Karen Smith	karens@ada.k12.mn.us	Grounds	
Val Thom	vallt@ada.k12.mn.us	Food Service/Bus Driver	
Bonnie Vanderplaats	bonniev@ada.k12.mn.us	Payroll/HR Accountant	784-2238/Ext. 818
Brent Vanderplaats	brentv@ada.k12.mn.us	Custodian	
Karen Wagner	karenw@ada.k12.mn.us	Head Custodian	
Brad Williams		Bus Driver	
		Bus Driver	

2024-2025 Ada-Borup-West Public Schools

Adopted: March 12, 2024

Ada-Borup-West Public School
 604 West Thorpe Avenue
 Ada, MN 56510
 www.ada.k12.mn.us

AUGUST 2024 4 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024 20 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024 21 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024 19 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024 15 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

First and Last day of School

First – September 3, 2024
 Last – May 23, 2025

No School – Teacher Workshop Days

August 26, 27, 28, 29
 May 27

No School for all students

Labor Day – September 2
 MEA Break – October 17 & 18
 Thanksgiving Break – November 28 & 29
 Christmas Break – December 21 –
 January 1
 President's Day – February 17
 Easter Break – April 18 – April 21
 Memorial Day – May 26

Early Dismissal at 12:30 p.m. (Teacher Workshop)

Oct 16, Nov 1, Nov 27, Jan 17, March 21

Other Early Out Days

December 20 – 12:30 staff & students

May 23 – 10:00 Students Only

Parent-Teacher Conferences

Elementary – Nov 7 & 12 and Feb 20 & Feb 24

High School – Nov 7 & Feb 20

Commencement 2025 – May 23

179 Total Days (Includes 5 Staff Days)

Make-Up Days (if needed)

April 21

May 27, 28, 29, 30

End of 1st 9 weeks – November 1, 2024

End of 2nd 9 weeks – January 17, 2025

End of 3rd 9 weeks – March 21, 2025

End of 4th 9 weeks – May 23, 2025

JANUARY 2025 22 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025 19 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025 21 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

APRIL 2025 20 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025 18 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025 0 days

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Ada-Borup-West High School
2025-2026 Class Officers and Advisors

Grade 6 – Class of 2032

President	
Vice President	
Secretary	
Treasurer	
Advisors	Annie Goldader, Jordan Johnson, Nate McCraven, Mark Farwell

Grade 7 – Class of 2031

President	Constance Halvorson
Vice President	Kendall Smart
Student Council	Zayden Brower
Student Council (Alt.)	
Secretary	Brylie Westcott
Treasurer	Carson Prothero
Advisors	Michael Erickson, Charity Pallum, Richard Tuttle

Grade 8 – Class of 2030

President	Zoe Molina
Vice President	Ava Griewe
Student Council	Alayna Miller
Student Council (Alt.)	
Secretary	Hadley Thom
Treasurer	Bridger Ness
Advisors	Trevor Stewart, Shanon Syverson, Donna Scholl

Grade 9 – Class of 2029

President	Carson Kappes
Vice President	Krystian Visser
Student Council	Brianne Myers
Student Council (Alt.)	
Secretary	Jerzy Luehring
Treasurer	Josh Dye
Advisor	Elizabeth Cakebread, Dave Smart, Miki Hennen

Grade 10 – Class of 2028

President	Leila Crabtree
Vice President	Adeliza Bitker
Student Council	June Coleman
Student Council (Alt.)	
Secretary	Devon Westcott
Treasurer	Amelya Hyde
Advisors	Lisa Coleman, Tyler Hennen, Angela Larson

Grade 11 – Class of 2027

President	Nellie Todd
Vice President	Leighton Odden
Student Council	Aubrie Trautner
Student Council (Alt.)	
Secretary	Faith Brower
Treasurer	Jack Jensen
Advisors	Amy Johnson, Jodi Peterson, Tanya Kemper

Grade 12 – Class of 2026

President	Kadence Thom
Vice President	Morgan Engel
Student Council	Hannah Brandt
Student Council (Alt.)	
Secretary	Malayna Syverson
Treasurer	Carson DeVos
Advisors	Abbie Savage, Emily Lee, Allie Lien, Mason Kitchell

ABWHS Student Council 2025-2026

The student council will work to unify and promote the student activities of the school and will be a forum where questions arising from students, faculty or administration can be presented for discussion or consideration. The student body elects student council officers.

SENIORS

JUNIORS

SOPHOMORES

NINTH GRADE

EIGHTH GRADE

SEVENTH GRADE

ADA-BORUP-WEST HIGH SCHOOL MISSION STATEMENT

Ada-Borup-West High School is committed to providing an equal opportunity for learning by respecting the individual educational needs of each student, to instill values and the importance of continual learning through the cooperative efforts of motivated students, dedicated staff, caring families and an involved community.

Frequently Asked Questions

WHAT SHOULD I DO IF...

- **I arrive at school after the 1st Period has started...**
 - You should report to the office to obtain a pass to class. You should also make sure that your parents/guardians have phoned the office prior to your arrival.
- **I am tardy to any one of my classes...**
 - You should report to your class as quickly as possible. The teacher will follow the school's tardy policy.
- **I return to school after being absent...**
 - Before school begins, you should report to the office to get your agenda signed for admission to class. Your parents/guardians are to call the office prior to 8:16 a.m. on the day you are absent or send a note with you immediately following an absence. Failure to follow these procedures may result in an unexcused absence.
- **I know I am going to be missing school...**
 - You should have your parents contact the office well in advance of the absence to let the school know you are going to be absent. Students are asked to have each teacher list the assignments you have to complete and the work you are going to miss. Remember, it is the student's responsibility to get the make-up work and complete it.
- **I need to see the Principal or Counselor...**
 - You should come to the office or counselor's office in room 319. If they are not immediately available, you may make an appointment to see them.
- **I lose or find something valuable...**
 - You should report it to the office as soon as possible.
- **I have something stolen from me...**
 - You should report it to the office as soon as possible. Although locks for your lockers are not required, they are available to be purchased for a small fee at the office. The school will not be responsible for replacement of personal items lost or taken from lockers.

- **I feel sick or injured during school...**
 - You should notify your teacher and report to the office. A health assistant trained by the school nurse will assist you. First Aide will be provided, parents are often contacted, and the school nurse will be contacted depending on the situation. The Health Assistants are given training when to call the school nurse and when to call parents.
- **I want to go out for an extracurricular activity...**
 - You should pay attention to the announcements for meeting dates. You should then pick up paperwork from Sandy, complete the forms with your parent/guardian, return paperwork and participation fee, and set up meeting time with the Activities Director if you missed the August meeting.
- **I move to a different address and/or my parent(s)/guardians change jobs and telephone numbers where they can be reached during the day...**
 - You should report this information to the office as soon as possible.
- **I am withdrawing from school...**
 - You should talk to someone in the office as soon in advance as possible.
- **I need to miss a class for any reason...**
 - You should contact the office for instructions to follow.
- **I have a pass to leave the building during the day...**
 - You should sign out in the office before leaving the building. **Students who leave the building without signing out may have the absences recorded as unexcused.**
- **I am sick and need assignments...**
 - You should call a classmate and get information or have your parent/guardian contact the office to request assignments to be picked up.
- **I have a doctor/dental/medical appointment...**
 - You should have your parent/guardian contact the office to request a pass for you to leave the building. Before you leave the building, **make sure you sign out in the office.**
- **I want to bring a friend/relative to school...**
 - You should contact your principal ahead of time to work out any arrangements.
- **I am wondering if school will be late or closed due to weather...**
 - You should listen to 106.5 FM (KRJB) and other local radio stations for weather-related announcements. Announcements of school closings, late starts, or early dismissals are also posted on the school website. Families can also sign up to receive instant alerts pertaining to school closings. You may also call the school if you still have questions.

1. **ATTENDANCE:** If you are to benefit from your experience here at Ada-Borup-West High School, it is essential that you attend class. The daily interaction between teachers and students, as well as students and fellow students in class is an extremely valuable part of your education. Teachers have been encouraged to reward good attendance through their grading systems.

Note: ALL STUDENTS REGARDLESS OF AGE, MUST CLEAR THE ABOVE ABSENCES BEFORE ATTENDING CLASS THE NEXT DAY. THIS CAN ONLY BE DONE BY BRINGING A WRITTEN EXCUSE SIGNED BY OR MADE BY A PARENT/GUARDIAN TO THE OFFICE BY 8:15 A.M. WITHIN 24 HOURS OF THE STUDENTS RETURN TO SCHOOL. AFTER 24 HOURS, THE ABSENCE WILL BE CONSIDERED UNEXCUSED.

ATTENDANCE AT ACTIVITIES A student must be in attendance for at least half a day (11:42 a.m.) in order to attend any after school activities or events.

MAKE-UP WORK AND INCOMPLETE GRADES - It is each student's responsibility to check with each instructor for make-up work the day after an absence. Assignments are to be completed within the number of days the student was absent plus one day; however, longer periods of make-up work are at the discretion of the

instructor. Students with extended or long-term absences will consult with the instructor to determine the date makeup work must be completed. Instructors will give assistance to students because of excused absences but are under no obligation in cases of unexcused absences except to provide orally or in writing the assignment necessary to complete the work.

Any student who knows ahead of time that they will be absent from school is asked to get their agenda signed in the high school office before the absence(s). An extended absence form will be given to the student in the high school office at the time of the signing. This form is to be filled out and signed by teachers, including assignments to be worked on, to encourage student responsibility when dealing with their attendance habits.

Teachers shall issue a "0" for work that is missed due to unexcused absences. Incompletes may only be issued as the result of work missed due to excused absences. The student is to complete the work as assigned by the teacher. If after two (2) weeks the student has outstanding incompletes from the previous quarter, the incomplete becomes an "F". Once the incomplete becomes an "F", no grade change will be allowed.

Administration reserves the right to determine if an absence is excused or not excused as necessary.

COLLEGE VISITS:

College visits will be allowed for juniors and seniors. The absence(s) will be considered a school activity. The following must be done prior to the visit(s) in order to be excused:

1. Inform Mr. Carlson and Mrs. Lien at least 24 hours in advance with a written excuse from your parent(s).
2. Collect all homework assignments for the day ahead of time.
3. Passing all classes.
4. A student's attendance will be taken into consideration and the request may be denied.

**Seniors will be allowed two visits.

**Juniors will be allowed one visit.

LEAVE THE BUILDING AND EARLY DISMISSAL - Any request to leave the building or to receive an early dismissal during the school day shall be brought to the office before school. Parents or guardians may be called to verify these requests. Requests for early dismissal or leaving the building should be made for reasons of need, not convenience. Appointments should be planned during the student's study hall time. Requests must be made and approved prior to leaving on scheduled out-of-town events.

VACATIONS- Parents/guardians are encouraged to schedule vacations according to the school calendar and scheduled vacation times. Vacations taken during the school year must be communicated to the main office and to all of the student's teachers at least one week in advance. Assignments are the student's responsibility to work out with each respective teacher.

WITHDRAWAL FROM SCHOOL - If any student between the ages of 17 and 18 years old seeks to withdraw from high school, they and a parent/guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative education opportunities. A written election to withdraw from school must be signed or truancy can be filed.

DAYS LIMITATION:

To earn credit in a semester course at Ada-Borup-West High School a student must satisfactorily complete all course work and tests assigned and not be absent from the class more than FIFTEEN(15) times in the semester. School sponsored activities will not count as a part of the FIFTEEN (15).

If a student is absent from a class more than FIFTEEN (15) times in a semester, credit for that class will be denied. The student will have the right to appeal the loss of credit and request that the credit be reinstated. This appeal shall be made to an appeals committee consisting of the high school principal, the school counselor, and up to three (3) teachers. The request for an appeal must be made in writing, within three (3) school days following notification of the loss of credit. During the appeal process, and until a decision is made, the student shall be able to attend the class as an audit unless he/she interferes with the educational

process within that class, in which case the student will be placed in study hall. The committee reserves the right to require stipulations on all approved appeal applications.

Parents will be notified after five (5) and ten (10) absences with a registered letter. After the FIFTEEN (15) absences a letter will be sent indicating that credit will be denied in the class and that the student has the right to appeal.

Long term illness will necessitate a homebound teacher to avoid days counting against the student.

Students that are tardy to a class by more than fifteen (15) minutes will have it counted as a day absent and three (3) tardies of any amount of time will count as one (1) day absent in regard to this policy.

Truancy Process

NORMAN COUNTY TRUANCY POLICY

Truancy Definitions:

Continuing truant. [260A.02 Subd. 3.]

"Continuing truant" means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for:

(1) three days if the child is in elementary school; or

(2) three or more class periods on three days if the child is in middle school, junior high school, or high school. ** Revise on updated state law

Nothing in this section shall prevent a school district or charter school from notifying a truant child's parent or legal guardian of the child's truancy or otherwise addressing a child's attendance problems prior to the child becoming a continuing truant.

Habitual truant. [MS 260C.007 subd. 19]

"Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section 120A.22, subdivision 8

Educational Neglect [M.S. 626.556, subd. 2 (f) 4]

Education neglect is defined as the person responsible for a child's care has not ensured that a child is enrolled in school; and that a child's absence from school is presumed to be due to the parents', guardian's, or custodian's failure to comply with compulsory instruction laws. Norman County Social Services will screen in and provide child protection responses to reports of educational neglect if the following criteria is met.

- A child is under 12 years old, and
- The school has made appropriate efforts to resolve a child's attendance problems.

Norman County has adopted the following procedure in dealing with school attendance issues:

THREE ABSENCES:

After three unexcused absences, the student is considered a continuing truant, and a truancy letter will be sent to the parent at this point. (see attached 3 Day Letter and memorandum from the County Attorney.) The truancy pamphlet can also be mailed out. If the school deems necessary or at parent's request, a meeting with the student and parents to address truancy concerns and to educate parents and student.

SEVEN ABSENCES:

After seven unexcused absences, the child and parents will receive a written notice to attend a mandatory meeting with a representative from the school and social services, and where applicable: Indian Child Welfare and probation. (see attached 7 Day Letter and memo from county attorney.) The purpose of this meeting will be to gain knowledge of truancy laws including possible dispositions in truancy cases, as well as understanding the effects of truancy on a student's future. At this meeting the team will work to identify and address any issues that are preventing the child from attending school and being a successful student. The meeting will provide information on possible services available to the family and child, information from the county attorney, and the family will sign a contract to work towards resolving the child's truant behavior. If a child is seventeen or over, the contract will include a statement indicating the parent is supportive of the child remaining in school. A written plan will be developed with copies provided to all appropriate persons, including social services.

AFTER THE SEVEN DAY MEETING:

If the child continues to accumulate unexcused absences after the 7 day meeting, a report shall be made to social services immediately. A written report shall be sent within 72 hours (excluding weekends and holidays) to social services. A truancy petition may be requested. The school reports will contain the following information:

- truancy referral form
- student/parent identifying information
- school concerns
- attendance report
- efforts made by the team to alleviate the problem
- copy of any written plans
- copy of letters sent to the child and/or parents

2. **RETURN TO SCHOOL FOLLOWING ABSENCE:** Students must report to the principal's office with a note dated, stating the reason for the absence, and signed by the parent or a phone call from the parent/guardian. **All excuses must be received within 24 hours of the students return to school or they will be considered unexcused!** The office will sign the student's agenda which is the student's pass to return to classes and must be presented individually to each teacher. The make-up work required will be indicated on the form by the teacher. Properly completed make-up work will be graded normally and be given full credit if turned in within reasonable time. One day is allowed to complete missed assignments for each day missed, plus one extra day. For example: for two days of absence, three days are allowed to complete the assignments.

3. **TARDINESS:** Students who are late from one class to another through no fault of their own must get a pass from the teacher in the previous class. Otherwise the office will issue the pass and it will count as an unexcused tardy unless an acceptable explanation is presented. DETENTION will be assigned for each tardy beginning with the third tardy for each nine-week period. **** Staff review during workshop**

4. **BREAKFAST:** Breakfast is served from 7:30 to 8:10 each school day. Eating school breakfast will not be an acceptable excuse for tardiness for the first hour class.

5. **NOON LUNCH PERIOD:** The noon lunch period is part of the school schedule. Behavior unbecoming to the dignity of the school during the period will result in disciplinary action.

Students who do not eat school provided hot lunch must also come to the lunchroom for the noon lunch period. The lunch room supervisor will excuse junior high students to their next class. A parent/guardian note is

required for senior high students (grades 9-12) to be allowed to leave school. Students will not be permitted to drive or ride in a motor vehicle during this time. Students who are ineligible due to grades must stay in the commons during lunch.

6. **WELLNESS:** When a snack or treat is brought in for other students (during the school day or at an extracurricular activity) it must be store bought or prepared in a commercial grade kitchen. This is done to help prevent the spread of food-borne illness. When bars are homemade and sold at school for fundraisers, the school district encourages no bake bars such as rice krispie or special K bars.

7. **FOOD & BEVERAGES:** Food and bottled beverages are allowed in the hall but it is expected that students will pick up after themselves. The principal can revoke this privilege. Aluminum cans are not allowed in the school. All student water bottles/containers are subject to search to identify the contents.

8. **INCLEMENT WEATHER POLICY:** Inclement weather decisions are determined by the administration in consultation with the bus drivers. Announcements of school closings, late starts, or early dismissals will be made over the School District's School Messenger System, as well as local radio and television stations KRJB-Ada and several in the Fargo-Moorhead area. Please make sure your contact information is current in Synergy (ParentVue or StudentVue) to receive the School Messenger announcements.

9. **BUS GUIDELINES:**

- Only those students assigned to a bus route may ride that bus without a bus pass.
 - Students who will be attending sleepovers, parties, or going to a friend's house after school are not authorized to ride a bus. Parents need to make other transportation arrangements.
 - One guest may be permitted with approval of the Transportation Director given a two-day written request.
 - Transportation requests for open enrolled students will be reviewed on an individual basis.
 - Bus drivers are instructed to wait 30 seconds at each bus stop. Students should be waiting at their stop 5 minutes prior to their scheduled pick up time.
 - If your child will not be riding the bus in the morning, please notify the Transportation office at 784-5311 prior to your scheduled pick up time.
 - Buses will only drive on cleared and passable driveways that are at least ½ mile in length and offer an appropriate turning radius. On shorter driveways students will be picked up at the road.
 - Bus tracking is available via an email link provided via parental request on a quarterly basis.
 - Only students with an identified and documented requirement for special transportation will be allowed to ride in that designated vehicle.
 - Non-pupils are not allowed on the bus without prior authorization from the Transportation Director.
 - Security cameras are located on buses to provide for the safety and well-being of all individuals.
- Any concerns must be addressed to District Administration or the Director of Transportation

10. **BUS RULES:** Students are not to stand or move around while the bus is moving. No loud talking or shouting. No hands or arms are permitted out the windows. No fighting or roughhousing. Other rules as deemed necessary by school officials and bus drivers. Bus drivers are in charge of their individual buses and will be asked to strictly enforce the rules. No drink or food is permitted on buses.

- 1st offense - warning
- 2nd offense - 5 day suspension from riding bus
- 3rd offense - 10 day suspension from riding bus
- 4th offense - 20 day suspension from riding bus/meeting with parent
- 5th offense - suspended from riding the bus for the remainder of the school year

11. **STUDENT FAN BUSES TO ACTIVITIES:**

** To schedule a fan bus, 40 students must sign up and pay by noon of the game day.

** The following rules will apply to all riders:

- 1) Students riding the bus must return on the bus.
- 2) Students will remain seated whenever the bus is in motion.
- 3) Reasonable behavior will be required of all riders. Violators will be denied further trips.
- 4) Eating, drinking, or littering will not be permitted.

** Bus fare will be \$5.00 per rider. You must pay your admission fee at the door. All arrangements to pay for the bus must be made in school. Prices may vary due to fuel costs.

** All participants in events must ride to and from the event on school transportation. Transportation with parents (or adult family member) will be permitted if the coach or advisor receives a parent-signed slip in advance.

** Students are not to leave the school or area where the activity is taking place.

12. **VISITORS**: Anyone coming to school to see students or to visit school must first report to the principal, sign-in and obtain a visitors pass.

13. **DAILY BULLETIN**: All students are required to be informed of the announcements on the daily bulletin. These announcements are official. Even if they are not read to the student by a teacher, the student is still responsible for the contents. If a student is absent, he/she must check the bulletins for the days missed. Bulletins will be posted by the high school office, emailed to students in grades 6-12, as well as e-mailed to parents at their request.

14. **DAILY BELL SCHEDULE**:

8:18 - 9:03	1st Period
9:07 - 9:52	2nd Period
9:56 - 10:41	3rd Period
10:45 - 11:30	4th Period
11:34 - 12:19 (Grades 9-12)	5th Period
11:56 - 12:41 (Grades 6-8)	5th Period
11:26 - 11:52 (Grades 6-8)	Lunch
12:16 - 12:41 (Grades 9-12)	Lunch
12:45 - 1:30	6th Period
1:34 - 2:19	7th Period
2:23 - 3:08	8th Period

2 Hour Late Start Bell Schedule:

Period 1	10:18 – 10:48
Period 2	10:52 – 11:22
Period 3	11:26 – 11:56
Period 4	12:00 – 12:30 (SH) 12:22 – 12:52 (MS)
Period 5	12:56 – 1:26
Lunch	11:52 – 12:18 (6-8)
Lunch	12:27 – 12:52 (9-12)
Period 6	1:30 – 2:00
Period 7	2:04 – 2:34
Period 8	2:38 – 3:08

Students not under the supervision of a staff member are to leave the building by 3:10.

15. **TELEPHONE USE AND MESSAGES**: Students are to use only the phones designated for student use. Dial 9 and wait for the dial tone. The phones are for business or emergency calls.

Students receiving a call will be notified with a message from the caller or a number to call back. Students will not be released from class for a telephone call unless it is an emergency.

Parents having to reach their students for emergency messages should dial 784-5300.

16. **STUDENT'S NAME AND PHOTO IN NEWSPAPER AND ON WEBSITE**: If parents do not want their child's name/photo in the local newspaper, on the school website, local radio station, etc., you will need to notify the school in writing, requesting the school to refrain from releasing your child's name/photo to all of the above.

17. **DRIVING AND PARKING:** Parking is restricted to designated areas only which does not include the small northwest lot by the shops. Violators will be reported to the principal's office for appropriate discipline action or may be ticketed and fined by the city and/or towed.

Students are not permitted to drive or ride in or on any motor vehicle during the school day without permission from the administration. Students are to use the main office entrance/exit.

All bikes are to be parked in designated areas during the school day. Students are not to ride bikes other than their own.

All snowmobiles and ATVs are to be parked in designated area northwest of the school.

18. **DRESS AND GROOMING:** Students who are well-groomed and well-dressed improve the spirit for learning in the classrooms. This is the primary reason students are encouraged to maintain good appearance and dress appropriately, and this is why staff members sometimes counsel and advise students on their grooming and dress. Students are required to wear shoes. Students will be directed to the building principal or social worker to address the issue. Parents/guardians may be required to resolve the situation, prior to the student returning to class.

Teachers and the principal must, by law, not permit students to wear clothing, jewelry, or have hair styles that are potentially dangerous or that detract from the learning process. In such cases the school will intervene and require the student to correct the situation.

Caps, jackets, sunglasses, blankets, bandannas or any other item that is deemed inappropriate by the principal may not be worn in the building. No clothing promoting weapons, violence, profanity, sexual messages, alcohol, tobacco or illegal activity permitted. Any symbol that local law enforcement has attributed to gangs is not permitted. **No short-shorts, midriff-baring tops and spaghetti straps allowed. Shirts must hang past or meet the tops of pants/shorts.** Hat and hoods may not be worn during the school day. **All clothing articles and accessories must not inhibit or negatively impact the learning of the student or others, as determined by administration or school staff.**

For the safety of our students, we prohibit sagging pants to be worn in the school. Following are the guidelines for baggy/sagging pants.

- All loose fitting pants must be secured at the waistline, with a belt, if necessary, to hold them at the waistline.
- Pants must be worn in a manner consistent with pants staying up and not displaying undergarments. In other words, around the waist, not the hips.
- Pants that are grossly oversized, with the inseam hanging less than four inches above the knee area, will not be allowed.

19. **FEES:** Public education in Minnesota is free to all students who are residents. However, fees may be charged under the following circumstances:

a. A project in art, family and consumer science, industrial technology or some other course that is in excess of the material requirements of the minimum course outline provided that the student chooses to do such a project with the approval of the instructor. The students may choose to take such projects home, and costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with the approval of the instructor.

b. Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.

c. Driver education in the amount of \$250.00 for students taking behind-the-wheel training.

d. Admission fees for concerts, plays, athletic events, and other programs or activities which the student may attend by choice.

e. Activity Fee

f. Costs of the school paper, yearbook, graduation announcements or class rings should the student choose to order any of these items.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, Phy. Ed. clothes, athletic shoes, towels, calculators, other items, or personal equipment.

Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means.

Organizations may not require members to pay dues. Contributions by members may be requested and recognized, but members who do not contribute may not be identified, excluded, or pressured to contribute.

These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 - 120.76.

20. **BOOK BAGS AND HANDBAGS:** Students are not allowed to bring book bags and handbags to classes. They need to be stored in their lockers.

21. **MONEY AND VALUABLES:** Do not bring money or valuables to school except for specific needs. Always leave money or valuables with a teacher or check them in the office. Never leave them in desks, lockers, or clothing. Mark all Phy. Ed. equipment with indelible ink.

22. **TEXTBOOKS:** Textbooks are furnished to each student at district expense. Students may be fined to cover the cost of lost or abused books.

23. **SCHEDULE CHANGES:** Students wishing to change their class schedule must fill out the Class Schedule Change Form which may be received in the Principal's office. The form requires the signatures of; the teacher of the class being dropped, the teacher of the class being added, the parents, the students, and the principal. Changes will not be allowed after the first five (5) full school days of each semester.

All students must take seven classes and not more than one (1) study hall or student aide each semester. Student Aide and Annual Productions classes will only receive ¼ credits per semester.

If fewer than ten students are scheduled into a class they may be asked to waive their option of dropping the class, thus assuring that the class will be conducted with a minimum satisfactory enrollment.

24. **MEDICATIONS IN SCHOOL:** The Board of Education of ISD #2910 wishes to insure the health, safety and well-being of all its students. The Board recognizes that the primary dispersal of any medication is a physician/parent responsibility. The Board also realizes that the physician/parent is not always available to dispense medications on a time schedule or when the need arises.

Following are the procedures for the dispersal of prescription and non-prescription medications:

A. Prescription Medication Administration

Prescription and Over-the-Counter medications can only be given if a Medication Administration form has been completed and is signed by the parent/guardian and the health care provider. The procedure for a student to receive medications at school is as follows:

- Complete the Medication Administration Form. This form is available on the Ada-Borup-West School website under Health Services.
- The form can be brought, faxed or mailed to your health care provider for their signature. The doctor who orders the medication should be the one that signs the form. Parents can have the forms faxed from the school. Please contact your health care provider if you are going to fax the form. Because of privacy rights, your doctor may not be able to fax the form back to the school unless they have your permission.
- Ask the pharmacist to fill a prescription bottle specifically for school use.
- Bring the medication to school. It is helpful if this is done before the first day of school.
- Over-the-counter medications can be given only if the medication administration form has been completed.

- Please contact the school nurse if you would like your child to self-carry/self-administer over the counter medications and the procedure will be discussed with you.
- Over-the-Counter medication should be brought to school in the original container with the label intact.

A new Medication Administration form is needed when:

- Any new medication is started during the school year. This included antibiotics that are given over 7 to 10 days.
- When the dosage, time, or how the medication is administered has changed. Sometimes during the school year, medication dosages are increased or decreased and a new form would need to be completed.

If you go to the doctor's office and they order a prescription to be given during the school day, please ask them to print the form from the Ada-Borup-West website and complete it while you are in the clinic. We realize that when you are at the doctor's office you may forget. Please bring the medication to the school and complete the Medication Administration form. When the doctor and parent have signed the form, the medication can be given.

Medications that are used in the treatment of ADD or ADHD need to be brought to the school by the parent/guardian. Since these medications are controlled substances, we ask that you bring them for your child and other children's safety.

You will be notified when your child's medication supply is low.

25. **INSURANCE:** The only insurance the school provides for students is catastrophic accident and disability coverage with a \$25,000 deductible. This covers students who suffer catastrophic injuries in interscholastic and intramural activities, transportation to activities, physical education classes, classroom and laboratory activities, and most other extra-curricular activities.

No coverage is provided for the first \$25,000 of medical, dental or disability expenses. A number of insurance plans are available to families who wish to purchase such coverage. Information on them is sent home with students at the beginning of the school year.

General Information

ACCIDENTS - Accidents happening in the school or at a school activity should be reported to the instructor, person in charge, or office within 24 hours of the accident. The nurse's office should also be notified. Report accidents no matter how minor they may seem. All head and eye injuries should immediately be reported.

AUTOMOBILE SEARCH- School officials may conduct routine patrols of school district property and touring inspections of the exteriors of motor vehicles of students. In addition, the interiors of motor vehicles of students on school district property may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

CHANGE OF ADDRESS/TELEPHONE NUMBER - Changes during the school year should be reported to the principal's office as soon as possible. Contact Sandy for information or assistance.

EMERGENCY PROCEDURES – In the event of any emergency, including fire, tornado, severe thunderstorms, etc., students are to follow instructions from school personnel. A complete Crisis Management Plan is on file in the district office. **In the event of any emergency, please tune your radio to 106.5 FM KRJB.**

GUIDANCE AND COUNSELING - Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test results, occupational information, career information, help with home, school, or social concerns, or any questions the student would like to

discuss with the counselor or social worker. Students wishing to visit with the counselor or social worker should contact the counselor, social worker, or principal to arrange an appointment.

LOCKERS - Students will be assigned lockers. Students should not change lockers unless permission is received from the office. Students will be responsible for maintaining the cleanliness and proper condition of her or his locker on a daily basis. The school will not be responsible for replacement of personal items lost or taken from lockers. Students can rent a lock from the office or bring their own. If they use their own, a key or combination must be turned in to the office.

LOCKER SEARCHES - School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities may provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND - The lost and found is located in the office areas. Articles are kept for the school year. If an article is found in the hall, washroom, or any other place, return it to the office. This includes library books and textbooks. Losses of property should be reported as soon as they are discovered so an effort can be made immediately to recover the property.

TELEPHONE - **A student phone is located across from the office.** Students will not be called out of class for a message unless it is an emergency. The office personnel will take a message and contact the student as soon as appropriate.

TRANSFERS - Students who transfer to another school during the school year must complete a check out procedure in the principal's office before leaving to ensure proper transfer records. See Sandy or Kelsey for information or assistance.

VISITORS - If you wish to have a visitor attend classes with you; receive approval from the principal and teachers before the day of visitation. Visitors must wear a visitor badge. A visitor is allowed to attend classes with an ABWHS student for one day, one time per year.

Parents/guardians are welcome to visit schools at any time. However, parents/guardians should check with the office to determine class breaks, and in order to check teacher availability. All visitors must sign in at the principal's office.

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

26. ACTIVITY ELIGIBILITY: Participation in any school activity, including sports activities, concerts, dances, and the like is contingent upon the student's attendance in school on the day of the school activity involved. A student who has one or more unexcused periods during the school day will be ineligible for any activities on that day.

All students are eligible to participate in extra-curricular activities except those who receive an F or I (incomplete) on their report card or mid-term grade report. Failing students will be ineligible for one (1) week, in that time you can earn a passing grade. If the student is failing any classes at that time, he/she will remain ineligible until passing all courses. Students with an incomplete grade(s) will be ineligible until the work has been completed and a passing grade obtained. A Grade-Check Form can be obtained from the principal's office.

Specific regulations apply to all student activities governed by the Minnesota State High School League. Supervisors of these activities will discuss these regulations with their groups. Folders listing the regulations

will be sent home and a parent signature acknowledging and accepting the regulations must be returned to the supervisor before a student can participate in the activities.

Possession or use of mood-altering chemicals by students not participating in League-sponsored activities will be recorded and counted as violations if a student later participates in such activities.

Student Code of Responsibilities: The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

NOTE: Any allegation of sexual, racial, religious harassment violence and/or hazing may also constitute a violation of the Student Code of Responsibilities.

Penalty: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

27. **SCHOOL RECORDS:** The school district gives notice to parents/guardians and eligible students of their rights regarding student records.

Parent/guardians and eligible students have the following rights:

1. That a parent or eligible student has a right to inspect and review the student's education record. 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;
2. 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 or other 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 or other 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;
3. That the parent or eligible student has 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;
4. 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;

5. That the school district forwards education records on request to a school or post-secondary education 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 section 7165 of the federal No Child Left Behind Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
6. 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

The school has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

1. It classifies records as public, private and confidential.
2. It establishes procedures and regulations to permit parents/guardians 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.
3. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of a student’s education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
4. It establishes procedures and regulations for access to and disclosure of education records.
5. 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.

Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

Pursuant to applicable law, Ada-Borup-West School gives notice to parents/guardians 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.

1. The directory 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.
2. 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.
3. 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:
 - Name of student and parent, as appropriate;
 - Home address;
 - School presently attended by student;
 - Parent's legal relationship to student, if applicable;
 - 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.

Pursuant to applicable law, Ada-Borup-West School gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers 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 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 responsible authority, the Principal, by October 1st of each year. This written request must include the following information:

- Name of the student and parent, as appropriate;
- Home address;
- Student's grade level;
- School presently attended by student;
- Parent's legal relationship to student, if applicable;
- Specific category or categories of information which are not to be released to military recruiters without prior consent;
- Specific category or categories of directory information which are not to be released to the public, including military recruiters.

28. **STUDENT SURVEYS:** Independent School District No. 2910 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district and students currently in attendance in the school district, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students and students are hereby informed that they have the following rights:

a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.

b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated

minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

- 1) political affiliations or beliefs of the student or the student's parent;
- 2) mental and psychological problems of the student or the student's family;
- 3) sex behavior or attitudes;
- 4) illegal, antisocial, self-incriminating, or demeaning behavior;
- 5) critical appraisal of other individuals with whom respondents have close family relationships;
- 6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7) religious practices, affiliations, or beliefs of the student or the student's parent; or
- 8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:

- 1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
- 2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
- 3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.

d. This notice does not preempt applicable state law that may require parental notification.

e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- 2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- 3) Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4505

29. **EMPLOYMENT BACKGROUND CHECKS:** The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student

volunteers, who are offered the opportunity to provide athletic coaching services or other extra-curricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extra-curricular academic coaches, assistant, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

30. **IMMUNIZATIONS:** In order to enroll or remain enrolled in any elementary or secondary school in Minnesota, the parent/guardian of a student must have a statement on file with the school administrator or other person having general control and supervision of the school that shows that the student is either:

- a. completely immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella, or
- b. immunized against measles, mumps, rubella, and varicella and has begun, but not yet completed, a schedule of immunizations against diphtheria, tetanus, pertussis, and/or polio, and/or hepatitis B, as verified by a physician or clinic, or
- c. legally exempt from one or more of the required immunizations, as evidenced by either a statement of medical exemption signed by a physician, a documented history of the varicella disease, or a notarized statement of conscientious exemption.

See Minn. Stat. Sec. 121A.15, subd. 1 and 3.

31. **STUDY TIME RULES:**

- ** Every student leaving study time must sign out and sign back in before the end of the period.
- ** **One student** at a time is allowed to go to the lavatories for a limit of five minutes.
- ** Students may speak only with the permission of the supervisor.
- ** Signing out to see other students is not permitted.
- ** All students must sign out in the High School Office to go to the sick room or to leave the building.
- ** All students must bring classroom work, reading material, pencils, etc., to last the entire period.
- ** Abusing study time rules will result in the loss of privileges at the discretion of the study time supervisor.
- ** No card playing.
- ** Electronic devices are to be used for homework only.

32. **ACADEMIC INTEGRITY**

Academic integrity is expected of all students. Personal responsibility for all academic work is essential, and the work that a student completes must be their own.

A. Cheating

Cheating is the act of giving or receiving aid without the specific consent of the teacher. It is an intentional act of breaking the rules in order to achieve personal gain through fraud or deceit. Cheating includes but is not limited to any of the following:

- Copying from another student's course work without teacher consent for collaboration.
- Using material, or inappropriate procedures during a test that are not authorized by the teacher.
- Sharing course work with another student without teacher approval.
- Soliciting or receiving unauthorized information about any course work.

B. Plagiarism

Plagiarism occurs when an individual uses someone else's language, ideas, or original material without acknowledging its source. Plagiarism includes but is not limited to any of the following:

- Copying someone else's research.
- Claiming someone else's words, ideas, plots, characters, theories, opinions, concepts, design, or work as one's own by failing to give credit to the creator.

- Paraphrasing the ideas of others or re-copying someone else's words without citing the source.
- Submitting someone else's text (paper) as one's own.
- Carelessly or inadequately citing the ideas and words borrowed from another source.

If a student has concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher.

Consequences for Cheating & Plagiarism:

- 1st offense in a class: Student will lose credit on the assignment; but may still need to complete the assignment.
- 2nd offense in a class: Student will lose credit and be removed from the class for the quarter.

33. **GRADING:** Regular classes are graded A, B, C, D, and F.

Individualized independent study, student aide, and work-experience classes are graded Pass (P) and Fail (F) and count toward graduation but are omitted from Grade point averages.

Teachers will give the grade of I (incomplete) if work (tests, quizzes, assignments, reports, etc.) remains to be completed at the end of a grading period. All Incompletes will be recorded as a Zero if not completed by the time specified in Section 1 of the Ada-Borup High School handbook.

34. **SEMESTER TEST POLICY:** Grades 9 - 12

1. Semester tests will be given the last two days of each semester.
2. The last two days will have four (4) periods of eighty-eight (88) minutes each for taking tests.
3. The test grade will count 20% of the semester grade.
4. The test will cover material for the entire semester.
5. Review for the semester cannot take more than two (2) class periods.
6. The student must be on time for the test or risk taking a 0% on the test.

EXEMPTIONS:

A student will be exempt from taking a semester test according to the following schedule. Students with an A average to a C average in a class and have five (5) or less absences, will be exempt from the semester test for that class. Absences for school related activities will not count toward a student's total. All other absences will qualify towards the total.

Students that have extended absences will be required to complete their Semester Tests (prior to leaving or immediately upon returning). This is to include but not limited to: placements outside of the district, extended vacations, or withdrawal from school followed by re-enrollment.

The only absences that would allow a student to be exempt from a semester test are:

- 1) school related activities,
- 2) emergency medical treatment resulting from participation in a school activity, all others will count. This is not punishment but an incentive to attend class every day. **NO EXCEPTIONS.**
- 3) ***All absences must have prior principal approval.**

Note: Family emergency or crisis would be reviewed on an individual basis.

35. **PARENT/GUARDIAN GUIDE AND REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE TESTING:**



Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

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

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

What is the relationship between academic statewide assessments and the academic standards?

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

<p>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
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Posted May 2018

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

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

Posted May 2018



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

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

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

Student's District/School _____ Grade _____

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

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

Reason for refusal:

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

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

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

I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.	Student ID or MARSS Number _____
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Posted May 2018

36. **MID-TERM (SPECIAL) REPORTS TO PARENTS:** Commendations for exceptionally good work may be sent by teachers to parents at any time.

Deficiency notices will be sent home at mid-quarter for students who are in danger of receiving poor grades. Such students may be denied pass privileges except for specific class work passes issued by teachers.

Mid-term Grades are also used to determine eligibility for extra-curricular activities.

37. **PROMOTION:** To be promoted, students in grades 6, 7 and 8 must complete all classes and may fail not more than one of the following for the academic year: English, Social Studies, Math, Pre-Algebra or

Algebra, or Science. A meeting between the guardian(s) and administration will take place to decide on promotion or retention.

To be classified as a sophomore, a student must have earned six and one-half senior high credits; to be classified as a junior, a student must have earned thirteen and one-half senior high credits; and to be classified as a senior, a student must have earned twenty and one-half senior high credits.

38. **SUPPORTIVE INSTRUCTION PROGRAMS:**

Special Education and 504 services are available to students who have difficulty in learning or have a medical disorder which makes learning difficult. The difficulty may occur in any academic area. The Learning Disabilities teacher will work with these problems, try to find new methods and materials to aid each student in the learning process, and will work with all teachers to find the best possible way that each student can learn. Students may be referred by teachers, school officials and parents.

Individualized instruction in certain classes is available to students with special needs. The principal or counselor may approve placement into individualized classes after consulting with teachers and parents. In most cases such placement will be a part of an individual educational plan (IEP) or 504 plan. Passing grades in individualized classes will count toward graduation just as in regular classes, but may be omitted from grade point averages.

Speech and language services are available to any child who has difficulty in these areas. The Speech clinician will work not only with speech problems, such as stuttering or lisping, but also with language disorders, such as inability to understand and follow directions, grammatical errors, etc. Pupils may be referred by the teachers, school nurse, or parent.

EXTRA HELP - Students should always seek extra help from instructors when needed. Conferences may be arranged before and after school or during study time. A teacher may request to see a student during the above-mentioned time or at times which are convenient to both student and teacher. This should not be considered as an act of discipline but as a desire by the teacher to help the students experience greater academic achievement.

Aaron Cook, 504 Coordinator, 604 West Thorpe Avenue, Ada, MN 56510. Phone: (218)784-5312.

39. **ACADEMIC RECOGNITION:**

A. Honor Rolls are calculated at the end of each grading period from all grades. Pluses and minuses are included in the calculations.

B. Cumulative Grade point averages are calculated from semester grades in grades 9-12. Pluses and minuses are included. Grades in classes designated as individualized are omitted from grade point averages although these classes do count towards graduation. No grade point averages are calculated for educable or trainable mentally handicapped students.

C. Seniors having cumulative grade point averages of 3.5 or higher at the end of the first semester will be used to designate honor students. Seniors with a 3.9-4.0 GPA will be designated Summa Cum Laude, seniors with a 3.7-3.89 GPA will be designated Magna Cum Laude, and those with a 3.5-3.69 GPA will be designated Cum Laude.

40. **MINNESOTA HONOR SOCIETY:** Membership in the Minnesota Honor Society is recognition of students who have high standards and achievement in scholarship, leadership, service, and character. Students in grades 10-12 are eligible; selection is by the faculty.

MHS members must maintain high standards or are subject to the loss of their membership. The national charter states that a member may receive no more than one written referral for academic ineligibility or chemical rule violation from the principal or membership will be lost without opportunity to earn it back.

41. **GRADUATION REQUIREMENTS:** The following courses are required for graduation from Ada-Borup-West High School (grades 9-12):

English 9	1	credit
Civics 9	1	credit
Algebra I	1	credit
Science 9	1	credit
Phy. Ed.	1/2	credit
Drivers Education	1/4	credit
Careers 9	1/4	credit
Computer 9	1/2	credit
Lifesmarts	1/2	credit
American History 10	1	credit
English 10/Speech 10	1	credit
Biology 10	1	credit
Geometry	1	credit
Phy Ed/Health 10	1	credit
English 11	1	credit
Social Studies 11 (US Geography/World History)	1	credit
Algebra II	1	credit
Chemistry, Physics, qualified CTE classes	1	credit
English 12 or College English	1	credit
Social Studies 12 (Economics)	1/2	credit
Electives totaling	<u>11</u>	<u>credits</u>
TOTAL	27.5	credits

SUBJECT TO CHANGE BY THE BOARD OF EDUCATION AND MINNESOTA DEPARTMENT OF EDUCATION.

Reference should be made to the Middle and Senior High Curriculum Guides for more information on course descriptions and requirements.

College In The High School/ Online College In The High School courses will follow the 0.5 High School credits for each semester of coursework earned in calculation towards GPA and graduation requirements.

42. **TEST OUT POLICY:** Minnesota Department of Education’s definition of a credit: “A credit is equivalent to successful completion of an academic year of study, (OR) student mastery of applicable subject matter.

Because of the second part of the above definition, students may attempt to test out of a high school class.

Teachers for all 9-12 classes that are required for graduation at Ada-Borup-West have developed assessment instruments to evaluate if a student has mastered the class curriculum and standards. Courses that have been taken for earned credit are not eligible for this policy. The student will need to make arrangements with the principal before the end of the second school day within the semester the class is offered. The assessment instrument(s) used will reflect the class curriculum and may be written, oral, a demonstration of skills, or a combination of as determined by the instructor. A testing window will be at the end of the first week of the offered semester course. Students are required to select the alternate course for enrollment at the conclusion of any successful assessment.

The student will receive credit for the class if they score 90% or higher on the exam and an “A” will show on their transcript.

The student will be allowed to take the test only once. Notification of the test score will come from the teacher involved. If for some reason the student does not agree with the outcome of the test, he/she must put in writing

listing the reasons why he/she disagrees. It must then be submitted to the teacher and principal no more than 5 days after receiving the score. A meeting will then be set up to discuss the grievance. If a student successfully tests out of a class, he/she must maintain his/her full-time status.

43. **HOME-SCHOOL TRANSFERS:** Students transferring into high school from a home-school education program must provide documentation and/or student records verifying the student's current grade level and assessment of performance in basic communications (reading, writing, literature, and fine arts), mathematics, science, social studies, health and physical education. Failure to provide documentation of grade level assessments will result in the student's enrollment in the 9th grade.

44. **GRADUATION:** Our school honors its graduates at the annual commencement exercises in May. Students identified as not meeting graduation requirements or not conforming to school standards, such as regular attendance, will not be invited to attend. The top four graduating seniors (according to GPA) may be asked to give a speech at the commencement ceremony. Full or part-time PSEO students will not be asked to speak at the commencement ceremony.

45. **PROM:** All juniors and seniors are allowed to attend prom. Additional students allowed to attend prom must be invited by either a Junior or Senior and must be in at least 9th grade and under 21 years of age. Students must be in school all day on the Friday preceding Prom unless the absence has been pre-approved by the principal. Students who have accumulated more than 15 absences 1st or 2nd semester of that school year, will not be eligible to attend prom. See the principal to appeal due to extenuating circumstances. Additional prom rules are available in the principal's office.

46. **POST-SECONDARY ENROLLMENT OPTIONS:** Post-Secondary Enrollment Options (PSEO) is a state program for high school juniors and seniors. Students can complete some of their high school requirements by taking courses, on a full-time or part-time basis, at a participating college or university. Students must meet specific entrance criteria. Not all students who meet the entrance requirements are ready for PSEO. PSEO students must be responsible, self-starting, mature, and independent. The interested student, parents, and school counselor should discuss the pros and cons of participation. For more information, contact the counseling office to schedule an appointment. PSEO students are responsible for being informed of their responsibilities as an ABWHS student and the ongoing activities of Ada-Borup-West High School.

NOTICE TO STUDENTS PARTICIPATING IN POST SECONDARY ENROLLMENT OPTIONS (PSEO)

- Your high school counselor needs a copy of your college schedule prior to the start of each semester.
- PSEO courses will transfer to your ABWHS transcript with the college grade earned.
- No college grades are "weighted" when transferred to your ABWHS transcript.
- The following is the conversion from college semester credits to quarterly ABWHS credits: 4 college semester credits = 1 high school credit.
- College textbooks belong to the college and must be returned there after the semester has completed. Failure to do so could result in fines and/or college holding grades.
- College academic and attendance complications need to be handled by the college and student. Your high school counselor should be informed, but has no jurisdiction over college matters.
- Your high school counselor needs to be informed of changes made in your schedule (dropping/adding a course). Dropping or withdrawing from a course after the first initial drop/add time (7-10 days after the semester begins) at the college will result in a "W" on the student's high school transcript.
- All high school students, including PSEO, must take the MCA tests (and if needed the MBST tests). PSEO students must return for these tests on the designated dates and times.
- High school diplomas are held until ABWHS receives a transcript from the college and all ABWHS graduation requirements are verified.
- PSEO students can participate in high school events and activities. If a PSEO student chooses to participate in college extra-curricular activities they are no longer eligible for MN State High School League activities.

- It is the student's responsibility to stay informed of ABWHS junior and senior activities and to meet ABWHS graduation requirements.
- All PSEO students will be ineligible to speak at the commencement ceremony

A. Unsuccessful completion of course: If the school is notified by the post-secondary institution that a student has withdrawn from, failed, or has a final incomplete in a course, the grade given will be incorporated into the student's high school records.

B. Class rank: Junior year post-secondary course grades must be received by the end of the school year to be included in the junior class ranking which is reported to the Higher Education Coordinating Board and used in college applications. Senior year post-secondary credits required for graduation must be received by graduation day for a student to be issued the diploma at regular exercises and by June 15 to be included within the final class ranking.

47. **SUBSTANCE ABUSE AND THE STUDENT:** The school is prepared to assist with student chemical abuse problems whether or not disciplinary action is appropriate. Parents will be involved and are urged to be supportive across the full range of the school's efforts to deal with chemical abuse.

All confirmed instances of student use or possession of alcoholic beverages, tobacco, or illegal substances will be reported by the principal to the school counselor.

A Memorandum of Understanding between law enforcement agencies and the schools permits the exchange of information when there has been a violation of laws concerning alcohol or other illegal substances.

Pursuant to Minnesota Statute Annotated 126.035, Subdivision 2, the Chemical Abuse Pre Assessment Team shall mail or personally deliver to the child's parent or guardian having custody over the child and to the child, written notification of any violation as stated in the Memo of Understanding. Such notification shall be sent no later than 5 days after the Pre Assessment Team has been advised of any violation. The written notification shall consist of the child's name, parent's name, address, school attended, date of violation, place of violation, a brief description stating a factual basis for believing a violation exists, the date notice is sent, and an explanation as to what steps the Pre Assessment Team expects of the parent, guardian, or child.

The Minnesota Legislature passed a Drug-Free and Weapon-Free School, Park, and Housing Zones Law. The Law calls for tough penalties for anyone caught selling or possessing illegal drugs, or possessing or using a dangerous weapon within one city block or 300 feet of any Minnesota school, park, public housing project, or school bus carrying students. Juveniles convicted of these crimes who are at least 14 years old can be treated as adult and sentenced in an adult court.

Penalties: Category 1 Activities (Athletics, Cheerleading, Speech)

First Violation: The student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of the season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation: The student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three weeks, whichever is greater. No exception is permitted for the student who becomes a participant in a treatment program.

Third and Subsequent Violations: The student shall lose eligibility for the twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Category 2 Activities: (Band, Choir, One-Act Play, Three-Act Play) and Other Events: (FFA, FLA, Intramurals, Close-Up, Spanish, Honor Society, Student Council, Knowledge Bowl, and some class activity field trips and recreational events not under MSHSL rules)

First Violation: The student shall lose eligibility for the next one (1) activity or two (2) weeks whichever is greater.

Second Violation: The student shall lose eligibility for the next two (2) events.

Third and Additional Violations: The student shall lose eligibility for the next four (4) events. Alternatively; loss of eligibility for the next six (6) weeks/two (2) events if the violator has participated six (6) weeks in a chemical dependency program and is certified by the treatment center official.

48. **FIREARMS:** Minnesota Statutes 127.282 mandates that any student determined to have brought a firearm to school must be expelled for one year.

49. **DISCIPLINE POLICY:**

I. **STATEMENT OF POLICY**

It is the position of School District #2910 that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators do not condone undue force or physical action towards students. They will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

II. **RULES OF CONDUCT**

Disciplinary action may be taken against students for any behavior which is disruptive or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in School District #2854:

A. **Truancy and Unauthorized Absences**

1. As required by current statutes and state department of education and school board regulations, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.

2. Truancy, for purposes of this policy, is the absenting of one's self from school or class without the approval of the principal.

3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. **Damage to School or Personal Property**

1. Vandalism: Damage to or destruction of school property or property of others by students is vandalism.

2. Theft: Theft is the act of intentionally and without claim of right taking, using, transferring, concealing or retaining possession of moveable property of another without his consent and with the intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. **Physical Assault:** Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another, including obstruction, sexual assault and indecent exposure.

D. Verbal Assault: Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

E. Threats and Disruptions:

1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.

2. School Disruptions: Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities including electronic devices, toys, games, playing cards, etc. will be subject to disciplinary action.

F. Dangerous, Harmful, and Nuisance Substances and Articles

1. Alcohol: Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities.

2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.

3. Use of Tobacco: Tobacco possession or use by students is prohibited at school, at school-sponsored activities, and on school grounds. Special note: "use of tobacco" will be considered a violation of Minnesota State High School League rules.

**Students shall not use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products, and other chemicals. "Tobacco products" means: 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.

4. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school-sponsored activities.

G. Failure to Identify Oneself: Failure to provide proper identification upon request of a staff member is unacceptable behavior.

H. Violation of Law:

1. The violation of any state or local law or the violation of any federal law is unacceptable behavior.

I. Violations of school procedures or acts disruptive of the educational process, including disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, and trespassing.

J. Violation of school bus, transportation, or traffic regulations.

K. Possession or distribution of dangerous, slanderous, libelous, or pornographic materials.

L. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process. Clothing which advertises the use of tobacco, alcohol, or drugs is not to be worn.

M. Falsification of records, documents, or signatures.

N. Failure to complete required work, failure to cooperate, improper noon or after-school conduct, locker rules violations.

O. Violation of other school rules, policies, or procedures including failure to comply with disciplinary action.

P. In summary, the following constitute unacceptable behavior:

1. Willful conduct which materially and substantially disrupts the right of others to an education;

2. Willful conduct which endangers School District #2910 employees, the pupil or other pupils, or the property of the school;
3. Willful violation of any rule of conduct specified in this discipline policy.

Q. Electronic Equipment:

- Tablets, calculators, graphing calculators, and laptops may be used in the classroom with teacher permission.
- Use of gaming systems, digital cameras, MP3 players are not allowed during or before the school day. Cell phones and digital cameras are NOT allowed in locker rooms, bathrooms, or any other dressing facilities.
- Senior High: Cell phones/smart watches are not allowed to be used during any class. Cell phone use is allowed between classes and during lunch only. Teacher discretion is allowed on a limited basis for academic reasons.
- Junior High: Cell phone/smart watch use is not allowed during the school day. Students are not allowed to have their cell phones in possession during the school day. Use of smart watches to communicate or for entertainment purposes is considered a violation of this policy.
- Headphones/earbuds are not allowed to be used during any class unless the teacher authorizes use.
- Radios, TV's, laser pens, virtual pets, CD's or games rated for mature audiences, or anything deemed to be inconsistent with the educational mission of the school are not permitted on school grounds.
- All of these items are the sole responsibility of the student. As these items serve as targets for theft, students are advised to keep them locked in their cars or lockers.
- If an item interferes with the educational mission of the school:
 - First Offense - Item will be confiscated and the student can pick it up at the end of the day. Notification will be sent to the parent/guardian.
 - Second Offense – Item will be confiscated and the student can pick it up at the end of the week or a parent can pick it up at the end of the school day.
 - Third Offense – Item will be confiscated and the parent can pick it up in 5 school days.
- If a student refuses to relinquish an item when directed by a teacher or staff, the student will be disciplined for insubordination.
- Use of electronic equipment or bus trips will be at the discretion of the teacher/advisor/coach.

III. DISCIPLINARY ACTION

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

- Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- Parent contact;
- Parent conference;
- Removal from class;
- In-school suspension;
- No electronics;
- Suspension from extra-curricular activities;
- Detention or restriction of privileges;
- Loss of school privileges;
- In-school monitoring or revised class schedule;
- Referral to in-school support services;

- Referral to community resources or outside agency services;
- Financial restitution;
- Referral to police, other law enforcement agencies, or other appropriate authorities;
- A request for a petition to be filed in district court for juvenile delinquency adjudication;
- Out-of-school suspension under the Pupil Fair Dismissal Act;
- Preparation of an admission or readmission plan;
- Saturday school;
- Expulsion under the Pupil Fair Dismissal Act;
- Exclusion under the Pupil Fair Dismissal Act; and/or
- Other disciplinary action as deemed appropriate by the school district.

B. **Removal from Class:** Removal from class is the short-term exclusion of a student from a class or classes during which the school retains custody of the student. Informally, the teacher may send the student to the office; the student will be supervised for the remainder of the period. Formally, the teacher will make out a Disciplinary Referral. The principal will consult with the teacher and hold a conference with the student. The principal and teacher will agree on the length of removal - not to exceed three class periods. Students removed from class shall be the responsibility of the principal or his lawful designee. The removal from class may be imposed without an administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.

C. **Detention:** Morning & After-school detention will be Monday from 3:08-4:00 p.m. or Tuesday before school at 7:30 a.m.-8:15pm at the high school. Assignment to detention takes priority over other school activities. Detention will not be postponed for reasons such as outside jobs. Unexcused absence from detention is a rules violation and subject to disciplinary action. Students are to bring schoolwork with them to detention. Detention or in-school detention will be supervised by the principal or an assigned staff member. Saturday Detention may be assigned for attendance related or specific behavior violations. Detention will be issued at the discretion of the High School Principal coordinated with staff for supervision.

D. **Suspension:** Suspension is the short-term exclusion of the student from school for no more than ten (10) days during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act revised 2013.

E. Copies of this policy shall be distributed to all students during the first month of the school year. All policies concur with The Pupil Fair Dismissal Act as revised June 2013. Copies of the Act will be mailed to parents and are available in the high school office.

F. Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act.

IV. RIGHTS, PRIVILEGES, RESPONSIBILITIES

I. **Philosophy.** Every student who displays a genuine effort to profit from the educational experience provided, will succeed to the limit of his or her individual ability. To attend Ada-Borup Public Schools is a privilege and an opportunity. If students are not ready to accept the type of behavior which is in keeping with the schools' philosophy and objectives, they cannot expect to continue their membership.

A. SCHOOL RESPONSIBILITIES

1. School Board
 - a. To review annually the existing discipline policy.
 - b. To support the administration in all actions taken involving discipline and that fall within the guidelines of this policy.
2. Superintendent

- a. To keep the school board informed of any changes in the state's Student Conduct and Discipline Policy.
- b. To make sure that due process is followed in all disciplinary actions taken.

3. Principal

- a. To inform the student body of school policies.
- b. To make sure every student receives a copy of the school's discipline policy.
- c. To interpret the school discipline policy. To make sure it is followed, and that necessary disciplinary actions are carried out.
- d. To make recommendations to the board on students who should be expelled.
- e. To convene a disciplinary committee to meet every spring to review existing policy.

1. Teachers

- a. To handle minor disciplinary problems in the classroom or any area under their supervision.
- b. To make referrals to the principal on students who they feel warrant further disciplinary action.

5. Counselor and/or School Social Worker

- a. To sit in on all informal administrative conferences in which a student faces a possible suspension or expulsion.
- b. To hold an informal conference with every student who has been suspended immediately following his/her return to school.

B. PARENT/GUARDIAN RESPONSIBILITIES

1. To read the student handbook and the school's discipline policy.
2. Report to school officials any violations of the rules by their children.
3. Support the school board and administration on any corrective actions taken, within the guidelines of the district's policy.

C. STUDENT RIGHTS, PRIVILEGES, RESPONSIBILITIES

1. Rights and Privileges:

- a. The right to a free and full education and the right to learn.
- b. The right to equal educational opportunity and to freedom from discrimination.
- c. The right to due process of law.
- d. The privilege to participate in student activities.
- e. The right to not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day.
- f. The right to be informed at least 24 hours prior to the next scheduled detention.
- g. The right to have an informal conference to present his/her version and evidence in his/her defense, and to be advised of the reason for disciplinary action.

2. Responsibilities:

- a. The responsibility to attend school daily, except when excused, and to be on time to all classes and other school functions.
- b. The responsibility to make necessary arrangements for making up work when absent from school.
- c. The responsibility to be aware of all school rules and regulations and conduct themselves in accord with them.
- d. The responsibility to assume that until a rule is waived, altered, or repealed, it is in full effect.

- e. The responsibility to be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases.
- f. The responsibility to protect and take care of the school's property.
- g. The responsibility to dress and groom to meet fair standards of safety and health and common standards of decency.
- h. The responsibility to satisfy disciplinary penalties when scheduled, realizing that they take priority over other school activities.

121A.40 CITATION.

Sections 121A.40 to 121A.56 may be cited as the "Pupil Fair Dismissal Act."

121A.41 DEFINITIONS.

Subdivision 1. **Applicability.** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. **Dismissal.** "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **District.** "District" means any school district.

Subd. 4. **Exclusion.** "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **Expulsion.** "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **Parent.** "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. **Pupil.** (a) "Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. **School.** "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. **School board.** "School board" means the governing body of any school district.

Subd. 10. **Suspension.** "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of

no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. **Alternative educational services.** "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

121A.42 POLICY.

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

121A.43 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY.

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or ten cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

121A.44 EXPULSION FOR POSSESSION OF FIREARM.

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 GROUNDS FOR DISMISSAL.

Subdivision 1. **Provision of alternative programs.** No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. **Grounds for dismissal.** A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. **Parent notification and meeting.** If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil

assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 SUSPENSION PROCEDURES.

Subdivision 1. **Informal administrative conference before suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. **Administrator notifies pupil of grounds for suspension.** At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. **Written notice of grounds for suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. **Suspension pending expulsion or exclusion hearing.** Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 EXCLUSION AND EXPULSION PROCEDURES.

Subdivision 1. **Requiring a hearing; pupil may waive hearing.** No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. **Written notice.** Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) state the date, time, and place of the hearing;
- (d) be accompanied by a copy of sections 121A.40 to 121A.56;

(e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and

(f) inform the pupil and parent or guardian of the right to:

(1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education;

(2) examine the pupil's records before the hearing;

(3) present evidence; and

(4) confront and cross-examine witnesses.

Subd. 3. **Hearing schedule.** The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. **Convenient time and place of hearing.** The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. **Closed or open hearing.** The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. **Impartial hearer.** The hearing shall take place before:

(1) an independent hearing officer;

(2) a member of the school board;

(3) a committee of the school board; or

(4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. **Creating hearing record.** The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. **Access to pupil's records.** At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. **Pupil's right to compel testimony.** The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public

school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. **Pupil's right to present evidence and testimony.** The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. **Pupil not compelled to testify.** The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. **Hearer's recommendation limited to evidence at hearing; service within two days.** The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. **Basis of school board decision; opportunity for comment.** The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. **Admission or readmission plan.** (a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

121A.48 GOOD FAITH EXCEPTION.

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 APPEAL.

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 JUDICIAL REVIEW.

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 REPORTS TO SERVICE AGENCY.

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 NONAPPLICATION OF COMPULSORY ATTENDANCE LAW.

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 REPORT TO COMMISSIONER OF EDUCATION.

Subdivision 1. **Exclusions and expulsions; physical assaults.** The school board must report through the department electronic reporting system each exclusion or expulsion and each physical assault of a district employee by a student within 30 days of the effective date of the dismissal action or assault to the commissioner of education. This report must include a statement of alternative educational services, or other sanction, intervention, or resolution in response to the assault given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

Subd. 2. **Report.** (a) The school board must include state student identification numbers of affected pupils on all dismissal and other disciplinary reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals and physical assaults of district employees by a student by age, grade, gender, race, and special education status of the affected pupils. All dismissal and other disciplinary reports must be submitted through the department electronic reporting system.

(b) The commissioner must aggregate the district data reported under this section and include the aggregated data, including aggregated data on physical assaults of a district employee by a student, in the annual school performance reports under section 120B.36.

121A.54 NOTICE OF RIGHT TO BE REINSTATED.

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 POLICIES TO BE ESTABLISHED.

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

121A.56 APPLICATION.

Subdivision 1. **Prohibition against discrimination remains in effect.** Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

Subd. 2. **Portions of school program for credit.** Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

50. DISTRICT 2910 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE:

I. GENERAL STATEMENT OF POLICY: It is the policy of Independent School District No. 2910 (the "School District") to maintain a learning 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.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For the purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment: Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

(i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

(ii) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

(iii) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

(i) unwelcome verbal harassment or abuse;

(ii) unwelcome pressure for sexual activity;

(iii) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property.

(iv) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

(v) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

(vi) unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

(i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

(ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

(iii) otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

(i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

(ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

(iii) otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

(i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

(ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

(iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

(iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.

G. Assault; Definition. Assault is:

(i) an act done with intent to cause fear in another of immediate bodily harm or death;

(ii) the intentional infliction of or attempt to inflict bodily harm upon another; or

(iii) the threat to do bodily harm to another with present ability to carry out the threat.

REPORTING GRIEVANCE PROCEDURES FOR STUDENT SEX AND DISABILITY NONDISCRIMINATION

- A. Any student who believes he or she has been the victim of unlawful sex or disability discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex or disability discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex or disability discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex or disability discrimination toward a student at the building level. Any adult school district personnel who receive a report of unlawful sex or disability discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex or disability discrimination toward a student as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Aaron Cook as the school district human rights officer to receive reports, complaints or grievances of unlawful sex or disability discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer, including mailing address and telephone number.
- F. Submission of a good faith complaint, grievance or report of unlawful sex or disability discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex or disability discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or

circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex or disability discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex or disability discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex or disability discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross References: MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 413 (Harassment and Violence)

Aaron Cook
Human Rights Officer
Ada-Borup-West Public Schools
604 West Thorpe Avenue
Ada, MN 56510
Phone: (218) 784-5310

51. **STATEMENT OF NON-DISCRIMINATION:** The Ada-Borup-West Public School District is an equal-opportunity employer and provides equal-opportunity educational services. The schools comply with all appropriate legislation, including Title IX, prohibiting discrimination on the basis of race, color, sex, religion, handicap, or national or ethnic origin in their educational and extra-curricular programs, access to classes, hiring, and other school-administered programs. Inquiries should be addressed to the human rights officer.

52. **VOCATIONAL CLASSES:** All Career and Technical Programs will be offered to all students regardless of race, color, national origin, sex or disability.

PINE TO PRAIRIE COOPERATIVE CENTER STUDENT DISCIPLINE POLICY

The Pine to Prairie shared vocational programs are a means for the participating districts to offer students more educational opportunities than would normally be provided by a single district.

Because of the uniqueness of the vocational programs and the travel that is entailed, certain standards are expected of students enrolled in these courses. Participation should be considered an opportunity as well as a privilege that carries with it a higher level of responsibility. This policy is intended to make both the students and the parents aware of the standards expected of students enrolled in such courses.

As a student taking a shared vocational program, I am aware that:

1. Insubordination and class disruption of any kind will not be tolerated. Insubordination has been defined as refusal to follow directives of the teacher.
2. Inappropriate language will not be tolerated.
3. Classroom, lab, and safety guidelines and procedures must be followed.
4. Equipment must be handled with care and safety in mind.

The following procedures will be adhered to for students who do not follow the above rules.

FIRST OFFENSE REPORTED TO THE PRINCIPAL:

The student will be given a verbal warning and told that his/her parents and his/her principal will be notified of the infraction. Consequences will be determined by the home school discipline policy.

SECOND OFFENSE REPORTED TO THE PRINCIPAL:

The student will be given a verbal warning and told that his/her parents and his/her principal will be notified of the infraction. Consequences will be determined by the home school discipline policy. There will be a conference with the home school principal, the student, and preferably the parent(s).

53. SCHOOL DISTRICT POLICIES

School Weapons – The following definitions shall be used to clarify this policy:

1. “Weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing the bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other

propellants; stun guns; ammunition; poisons; chains; arrows; laser lights; and objects that have been modified to serve as weapons.

“Weapon” also includes any object, device, or instrument having the appearance of a weapon and such objects, devices, or instruments shall be treated as weapons including but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

“Weapon” also includes articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.), and used to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

2. “School location” includes a school building, school grounds, school activities or trips, bus stops, school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.
3. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon.
4. “Zero Tolerance” means that the building principal shall:
 - a) confiscate the weapon;
 - b) immediately suspend the involved student(s) from that school;
 - c) immediately notify the police;
 - d) notify the parent or guardian; and
 - e) recommend to the superintendent dismissal for a period of time, not to exceed one year.

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, handle, transmit, store in an area subject to one’s control, or use any instrument that is considered a weapon, or any “look-alike” weapon. The school district takes a position of zero tolerance regarding weapons.

Prior to recommending expulsion of the student(s) to the school board, the superintendent shall determine that the principal recommending expulsion has fulfilled all legal requirements relating to the suspension and proposed expulsion and has implemented alternative educational programming for the suspended students. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

While the school district takes a firm zero tolerance position on the possession, use or distribution of weapons by students, such as position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

Search of Student Lockers, Desks, Personal Possessions and Student’s Person - The following definitions shall be used to clarify this policy:

1. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
2. “Personal possessions” includes, but is not limited to, purses, backpacks, book bags, packages, and clothing.

3. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of school, or other reliable sources of information.
4. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonable related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of circumstances necessitating an immediate search, and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence, and the age of the student).

School lockers and desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers or desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law, school rules, or school district policies. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

All searches shall be reasonable in scope and intrusiveness.

School district officials shall seize any contraband item and, where appropriate, turn it over to legal authorities for ultimate disposition.

Students found to have violated this policy and/or procedures implementing it shall be subject to discipline which may include suspension, exclusion, or expulsion, and the student may be referred to legal authorities.

Enrollment of Non-resident Students – The school district shall participate in the Enrollment Options Program established by state law.

The superintendent shall be responsible for procedure for enrollment of nonresident students including eligibility, standards that may not be used for rejection, application process, and exclusion of students.

School Activities

The school district shall support a well-balanced program of student activity programs. They shall be managed by the school principals to be of maximum benefit in growth and development for the students, yet maintained as secondary to the formal instructional programs.

The superintendent shall be responsible to disseminate information, including the Student Code of Conduct, needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation. All rules pertaining to student conduct and student discipline extend to school activities.

Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules as adopted by the school district. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.

The superintendent shall be responsible for evaluating school activity programs and present results and recommendations to the school board.

Hazing Prohibition – The following definitions shall be used to clarify this policy:

1. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - a) any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - b) Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c) Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.
 - d) Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - e) Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

2. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in or permit, condone, or tolerate hazing.

This policy applies to behavior that occurs on or off school property and during and after school hours.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to a school district official.

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school district shall take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

The school district shall discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

This policy shall appear in all student and employee handbooks.

BULLYING PROHIBITION POLICY
(Board approved June 23, 2014, modified August 9, 2022)

GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying that is committed on school district property(including any functions, activities, and/or on school transportation), with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

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

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

DEFINITIONS

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- The term, “bullying,” specifically includes cyberbullying as defined in this policy.
- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

REPORTING PROCEDURE

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

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

RETALIATION OR REPRISAL

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

TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district’s or a school’s website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. § 124D.10 (Charter School)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
- 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

INTERNET ACCEPTABLE USE AND SAFETY POLICY

(Board approved May 12, 2009)

I. GENERAL STATEMENT OF POLICY

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

II. LIMITED EDUCATIONAL PURPOSE

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

III. USE OF SYSTEM IS A PRIVILEGE

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

IV. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information, and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information.
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student.In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to

purchase goods or services for personal use without authorization from the appropriate school district official.

- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

V. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

VIII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

X. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406,

Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.

7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XI. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

XII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Layshock v. Hermitage Sch. Dist., 412 F.Supp. 2d 502 (2006)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

WELLNESS POLICY
(Board approved May 12, 2009)

I. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

II. GUIDELINES

A. Foods and Beverages

- 1. Food and beverages made available through the school lunch program will be consistent with the current USDA Dietary Guidelines for Americans.
- 2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
- 3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
- 4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
- 5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
- 6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
- 7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. School Food Service Program/Personnel

- 1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
- 2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
- 3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
3. Schools will not withhold food or beverages as punishment.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

III. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
 - B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.
 - C. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.
- C. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

NORTHWEST SERVICE COOPERATIVE

ASBESTOS NOTIFICATION

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Ada-Borup-West School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Ada-Borup-West School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared, and the state approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Ada-Borup-West School District has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Ada-Borup-West School District conducted the following with respect to its asbestos containing building materials: Operations and Maintenance

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. Northwest Service Cooperative will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the district's Designated Person before commencing work to be given this information.

The Ada-Borup-West School District has a list of the location(s) and type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the Ada-Borup-West School District at 218-784-5300.

Pesticide General Notice

A Minnesota state law went into effect in year 2000 that requires schools to inform school staff, students and parents 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 employees and parents for review or copying at the school office.

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 there are any questions regarding the Ada-Borup-West School District Integrated Pest Management program or you would like more information on the pesticide application schedule, please feel free to call the school at 218/784-5300.

Indoor Air Quality Notice

Ada-Borup-West School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission—educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

The Ada-Borup-West School District Indoor Air Quality contact person is Head of Buildings & Grounds. If there are any questions regarding the school's IAQ Program, please feel free to call the school at 218/784-5300.

**Ada-Borup-West
School District
#2910**



**ACTIVITIES
HANDBOOK**

Welcome to the Ada-Borup-West Activities Program! On behalf of the entire department, we wish you the best of luck in your athletic/fine arts endeavors. Ada-Borup-West wants every student to have a positive experience while he or she is involved as well as being a positive representative of our communities. Being a member of a team, whether you play a little or a lot, whether you are a player, manager, or statistician, has great benefits. Being part of a team at Ada-Borup-West builds physical, social, and emotional skills. Each student in our district is given the opportunity, if eligible, to try out for any team, line, or squad. We hope your experience is rewarding and gratifying.

Participation is a privilege. Along with this privilege of participating on a team or in a group comes responsibility. Each participant or fan, must remember they are representing Ada-Borup-West. Ada-Borup-West Activities Department will put a tremendous emphasis on respect, sportsmanship, citizenship, and character. Working together we can create a positive feeling of school loyalty and pride which can be shared by all - - athletes, students, parents, coaches, and the community as a whole. The purpose of this booklet is to give you information on the guidelines and procedures followed in all of our programs. Please read the entire booklet and direct any questions to your coach or advisor.

Kenley Wahlin
Activities Director

FOREWORD

Helping to establish a desirable atmosphere for activities is the duty of parents/guardian's, students, and school personnel. To enhance this atmosphere the following guidelines should be utilized.

I. Parent's/Guardian's Responsibility

Good discipline originates in the home because the parent/guardian is the first teacher. It is a parent's/guardian's obligation, by teaching and example, to develop in the pupil good habits of behavior as well as proper attitudes toward the school. To help your student's progress in school, a parent should:

- A. Recognize that the teacher/coach takes the place of the parent while the student is in school.
- B. Teach and require of the student respect for law, for authority, for the rights of others, and for private and public property.
- C. Share with the student an interest in school activities and in their general progress.
- D. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- E. Arrange for a time and place for homework and see that the student makes use of the time.
- F. Encourage and guide wholesome friendships, interests and activities.
- G. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action taken by the school.
- H. Instill in students that academics are the prime concern of the school.
- I. Be aware of the eligibility/participation rules of the Minnesota State High School League, Ada-Borup-West Schools, and those of the coach of your daughter's/son's activity.

II. Student's Responsibility

A student attends school in order to develop their individual capacities to their fullest potential and become, for their own benefit and that of others, the best person possible. To do this, the student should:

- A. Make a sincere effort to do his/her best work.
- B. Accept responsibility for his/her own actions and respect the rights of others.
- C. Obey school rules and regulations, those made both by the school authorities and by the student governing body.
- D. Help maintain school property free from damage and defacement.
- E. Be aware of the eligibility/participation rules of the Minnesota State High School League, Ada-Borup-West Schools, and the coach of your activity.

III. Coach's Responsibility

Coaching involves providing a stimulating and effective program of instruction, establishing and maintaining an atmosphere conducive to learning, and the development of sound social attitudes and habits. This is a cooperative effort in which the coach, with the assistance of the administration, should:

- A. Approach his/her assignment with enthusiasm and regard each pupil as a worthy individual.
- B. Plan and conduct a program of instruction, which will make each child eager to learn, and enable each pupil to achieve his/her full potential.
- C. Teach the student what is expected of him/her in terms of conduct in and about the school.
- D. Enforce the rules of the school system and of the school courteously, consistently, and justly.
- E. Distinguish between pupil misconduct, which should be handled by the coach and that which requires the assistance of the administration.
- F. To make the participants in the activity and their parents aware of the eligibility/participation rules of the Minnesota State High School League, Ada-Borup-West Schools, and any rules pertaining to the activity.

IV. Terminology

For use in this handbook the term coach shall be synonymous with director, advisor, or supervisor.

PHILOSOPHY

The educational program at Ada-Borup-West High School will provide the opportunity and the incentive for each student athlete to develop mentally, physically, morally and socially to the fullest of his/her abilities. The educational program shall be directed toward the welfare and the best interest of the student athletes.

Ada-Borup-West High School is of the belief that extra-curricular activities are an integral part of the educational system. It is believed that extra-curricular activities contribute to the educational process of developing well-rounded individuals and young adults. Through the combined support and efforts of the community, school district and activities staff, students are given the opportunity to participate in the extra-curricular programs as spectators and competitors.

These educational experiences allow students to benefit in such areas of development as: interpersonal relationships, group interaction and cooperation, self concept and character, goal setting and values, leadership, initiative, self-discipline, loyalty, sportsmanship, physical skills and growth, and the personal pride and satisfaction of participation and competition.

Since life demands many of the same qualities developed through extra-curricular activities, this opportunity will assist in preparing our students to meet life's challenges as contributing, worthwhile citizens.

GENERAL POLICIES FOR ALL EXTRA-CURRICULAR ACTIVITIES

I. Application of the Rules

Some of the regulations in this Activities Handbook exceed the regulations of the Minnesota State High School League. The MSHSL establishes minimum rules and the local Board of Education has the authority to adopt rules that exceed the MSHSL rules. The rules that will apply to all students at Ada-Borup-West Schools will be the MSHSL regulations and all locally adopted rules that exceed the rules of the MSHSL. These regulations will apply uniformly to all MSHSL activities and extra-curricular performances of any type offered at Ada-Borup-West Schools for grades 7-12.

ADA-BORUP-WEST COUGARS SCHOOL SONG

**HAIL TO OUR SONS AND DAUGHTERS
HAIL TO OUR ALMA MATERS
HAIL, HAIL THE FIGHTING COUGARS
HAIL TO OUR TEAM!**

**HAIL TO OUR SONS AND DAUGHTERS
HAIL TO THE STRONG AND MIGHTY
HAIL, HAIL THE FIGHTING COUGARS
ADA-BORUP-WEST HIGH!**

SPORTS OFFERED AT ADA-BORUP-WEST HIGH SCHOOL

<u>Season</u>	<u>Boys/Girls</u>	<u>Sport</u>	<u>Grades</u>
Fall	Girls	Volleyball	7-12
	Girls	Cross Country	7-12
	Boys	Football	7-12
	Boys	Cross Country	7-12
Winter	Boys	Basketball	7-12
	Girls	Basketball	7-12
Spring	Girls	Track	7-12
	Girls	Softball	7-12
	Girls	Golf	7-12
	Boys	Track	7-12
	Boys	Baseball	7-12
	Boys	Golf	7-12

SPORTSMANSHIP CODE OF ETHICS

Courtesy, fairness and respect characterize sportsmanship. It is interpreted by the conduct of the participants, coaches, cheerleaders, school administrators and spectators. We at Ada-Borup-West High School are continually striving to maintain and improve these qualities.

The Ada-Borup-West School District has adopted the following Sportsmanship Code:

1. We will be courteous in speech and action at all times.
2. We will respect our opponent at all times.
3. We will be loyal to our own team but also applaud the abilities of players on all teams.
4. We will obey instructions given by schools and those in charge.
5. We will play according to the rules of each game.
6. We will respect the decisions of game officials.
7. We believe that in order to have a successful team we must have a will to win, but we will enjoy each game; win, lose or draw.

COMMUNICATION

Any changes or cancellations due to weather, emergencies, etc. will be announced on the school Facebook page, Remind App, and KRJB. Coaches/Advisors are encouraged to use the Remind App for their parents and student/athletes as a means to communicate quickly and effectively.

CURFEW

The uniform curfew for all activities is 10:00 p.m. on weekdays and evenings proceeding the day of a game, as well as 12:30 a.m. on weekends. There will be an exception for students who are attending school activities. Those times will be set at the discretion of the head coach. The penalty for missing curfew is a one event suspension.

PHYSICALS

The MSHSL requires physicals every three years when you participate in any league activity involving competition and/or physical contact. It is the student's responsibility to schedule and pay for the physical.

ATHLETIC INJURY

Students that are injured in an athletic event or practice and require doctor care must provide the Head Coach and Activities Director with a signed statement by the doctor or athletic trainer granting permission to resume practice or participation in the event. This should be on the standard Minnesota State High School League form.

INSURANCE

The only insurance the school provides for students is catastrophic accident and disability coverage with a \$25,000 deductible. This covers students who suffer catastrophic injuries in interscholastic and intramural activities, transportation to activities, physical education classes, classroom and laboratory activities, and most other extra-curricular activities.

No coverage is provided for the first \$25,000 of medical, dental or disability expenses. A number of insurance plans are available to families who wish to purchase such coverage. Information on them is sent home with students at the beginning of the school year.

GENERAL ELIGIBILITY

In order to participate in an activity the participant needs to have the fundamental skills for the activity. For a list for a specific activity please contact the activities director.

ELIGIBILITY INFORMATION

Before any student can participate in an activity, the following must be completed:

- A. A current physical (every 3 years).
- B. All MSHSL forms.
- C. Participation Fee
- D. Insurance waiver or purchase of insurance.

ACADEMIC ELIGIBILITY

Participation in any school activity, including sports activities, concerts, dances, and the like is contingent upon the student's attendance in school on the day of the school activity involved. A student must be in school for at least half (3 hours and 26 min- 11:42) of the school day in order to be eligible. An exception can be made for those students who have prearranged an absence with the High School Principal. A student who has one or more unexcused periods during the school day will be ineligible for any activities on that day or the following day depending on the circumstances.

All students are eligible to participate in extra-curricular activities except those who receive an "F" or "I" (incomplete) on their report card or mid-term grade report. Those students receiving an "F" will be ineligible for one (1) week to earn a passing grade. If the student is failing any classes at that time, he/she will remain ineligible until passing all courses. Those students receiving an "I" will be ineligible until the incomplete work is submitted and the student is passing the class(es).

Specific regulations apply to all student activities governed by the Minnesota State High School League. Supervisors of these activities will discuss these regulations with their groups. Papers listing the regulations will be sent home and a parent signature acknowledging and accepting the regulations must be returned to the supervisor before students can participate in the activities.

CHEMICAL VIOLATIONS

SUBSTANCE ABUSE AND THE STUDENT: The school is prepared to assist with student chemical abuse problems whether or not disciplinary action is appropriate. Parents will be involved and are urged to be supportive across the full range of the school's efforts to deal with chemical abuse.

Possession or use of mood-altering chemicals by students not participating in League-sponsored activities will be recorded and counted as violations if a student later participates in such activities.

All confirmed instances of student use or possession of alcoholic beverages, tobacco, or illegal substances will be reported to the principal.

A Memorandum of Understanding between law enforcement agencies and the schools permits the exchange of information when there has been a violation of laws concerning alcohol or other illegal substances.

Pursuant to Minnesota Statute Annotated 126.035, Subdivision 2, the Principal shall mail or personally deliver to the child's parent or guardian having custody over the child and to the child, written notification of any violation as stated in the Memo of Understanding. Such notification shall be sent no later than 5 days after the violation. The written notification shall consist of the child's name, parent's name, address, school attended, date of violation, place of violation, a brief description stating a factual basis for believing a violation exists, the date notice is sent, and an explanation as to what activities will be affected.

The Minnesota Legislature passed a Drug-Free and Weapon-Free School, Park, and Housing Zones Law. The Law calls for tough penalties for anyone caught selling or possessing illegal drugs, or possessing or using a dangerous weapon within one city block or 300 feet of any Minnesota school, park, public housing project, or school bus carrying students. Juveniles convicted of these crimes who are at least 14 years old can be treated as adult and sentenced in an adult court.

Penalties: Category 1 Activities (Athletics, Speech)

First Violation: The student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of the season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation: The student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three weeks, whichever is greater. No exception is permitted for the student who becomes a participant in a treatment program.

Third and Subsequent Violations: The student shall lose eligibility for the twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Category 2 Activities: (Band, Choir, One-Act Play, Three-Act Play) and Other Events: (FFA, FLA, Intramurals, Close-Up, Spanish, Honor Society, Student Council, School Play, Knowledge Bowl, and some class activity field trips and recreational events not under MSHSL rules)

First Violation: The student shall lose eligibility for the next one (1) activity or two (2) weeks whichever is greater.

Second Violation: The student shall lose eligibility for the next two (2) events.

Third and Additional Violations: The student shall lose eligibility for the next four (4) events. Alternatively; loss of eligibility for the next six (6) weeks/two (2) events if the violator has participated six (6) weeks in a chemical dependency program and is certified by the treatment center official.

STUDENT RESPONSIBILITIES

Student Code of Responsibilities: The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

NOTE: Any allegation of sexual, racial, religious harassment violence and/or hazing may also constitute a violation of the Student Code of Responsibilities.

Penalty: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

PROCEDURES FOR ADMINISTRATING CODE OF CONDUCT FOR STUDENT ACTIVITIES

All allegations and complaints relative to a student's violation of the rules and regulations shall be channeled through the Activities Director. The Activities Director shall make a thorough inquiry and investigation of all reasonably substantial charges received from the responsible source. The Activities Director will conduct a preliminary inquiry to determine whether there is adequate evidence to warrant an official action. At this time the student and parent will be notified in writing if official action is taken.

I. School District Appeal Procedure

Students/Parents who do not agree with the official action may appeal to the Ada-Borup-West Superintendent of Schools. The appeal must be made within five working days of notification of the violation by the student/parent in writing to request a hearing. The request shall contain the administrative action and reason(s) why the appeal is being made.

II. State Appeal Procedures

The Minnesota State High School League Constitution (Section 211.02.8, page 44) provides a Fair Hearing Procedure for the student or parent contesting a school's failure to certify the eligibility of a student. The procedure will be made available upon request.

REPORTING GRIEVANCE PROCEDURES FOR STUDENT SEX AND DISABILITY NONDISCRIMINATION

- A. Any student who believes he or she has been the victim of unlawful sex or disability discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex or disability discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex or disability discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex or disability discrimination toward a student at the building level. Any adult school district personnel who receive a report of unlawful sex or disability discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex or disability discrimination toward a student as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. The school board hereby designates Aaron Cook as the school district human rights officer to receive reports, complaints or grievances of unlawful sex or disability discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer, including mailing address and telephone number.
- F. Submission of a good faith complaint, grievance or report of unlawful sex or disability discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex or disability discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex or disability discrimination toward a student.
- E. The investigation will be completed as soon as practical. The school district human rights officer shall make a written report to the superintendent upon completion of the

investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex or disability discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex or disability discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross References: MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 413 (Harassment and Violence)

Aaron Cook
Human Rights Officer
Ada-Borup-West Public Schools
604 West Thorpe Avenue
Ada, MN 56510
Phone: (218) 784-5300

PRACTICES

- A. No sport specific practices will be allowed on Sunday. The only exception will be if it's playoff time or deemed necessary by administration. Practices may be held on Sunday before 6:00 p.m. if approved by administration.
- B. Wednesday is church night in the communities. JR. High teams are not allowed to practice after school during the school year. If you are a JR. High student participating on the 9-12 team you may practice with the team but practice will not go past 6:00.
- C. If the gym is open on Sunday it will be for anyone in grades 7-12 and any and non-MSHSL events may be scheduled only when absolutely essential and appropriate. The open gym times will be posted on the School Website.
- D. Practices may be scheduled during vacations. Absences must be cleared in advance with the director/coach.
- E. Detention shall take priority over any scheduled practice or activity.
- F. Students should not attend morning practices prior to school unless they are well enough to attend morning classes.
- G. In the event school is released early due to inclement weather or other emergencies, there shall be no after school activities. School facilities will be closed.

DRESS CODE FOR PRACTICE/TRAVEL TO GAMES

The coach will establish, and make known to their team, their expectations for dress at practice and travel to contests/games.

WELLNESS

When a snack or treat is brought in for other students (during the school day or at an extracurricular activity) it must be store bought or prepared in a commercial grade kitchen. This is done to help prevent the spread of food-borne illness. When bars are homemade and sold at school for fundraisers, the school district encourages no bake bars such as rice crispy or special K bars.

SQUAD RULES

The coach will establish, and make known to their team, any eligibility/participation rules that exceed those of the MSHSL and/or Ada-Borup-West Schools.

UNIFORM CARE

Student-athletes are expected to wash and care for their school issued uniform(s). Uniforms are to be washed on a regular basis. If a uniform is returned dirty, stained (from not washing in a timely manner) or ruined, a fee will be charged.

Care instructions:

- Pre-treat any stains (grass, mud, blood, sweat, etc.). Do NOT use bleach or fabric softener.
- Wash inside-out in cold water. Remove promptly from washer when complete.
- Line dry or hang to dry. Do NOT dry in the dryer.

PLAYING TIME PHILOSOPHY

Elementary – Equal playing time for all participants.

Jr. High – Playing time will be shared by all participants, **but not on an equal time basis. All players will play in the same number of quarters in a game or games in a match if there are no other unusual circumstances, such as absences from practices. Varsity Head Coach will be consulted during any school affiliated JR. High tournament before any A & B teams are formed. The Varsity Head Coach will have the final say if he wants an A & B formed at this level.** In football, our number one concern is the safety of the athletes. If an athlete's physical stature could put him/her at risk of an injury, the coach could limit his/her playing time. No cuts are made at this level.

C-Team, 9th Grade, Jr. Varsity –Coaches will make every effort to get all kids into the game; teams will strive to be competitive.

Varsity – Play to win. Majority of the playing time will be limited to a few. There may be kids that won't get in the game.

For all levels above junior high, coaches shall have the sole discretion to determine playing time. Coaches, participants, and parents at these levels are expected to agree that the primary values of participation are in learning skills and teamwork. The amount of time played in games is not the sole measurement of a participant's value to the team.

Any discussion regarding playing time decisions or performance opportunities with any coach, advisor, or administrator by anyone other than the student involved, could have repercussions as determined by administration. Students only are encouraged to discuss playing time or performance opportunities with their coach or advisor.

CONTACTING COACHES

The Ada-Borup-West coaches have been instructed by the Ada-Borup-West School Board and the administration that they are asked not to address concerns from parents during their off duty hours. This includes phone calls at home, out in the public, etc. It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for ALL students involved.

There are situations that may require a conference between the coach, activities director, and the parent. If the concern is not resolved by the athlete talking to the coach, the parent should call the activities director to set up an appointment. Do not call the coach. It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern. Below you will find the 8 Step Parent Protocol for Conflict Resolution.

****Only begin this protocol if your son or daughter has talked to the coach first.***

****Both Parties will be allowed to speak in an uninterrupted manner. The conference will be in a non-threatening environment. Coaches/Advisors/Administration will refer to this protocol***

- **Step 1** – Contact the Head Coach via school phone, or e-mail, to arrange a meeting time. Please do not make this initial contact immediately after a game or contest.
- **Step 2**– Attend meeting on set date and discuss concern and come to a resolution. Concerns are limited to your student-athlete only. Discussion of any other student athletes is means for meeting termination. Playing time is not an appropriate discussion topic, but discussion about how your athlete can improve is appropriate. The athlete will be present at this meeting. JR. High athlete may have a parent attend.
- **Step 3**– Contact the Athletic Director, Kenley Wahlin, via school phone, or email to arrange a meeting time if a satisfactory resolution to the concern is not reached through Step 2. Head coach will be invited to this meeting.
- **Step 4**- Attend meeting on set date and discuss the concern and the proposed resolution to the concern by the Head Coach. The athlete will be present at this meeting.
- **Step 5**- Contact the Principal, Josh Carlson (HS) via school phone, or email to arrange a meeting time if a satisfactory resolution(s) to the concern is not reached through Step 4. Head Coach and Athletic Director will be invited to this meeting
- **Step 6**- Attend meeting on set date and discuss the concern and the proposed resolution to the concern by the Head Coach and Athletic Director. The athlete will be present at this meeting.
- **Step 7**– Contact the Superintendent, Aaron Cook, via school phone, or e-mail, to arrange a meeting time if a satisfactory resolution to the concern is not reached through Step 6. Head Coach, Athletic Director, and High School Principal will be invited to this meeting.
- **Step 8**- Attend meeting on set date and discuss the concern and the proposed resolution(s) to the concern by the Head Coach, Athletic Director, and Principal. The athlete will be present at this meeting.

If the above procedures are not followed, the following steps will take place:

- i. 1st Violation of Procedure The coach will suggest a meeting at a later date and an email or letter will be sent to the parent outlining our procedure for handling athletic/activity complaints.
- ii. 2nd Violation of Procedure Removal from the next contest.
- iii. 3rd Violation of Procedure Removal from all remaining contests.

24 Hour Rule- No conflict between a parent, student, official, or coach should be addressed during or immediately following a contest or production. The contest site, practice field, lobby, or locker 18 rooms are not appropriate places to handle conflict. Coaches or Activity Supervisors are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling down period.

GROUP CONFLICT- No parent group shall meet at the school to discuss team problems without representatives from the school which will include the A.D. or coach. At group meetings, individuals must speak for and represent themselves, not other individuals or groups

Appropriate concerns to discuss with a coach

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

Issues not appropriate to discuss with a coach

- Playing time.
- Team strategy.
- Play calling.
- Other student-athletes.

Guidelines for promoting 6th graders to JR. High Squad

Participation of 6th grade students on junior high teams will only be allowed after school board approval. All other options for creating a team should be exhausted before asking the board for 6th grade participation. If the school board allows participation of 6th grade students on junior high teams, all 6th grade students will have the option to play. During games, playing time will be awarded to regular junior high players first, and 6th grade participants will not receive equal playing time.

Guidelines for promoting 7/8 players to high school squad

If the head coach wants a 7th or 8th grade student promoted to a high school squad there are certain procedures to be followed. If not followed, the request will likely be denied. Step 1 is to be completed before mentioning anything to either the parent or the student athlete involved. The school district does not want the situation where a coach has discussed with the student-athlete, or parent, the possibility of that athlete being promoted to a high school squad and then having the request for transfer denied by a parent, or activities director. Certain things will be taken into

consideration when deciding whether or not a 7th or 8th grade student-athlete should be moved to a high school squad.

These include, but are not restricted to:

1. Can the student-athlete handle the change physically, emotionally, and socially?
2. Will it benefit the student-athlete?
3. Will it benefit the team involved?
4. Is there a real need for the change?

The steps to be followed, in order:

1. The head coach of that sport shall discuss with the athletic director the reasons for wanting to implement such a move and pick up the necessary forms that need to be signed.
2. The head coach shall contact the parent, explain what they would like to do, and ask if the parent approves the move. If they don't approve, proceed no further.
3. The head coach shall ask the student-athlete if they wish to make the move and, if they do, send the form home with them to be signed by the parent.

LETTERING AND PARTICIPATION AWARDS CRITERIA

The following guidelines for earning a letter have been established at Ada-Borup-West. In addition, the participant must complete the season to be eligible to letter and not have any chemical violations during the season.

Football

- Lettering criteria:
- 1) Play in one quarter for each varsity game played.
 - 2) Be a contributor to the varsity team.
 - 3) Coaches' discretion.

Participation criteria:

- 1) Be a member of the varsity team and not letter.

Volleyball

- Lettering requirements:
- 1) Play in at least one-half of the varsity matches.
 - 2) Give 100% all the time and make a positive contribution to the team.
 - 3) Advance into post-season play, practice with the varsity, and travel to sub-sections. This will require at least seven games.
 - 4) Abide by the practice and training rules.

Participation requirements:

- 1) Give 100% all of the time and make a positive contribution to the team.
- 2) Turn in all equipment.
- 3) Abide by practice and training rules.
- 4) Practice at the varsity level, but unable to meet the playing time eligibility for lettering.

Cross Country -

Lettering requirements:

- 1) Participate in $\frac{3}{4}$ of the varsity meets or
- 2) Place in the top 20 in the sub-section meet.
- 3) Give 100% all the time and make a positive contribution to the team.
- 4) Turn in all equipment.
- 5) Abide by the practice and training rules.

Participation requirements:

- 1) Give 100% all the time and make a positive contribution to the team.
- 2) Turn in all equipment.
- 3) Abide by practice and training rules.
- 4) Attend all varsity practice unless excused.

Basketball

- Lettering requirements:
- 1) Play in 25% of the varsity games.
 - 2) Coach's discretion.

Participation requirements:

- 1) Be a member of the varsity team.

Track

- Lettering requirements:
- 1) Score at least seven points in varsity meets during the season or participate in every varsity meet.
 - 2) Score one point or more in the sub-section meet.
 - 3) Give 100% all the time and make a positive contribution to the team.
 - 4) Turn in all equipment.
 - 5) Abide by the practice and training rules.

Participation requirements:

- 1) Give 100% all the time and make a positive contribution to the team.
- 2) Turn in all equipment.
- 3) Abide by practice and training rules.
- 4) Attend all varsity practice unless excused.
- 5) Unable to score at the varsity level.

Baseball

- Lettering requirements:
- 1) Play in at least one inning for every regular season game played.
 - 2) Coach's discretion.

Participation requirements:

- 1) Be a member of the varsity tournament roster and not letter.
- 2) Coach's discretion.

Softball

- Lettering requirements:
- 1) Play in at least one inning for every regular season game played.
 - 2) Coach's discretion.

Participation requirements:

- 1) Be a member of the varsity tournament roster and not letter.

2) Coach's discretion.

Golf

- Lettering requirements:
- 1) Participate in two or more varsity golf meets.
 - 2) Attend all scheduled practices unless excused.
 - 3) Coach's discretion.

Participation requirements:

- 1) Actively participates in all scheduled practices unless excused.
- 2) Participates in at least one varsity meet.
- 3) Coach's discretion.

Volleyball Mgrs.

- Lettering Criteria:
- 1) Attend practices when needed.
 - 2) Attend all matches and tournaments.
 - 3) Do odd jobs for the coaches such as statistics, write-ups, locker motivations, etc.
 - 4) Help to get equipment out and ready to clean when needed.

Track Mgrs.

- Lettering criteria:
- 1) Attend practices.
 - 2) Attend all varsity meets and possibly some junior high meets.
 - 3) Abide by the training rules.
 - 4) Time, keep splits, and record height and distances for athletes at meets for both boys and girls.
 - 5) Help to get equipment out and ready, as well as put equipment away each night.

Band

- Lettering criteria:
- 1) Students in the 3rd quarter of their 8th grade year or older who have earned 200 progress points are eligible to receive his/her band letter. Each additional 100 points will earn a gold bar to be worn on the letter. Students who earn 500 progress points will get an instrument pin for his/her band letter.

Choir

- Lettering criteria:
- 1) Students must participate in solo and/or ensemble contest
 - 2) Earn 26 points/year. Points can be earned through a variety of performance opportunities.

FCCLA

- Lettering criteria:
- 1) Meets the chapter criteria for participating involved in chapter activities, fundraising and service projects, as well as meets the point system criteria.

Speech

- Lettering criteria:
- 1) Advance to the section meet.

- 2) Earn 300 points/season. Points can be earned by attending practices/meets and making finals and/or placing in a meet.

BEGINNING DATES

The following list contains the start dates for MSHSL activities for 2023-24 school year.

Volleyball	-	8/14/23	(JH – TBD)
Football	-	8/14/23	(JH – TBD)
Cross Country	-	8/14/23	
Girls Basketball	-	11/13/23	(JH – app. TBD)
Boys Basketball	-	11/20/23	(JH – TBD)
Track & Field	-	3/11/24	
Softball	-	3/11/24	
Golf	-	3/18/24	
Baseball	-	3/18/24	

PARTICIPATION FEES

Athletic Fees for Grades 7 – 8:	\$ 40.00 per sport
Athletic Fees for Grades 9 – 12:	\$ 60.00 per sport
Non-Athletic Fees for Grades 7-12:	\$ 25.00 per event
(One Act Play, Fall Musical, Speech, & Knowledge Bowl)	
Family Maximum:	\$220.00 per year

CONFERENCES

<u>Sport</u>	<u>Conference</u>	<u>Teams</u>
Football	Valley Plains West	Ada-Borup-West, Bagley, Lake Park-Audubon, Mahnomen/Waubun Polk County West, Red Lake, Red Lake County, Menagha
Volleyball	Pine-to-Prairie	Ada-Borup-West, Bagley, Climax/Fisher, Fertile-Beltrami, Fosston, Mahnomen-Waubun, LPA, NCE/UH, Park Christian, WEM
Cross Country	Northwest	Ada-Borup-West, Bagley, Clearbrook-Gonvick, Crookston, EGF, LOW, Roseau, Trek North, Warroad, West Marshall
Girls Basketball	Pine-to-Prairie	Ada-Borup-West, Bagley, Climax/Fisher, Fertile-Beltrami, Fosston, Mahnomen-Waubun, LPA, NCE-UH, Park Christian, WEM
Boys Basketball	Pine-to-Prairie	Ada-Borup-West, Bagley, Climax/Fisher, Fertile-Beltrami, Fosston, Mahnomen-Waubun, LPA, NCE/UH, Park Christian, WEM
Track	Pine-to-Prairie	Ada-Borup-West, Bagley/Fosston, Climax/Fisher/SH, Fertile-Beltrami, Mahnomen-Waubun, NCE/UH, Park Christian, RLC
Softball	Pine-to-Prairie	Ada-Borup-West, Bagley, East Polk, Fertile-Beltrami, Lake Park-Audubon, Mahnomen-Waubun, NCE/UH
Baseball	Pine-to-Prairie	Ada-Borup-West, Bagley, Fertile-Beltrami, Fosston, Lake Park-Audubon, Mahnomen-Waubun, NCE/UH, WEM
	NW Diamond	ABW, BGMR, FB, Fosston, KCC, NCE/UH, Northern Freeze, RLC, Sacred Heart, West Marshall, WEM
Golf	Pine-to-Prairie	ABW, Bagley, Climax-Fisher, Fertile-Beltrami, Fosston, LPA, Mahnomen-Waubun, Park Christian, WEM

SUB-SECTIONS

Football	Section 8 11-Man	ABW, M-W, PCW, RLC, Red Lake, Menagha, Bagley, LPA
Volleyball	8A South Sub-Section	ABW, Bagley, Blackduck, Bug-O-Nay-Ge-Shig, CLB, C-G, F-B, Fosston M-W, Northome/Kelliher, Red Lake, RLCC
Cross Country	Section 8A	Ada-Borup-West, Bagley/Fosston, CLB, Clearbrook-Gonvick, Climax/Fisher, DGF, EGF, Frazee, Hawley, LPA, LOW, Nevis, New York Mills, Park Rapids, Pelican Rapids, Perham, Roseau, TRF, UNC, Wadena, Warroad, West Marshall
Girls Basketball	6A North Sub-Section	Ada-Borup-West, HLA, LPA, Mahnomen-Waubun, New York Mills, NCE-UH, Park Christian, Rothsay, Henning, Underwood
Boys Basketball	6A West Sub-Section	ABW, Henning, Battle Lake, LPA, Hillcrest Academy, Park Christian, NCE/UH, Breckenridge, Underwood, Rothsay, NYM
Track	Sub-Section 30	Ada-Borup-West, Barnesville, DGF, Fertile-Beltrami, Frazee, NCE/UH, United Clay Becker, Park Christian, Pelican Rapids
Baseball	Section 8A West	Ada-Borup-West, BGMR, Fertile-Beltrami, Kittson Central, LPA, Northern Freeze, RLC, Sacred Heart, West Marshall
Softball	Section 8A West	ABW, Bagley, CLB, Fertile-Beltrami, LPA, M-W, NCE/UH, PCW
Golf	Section 8A South	ABW, F-B, Fosston, Mahnomen-Waubun, Red Lake, WEM
One-Act	Sub-Section 30	Ada-Borup-West, Fertile-Beltrami, Mahnomen, Fisher, Crookston
Speech	Sub-Section 30	ABW, DGF, Hawley, LPA, M-W, NCE/UH, Park Christian
Music	Sub-Section 30	ABW, FB, Fosston, Mahnomen, NCE, NCW, Waubun, WEM
Visual Arts	Sub-Section 8A East	ABW, Blackduck, CLB, F-B, Fosston, Goodridge, Grygla-Gatzke, Kelliher, Nevis, Park Rapids, TRF, Trek North, UH, Waubun, WEM

GOOD SPORTS ARE WINNERS! WHAT IS SPORTSMANSHIP?

Sports'man ship' (n.) the practice of playing fair, of taking loss or defeat without complaint or victory without gloating, and treating opponents with fairness, generosity, courtesy, etc.

Sportsmanship is a demonstration of generosity and genuine concern for others. It is a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.

Sportsmanship is a blending of cheers for “your team” and applause for the “opponents,” observing the letter and spirit of the rules, and showing consideration for others.

Sportsmanship is the “golden rule” of athletics – treating others as you wish to be treated.

Sportsmanship is respect. Respect for others and for one’s self.

Sportsmanship is all this and much more.

For a coach, sportsmanship may be accepting a “questionable” call without protest.

For an athlete, it may be extending a helping hand to an opponent who is down.

For a general spectator, it may be cheering for his team when it loses, and applauding the opponent when it wins.

For an official, it may be showing restraint when verbally assaulted by coaches, athletes, and spectators.

For parents, it may be avoiding living their lives through their children's sporting activities.

Sportsmanship encompasses all that which is good in human nature.

Sportsmanship is citizenship in action.

Sportsmanship is a way of life.

GOOD SPORTS ARE WINNERS! FUNDAMENTALS OF SPORTSMANSHIP

Every year the MHSAA has been emphasizing the importance of good sportsmanship. Many people have not had good sportsmanship explained to them. The following six steps will help those people to understand their responsibilities at an athletic contest.

1. *Gain an Understanding and Appreciation for the Rules of the Contest.*
The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on the officials, coaches, players, or administrative decisions. The spirit of good sportsmanship depends on conformance to a rule's intent as well as to the letter of a given rule.
2. *Exercise Representative Behavior at All Times.*
Good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies on everyone exhibiting behavior which is representative of sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.
3. *Recognize and Appreciate Skilled Performance Regardless of Affiliation.*
Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents good sportsmanship, but reflects a true awareness of the game by recognizing and acknowledging quality.
4. *Exhibit Respect for the Officials.*
The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on the officials. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.
5. *Display Openly a Respect for Opponents.*
Opponents are guests and should be treated cordially, with thoughtfulness, be provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team and family. This fundamental is the Golden Rule in action.
6. *Display Pride in your Actions at Every Opportunity.*
Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, player, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

DEFINING GOOD SPORTSMANSHIP & POOR SPORTSMANSHIP

Simply, bad sportsmanship is the opposite of sportsmanship, which is defined as “playing fair and losing without complaint or winning gloating.” To expand on that definition, we believe sportsmanship can be further defined as “playing by the established rules of the contest, competing and losing without complaint, winning without gloating, and cheering in only a positive manner that does not disrespect, taunt, ridicule or attempt to intimidate anyone.”

It is difficult to attend an interscholastic athletic event without witnessing some acts of poor sportsmanship. And with any large group of people, there is a greater opportunity to have random and isolated instances of unfavorable behavior. However, peer pressure is a powerful thing among teen-aged students, and also with adults. Not supporting individuals who display poor sportsmanship and instructing them on good sportsmanship can also assist in sportsmanship efforts. Perhaps a definition of poor sportsmanship and examples displayed at numerous sporting events can help students, parents, competitors, coaches and support groups identify breaches in sportsmanship.

This this definition, here are just a few of the common problems with sportsmanship at interscholastic events.

Action

Booing at official’s call or players action or the cheers “Nuts and Bolts, Nuts and Bolts, We Got...;” Competitors, coaches, fans making negative expressions in reaction to an official’s call

Cheering “Over-rated;” Referee, Winning Team, Losing Team (and pointing to the subjects); “Air Ball;” “You, You, You” (after a foul); “Sieve” (after a goal); “Nah, Nah, Nah, Nah, Heyyy-eyyy, Good Bye”

Waving arms or screaming during a foul shot in order to distract the attention of opponents

Throwing of ANY object

Competitors not shaking hands after a contest; degrading an opponent, before or after a contest, in the media; trash talking during a contest; criticizing teammates and coaches

Damaging bleachers or facilities of host schools, hotels, restaurants

Competitors pointing to the crowd, doing dances after scoring or making a positive play in excessive celebration; Spectators using excessive body paint and acting out in manners unrelated to the game.

Posting untrue and inflammatory information on Internet bulletin boards and chat rooms; especially when the real name of the person posting the information is not displayed

Sportsmanship Infraction Interpretation

Disrespectful official’s judgments and/or the efforts of players competing. Both are doing their best to execute in a way they were trained. Everyone makes mistakes, we’re all human. We need to accept that.

These cheers are directed at the opposition to blatantly ridicule and taunt the opposition and their fans.

This is not playing fair, if it were, wouldn’t spectators do it when their own players are shooting?

Not only is this a more serious form of the losing or competing without complaint infraction, it is dangerous and could be considered a criminal act.

This is not winning or losing with dignity and it does not show respect for the opposition, teammates or coaches.

Disrespectful and criminal.

Disrespectful and drawing attention to yourself and not crediting teammates and coaches. Fans drawing attention to themselves do a disservice to the game, showing they are more interested in their own selfish interests than the efforts of their team and school.

Possibly the worst kind of poor sportsmanship – hurling insults without any kind of accountability. Hiding behind a screen name, or no name, is worse than hiding in a crowd at the game.

THE CONCEPTS OF SPORTSMANSHIP

Sportsmanship is an oft-used word, yet no definitive explanation is readily available. We do know that it refers to some key concepts:

- Citizenship Values
- Competitive Integrity and Ethics
- Respect for Opponents and Officials
- Fair Play
- Understanding of the Rules
- Appreciation for all Performances
- Personal and Institutional Pride
- Gracious Acceptance of Results
- High Moral Character

All these concepts fall into the definition of sportsmanship. They all represent the standards which athletics, in the proper atmosphere, can teach our students.

Citizenship is a comparison of sportsmanship, reaching out beyond the playing field and stadium into the community. Citizenship can be defined as: “The quality of an individual’s response to membership in the community as evidenced by respect for self and respect for others. Sports provide not only the opportunity to teach and learn respect for self and respect for others, but it also places participants in a unique context – competition – that can further instill and hone values necessary for the development of respect for self and respect for others.”

Areas under the umbrella of citizenship include:

- Respect for Self
- Self-esteem
- Discipline
- Courage
- Responsibility
- Integrity and Honesty
- Ethics
- Pride
- Poise
- Respect for Others
- Teamwork
- Loyalty
- Compassion
- Tolerance
- Courtesy
- Fairness
- Integrity
- Humility

Good sportsmanship and citizenship are keys to public’s perception of interscholastic athletics and activities and their role in the educational system. Athletics and activities, which display good sportsmanship and citizenship, show a positive and productive part of the total educational program offered by a school, exhibit the justification for the financial expenditures necessary to run these programs.

Parent and student(s) must sign this form and return to the High School office before participation.



I the undersigned have received and read the Ada-Borup-West Activities Handbook for the 2024-2025 school year.

Print student's name _____ Grade _____

Print student's name _____ Grade _____

Print student's name _____ Grade _____

Student's Signature _____ Date _____

Student's Signature _____ Date _____

Student's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

The following is a check list of forms you need to turn in when registering for any extra-curricular activity.

	Current physical form on file – must be taken every 3 years
	Signed Minnesota State High School League Eligibility Form
	Participation Fee
	This form – Signed
	Insurance Information Sheet
	Student Health Information Form
	Social Media Guidelines and Procedures Form

iPad/Chromebook Handbook
Ada-Borup-West School
Grades K-5

Overview

The Ada-Borup-West School District is committed to preparing our students to succeed in an ever-changing societal landscape. It is ideal for the District to provide our students the necessary skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making the iPad/Chromebook technology available to all students in grades (K-2 iPads, and 3-5 Chromebooks). The following requirements and guidelines apply to school owned iPads/Chromebooks.

I. Student Responsibilities

- A. Students are expected to use the iPads/Chromebooks appropriately and for educational purposes.
- B. Students are expected to have their iPads/Chromebooks in school each day with a fully charged battery. Forgetting an iPad or Chromebook having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Repeated failure to bring the iPad to school or failing to charge the battery will result in the loss of home privileges for the student.
- C. Students are responsible to maintain any necessary documents, assignments, and/or materials for their classes. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
- D. Students may load photos and videos on their iPad as long as all content complies with the Technology and Internet Acceptable Use and Safety Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher. The presence of inappropriate content will result in greater restrictions placed on the device, loss of the iPad, and/or disciplinary actions.
- E. If non-conforming apps or software are discovered on District-owned iPad, the iPad will be restored to the school set of software, and disciplinary actions will result. Tech staff is not responsible for saving, restoring, or backing up documents, music, videos, or photos that the students may be storing on the device.
- F. Students are responsible for backing up all documents, worksheets, notes, and other files from their iPad. Students can store documents in google drive, email documents to themselves as backup or use a cloud-based storage account.
- G. Students will not be allowed to personalize the case provided by the school.
- H. Students are discouraged from printing and encouraged to use email and cloud-storage solutions.

II. Parent Expectations

- A. The District asks for parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of iPad/Chromebook at home.
- B. Parents are responsible for filling out and signing the Student-Parent Agreement Form found at the end of this handbook.
- C. Parents are encouraged to become familiar with the iPad and help ensure the use of the technology to track their child's progress. The device allows parents and

students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.

- D. Parents should help ensure that only the student and parents use the school-assigned iPad.

III. Terms and the iPad/ Chromebook Loan

- A. Chromebooks/iPads will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed and the Technology Deposit has been received. **The yearly usage fee is \$20 for students.**
- B. Legal ownership of the iPad remains with the District. The use of the device is a privilege extended to students and is conditional upon compliance with the requirements of this handbook, the District's Technology and Internet Acceptable Use and Safety Policy, and all other District policies.
- C. Student iPad and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw, or are suspended or expelled will return the iPad and accessories at the time of withdrawal. Students returning to school the following year will be issued the same iPad that was previously assigned to them.
- D. The District reserves the right to repossess the iPad and accessories at any time if the student does not fully comply with the terms of this Handbook. The District may also limit and/or revoke home use privileges for failure to comply.
- E. Failure to return the property in a timely fashion may result in involvement of law enforcement.
- F. Software and apps will be managed by the District, due to the need to comply with licensing agreements.
- G. The iPad will be subject to routine monitoring by teachers, administrators and/or technology staff. Users have no expectation of privacy when using Ada-Borup-West School's equipment or technology systems.
- H. If technical difficulties arise with a iPad, or non-conforming content is discovered, the iPad will be restored by tech staff. If the device needs to be restored, the District is not responsible for loss of content.
- I. Each iPad has identifying labels which must not be removed or altered. Students may not permanently mark the device or case.
- J. The use of the iPad during instructional time is governed by the classroom teacher. Failure to follow instructions of the teacher may result in disciplinary action. Gaming during class, including study hall, is strictly prohibited.
- K. Students
- L. Costs associated with chromebook repairs:
 - a. Total Replacement: **\$200**
 - b. Keyboard: **\$40**
 - c. Screen: **\$40**
 - d. Charging Cord: **\$25**
- M. Cost associated with iPad repairs:
 - a. Total Replacement:
 - b. Screen:
 - c. Charging Cord:

IV. General Care Instructions

- A. iPad screens should only be cleaned with a soft, dry, clean cloth. Chemicals and liquids should not be used.
- B. Charging cords/cables should be inserted and removed carefully to prevent damage. Grasp the plug rather than the cord when charging. The charging cord should be plugged into the wall outlet before connecting the device. When disconnecting, remove the cable from the iPad before pulling from the wall outlet.
- C. Chromebooks must be kept in the protective cases at all times.
- D. Students should never put weight on the iPad, stack items on top of them, or wedge them tightly into a backpack or case. The iPad case should not be used as a folder to carry other items.
- E. Liquids, food, and other debris can damage the iPad/Chromebook. The iPad should be closed in cases and away from foods and liquids when students are eating.
- F. The iPad should not be exposed to temperature extremes. Students should not leave the device in any location where the temperature falls below freezing or exceeds 90 degrees Fahrenheit. If the device is cold, it should be allowed to warm up to room temperature before use. A iPad exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- G. Battery life is shortened by using Wi-Fi, Bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.
- H. Students are encouraged to refer to the iPad Instructional Manual located on the iPad for further information.

V. Damage, Theft, and Repair

- A. Damage or hardware issues must be reported immediately to the appropriate school personnel. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no loaners available.
- B. Students/Parents are responsible for the full cost of any willful, negligent, or intentional damage to the iPad. Failure to pay for willful, negligent, or intentional damage may result in legal consequences.
- C. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a theft report through the local police department.
- D. Costs associated with iPad repairs:
 - a. By accepting a district-owned iPad, parents assume responsibility for any and all damages to the iPad and will pay the school for the cost of the repair.
- E. Failure to pay for any damage done to the iPad will be turned over to collections.

VI. Cyber safety, Cyberbullying, and Pirating

- A. The iPad may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.
- B. Despite every effort for supervision and filtering, be advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every user must take responsibility for the use of the network and make every effort to avoid inappropriate content. Every user must report security or network problems to staff.

- C. The student is responsible for the security of the iPad at all times. The device should never be left unsecured. When not with the student, the device should be secured or stored in a locked location out of view. During after-school activities and/or away events students are still responsible for securing the device.
- D. Users should keep personal information (i.e. home address or telephone number) about themselves and others off the iPad. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his/her information secure.
- E. Pirating of any content such as music, games, and videos is illegal. Any student caught with stolen content on the device is subject to discipline within the school and it may be reported to law enforcement.

VII. Chromebook Violations

- A. The iPad is for educational purposes. Playing games or other minor infractions will result in the following consequences:
 - ✓ 1st offense: Device will be confiscated, and the student can pick it up the following school day.
 - ✓ 2nd offense: Device will be confiscated, and the student can pick it up after 3 school days.
 - ✓ 3rd offense: Device will be confiscated, and the student can pick it up after 5 school days.
 - ✓ 4th + offense: Device will have to be checked in and out of the office when needed for class.

**Ada-Borup-West School
Student/Parent iPad Agreement**

Access to the technology in the Ada-Borup-West School District is for educational purposes. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct.

Failure to comply with the District's guidelines as set forth in the Chromebook Handbook or Student Handbook may result in the loss of the privilege to take the iPad home or use the iPad in general. The iPad is the property of Ada-Borup-West Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on the iPad.

Acceptable Use

Each student will be provided a school email address. Parents are encouraged to talk with their child about online manners and safety. Throughout the year, your child may have assignments that are completed using tools like Google Docs and Sites and will receive instruction from teachers about the Google Tools. Students should consider their school email as an extension of the classroom, subject to the same rules of respect and courtesy that we expect in school. All school emails are archived and retrievable.

I have read all the policies and guidelines in the Ada-Borup-West School District iPad Handbook and understand my responsibilities as a student:

Student Name: _____

Student Signature: _____

Date: _____

I have read all the policies and guidelines in the Ada-Borup-West School District iPad Handbook. I understand my responsibilities as a parent/guardian:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

For Office Use:

iPad/Chromebook Fees have been paid.

Student has been issued:

iPad

Chromebook

Ada-Borup-West School District.

www.ada.k12.mn.us

218.784.5300

RESOLUTION ACCEPTING GIFTS/DONATIONS

WHEREAS, Ada-Borup-West ISD 2910, Ada, MN , is authorized to accept gifts or donations of real or personal property under Minnesota Statutes, Section 465.03; and

WHEREAS, the following persons or entities have offered to contribute the items or funds set forth below to the district:

Donations

FROM	FOR	AMOUNT	DATE				
Borup Community Club	Flex Funds	\$300	July 25				
Jon & Wendy Vesledahl	Johnson Sports Complex Renovation	\$250					
Dave & Becky Smart	Johnson Sports Complex Renovation	\$100					
Dorinda Blotsky	Johnson Sports Complex Renovation	\$100					
Matt & Alayna Wager	Johnson Sports Complex Renovation	\$100					
Paul & Dawn Miller	Johnson Sports Complex Renovation	\$100					
Matt & Angie Borgen	Johnson Sports Complex Renovation	\$250					

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. 2025

413 HARASSMENT AND VIOLENCE

~~[NOTE: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]~~

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- ~~[NOTE: In 2023, the Minnesota legislature amended the definition of "sexual orientation" in the Minnesota Human Rights Act as reflected in subpart 6 below.]~~**
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications
1. "Disability" means, with respect to an individual who
 - a. has a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment;
 - c. is regarded as having such an impairment; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
 2. "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for

physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

~~**[NOTE: The 2024 Minnesota legislature revised the definition of "familial status."]**~~

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

~~**[NOTE: The 2023 Minnesota legislature redefined 'sexual orientation' in the Minnesota Human Rights Act.]**~~

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment
1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an

intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or

violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District

The school board hereby ~~designates _____~~ designates the Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

school district officials or by a third party designated by the school district.

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

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and

proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

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

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statutes, chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes, chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes, chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- F. "Neglect" means the commission or omission of any of the acts specified below, other

than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minnesota Statutes, section 260C.007, subdivision 6, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules, part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the

facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules, chapter 9503.

- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes, section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes, section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes, section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes, section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes, section 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's

care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes, section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes, section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes, section 243.166, subdivision 1b(a) or (b).

- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction; or (4) committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is

providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is

conducted on school premises.

- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.301 (Termination of Parental Rights)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2025

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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 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.
- I. "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 (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 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.
- 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.

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.
- 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.

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.

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.
- B. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
- C. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- D. "Weapon"
 - 1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
 - 2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above

which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;
 - a. Minnesota Statutes, section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Minnesota Statutes, section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Minnesota Statutes, section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with sections 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written

permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
 1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON AND ACTIVE SHOOTER INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of the Minnesota Department of Education ("Commissioner") incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.
- B. The school district must electronically file an after-action review report for active shooter incidents and active shooter threats to the Minnesota Fusion Center as required under Minnesota Statutes, section 121A.06.
 1. "Active shooter incident" means an event involving an armed individual or individuals on campus or an armed assailant in the immediate vicinity of the school.
 2. "Active shooter threat" means a real or perceived threat that an active shooter incident will occur.

Legal References: Minn. Stat. § 97B.045 (Transporting Firearms)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: _____

MSBA/MASA Model Policy 512

Orig. 1995

Revised: _____

Rev. 2024

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of school-sponsored media and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- B. Students who believe their right to free expression has been unreasonably restricted in school-sponsored media or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 - 1. Students producing school-sponsored media and activities shall be under the supervision of a faculty advisor and the school principal. School-sponsored media and activities shall be subject to the guidelines set forth below.
 - 2. School-sponsored media may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting, or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- C. "Minor" means any person under the age of eighteen (18).
- D. "Obscene to minors" means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- F. "School-sponsored media" means material that is:
1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;
 2. distributed or generally made available to students in the school; and
 3. prepared by a student journalist under the supervision of a student media adviser.
- School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.
- G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

IV. GUIDELINES

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.

- B Student expression in school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
 2. is defamatory;
 3. is profane, harassing, threatening, or intimidating;
 4. constitutes an unwarranted invasion of privacy;
 5. violates federal or state law;
 6. causes a material and substantial disruption of school activities;
 7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
 8. advertises or promotes any product or service not permitted for minors by law;
 9. advocates sexual, racial, or religious harassment or violence or prejudice; or
 10. is distributed or displayed in violation of time, place, and manner regulations.
- C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.
- D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.

These professional standards may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;
2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
3. assuring that the views of the individual speaker are not erroneously attributed to the school;
4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

E. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

V. POSTING

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

Legal References: U. S. Const., amend. I
Morse v. Frederick, 551 U.S. 393 (2007)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.* (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations, part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

1. In accordance with both federal and state law, Ada-Borup-West Public Schools designates the following information as "directory information." This information may be released without prior consent unless a parent/guardian or eligible student has opted out of such disclosure in writing:
 - Student's name
 - Photograph
 - Date and place of birth
 - Major field of study
 - Dates of attendance
 - Grade level
 - Enrollment status (e.g., full-time or part-time)
 - Participation in officially recognized activities and sports
 - Weight and height of athletic team members
 - Degrees, honors, and awards received
 - Most recent educational agency or institution attended
2. Directory information does NOT include:
 - Student home address, telephone number, email address, or any other personal contact information
 - Student social security number
 - Student ID or any other unique identifier that provides access to educational records
 - Data referencing religion, race, color, social position, or nationality
 - Personally identifiable information collected from nonpublic school students not receiving shared-time services
 - Personal contact information of a parent/guardian (home address, phone number, email, etc.)
3. Limitations on Use and Disclosure

The district may limit disclosure of directory information to specific parties or for specific purposes as outlined in its annual public notice. Disclosure of directory information will comply with federal and state privacy laws, including prohibitions on releasing personal information about children of judicial officials.

4. Opt-Out Process

Parents/guardians or eligible students may refuse to permit the designation of any or all of the above information as directory information by notifying the district in writing by October 1 of each school year.

E. Education Records

1. What constitutes "education records"

Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records

The term "education records" does not include:

- a. Records of instructional personnel that are:

- (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
- (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
- (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related

to the individual's attendance as a student.

- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

“Responsible authority” means *[designate title and actual name of individual]*.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. “Student” also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations, section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of

information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;

- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
- 3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as

a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection

with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access

to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being

needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and

125A.027.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under Minnesota Statutes, section 13.32.
3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.
4. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the

school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
4. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny

access;

- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent,

legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified

as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), 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 unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. 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;
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 - 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, **Building Principal**, in writing by **October 1** each year. The 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; and

7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code, section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a

part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection

of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall 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.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:

- a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
- b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

- 1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
- 2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
- 3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
- 4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means ***Superintendent***
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the

U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. 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 or other rights and the procedure for requesting amendment of records;
3. 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 disclosure without consent;
4. 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 FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school 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 or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical

or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Additional Resources

U.S. Department of Education

FAQs on Photos and Videos under FERPA | Protecting Student Privacy (012325)

<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>

Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy (012325)

<https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students>

School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) | Protecting Student Privacy (012325)

Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy (102325)

FERPA/IDEA Crosswalk | Protecting Student Privacy (012325)

What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy (012325)

Adopted: _____

MSBA/MASA Model Policy 516

Orig. 1995

Revised: _____

Rev. 2025

516 STUDENT MEDICATION AND TELEHEALTH

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

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.
3. Exclusions

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, 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 that the

parent provides properly labeled to the school for the pupil as needed.

- 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.
- 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.

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.

D. Possession and Use of Epinephrine Delivery Systems

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 delivery systems that enables the student to:

- a. possess epinephrine delivery systems ; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine delivery systems 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.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine 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 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. The administration of an epinephrine delivery system in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Registered nurses may administer epinephrine 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 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 is to be administered, when caring for a patient whose condition falls within the protocol.

A district or school may enter into arrangements with manufacturers of epinephrine delivery systems to obtain epinephrine 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 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.

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.

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 Delivery systems; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine 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)

516.5 OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: (1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; (2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and (3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **"Standing Order"** means directions from the school district's medical provider that

sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:

1. Administration type
2. Dosage
3. Date of issuance
4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team ("District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and

procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:

- a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

- G. The school district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)

Resources: Minnesota Department of Health, [School Toolkit on Naloxone Administration in School Settings](#)

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

Adopted: _____

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524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

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

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

employees may not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A

student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's

individual account at any time.

- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes, chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or

online resources.

- c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that

student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
 - 1. any location-tracking feature of a school-issued device;
 - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2. the activity is permitted under a judicial warrant;
 - 3. the school district is notified or becomes aware that the device is missing or stolen;
 - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes, section 121A.031; or
 - 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

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

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

XVII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194(2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance
Procedures and Process)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District
Property by Nonschool Persons)

Adopted: _____

MSBA/MASA Model Policy 534

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Rev. 2025

534 SCHOOL MEALS POLICY

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. *Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$15.00 to this account. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items until the negative account balance is paid. Families can pay either in the district office or through an online platform.*
- B. Free School Meals Program
 - 1. The free school meals program is created within the Minnesota Department of Education
 - 2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.
 - 3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
 - 4. Each school that participates in the free school meals program must:
 - a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

- b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
 - c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.
- C. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- D. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.
- F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
- G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$10. Families will be notified by *the automated calling system*.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$*[insert amount]*, not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]*, will be turned

over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 602

Orig. 1995

Revised: _____

Rev. 2025

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
 - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.

[NOTE: The 2025 Minnesota legislature enacted the following:

Notwithstanding Minnesota Statutes, section 120A.40, paragraph (a), or other law to the contrary, for the 2026-2027 and 2027-2028 school years only, a school board may vote to begin the school year on September 1 or later. Nothing in this section limits a district's authority to begin the school year on any day before Labor Day under section 120A.40, paragraph (b).]

- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.
- H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Legal References: Minn. Stat. § 10.55 (Juneteenth)
Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning
Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
Minn. Stat. § 645.44 (Words and Phrases Defined)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

Adopted: _____
707

MSBA/MASA Model Policy

Orig. 1995
Rev. 2025

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed,

regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus

does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation

- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not

maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with disabilities not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with disabilities not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with disabilities who are transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.
- F. When a nonresident student with a disability or a student with a short-term or temporary

disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
 - 4. A homeless nonresident student enrolled under Minnesota Statutes, section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes, section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
 Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.41 (Definitions)
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.84 (Policy)
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
 Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
 Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
 Minn. Stat. Ch. 125A (Special Education and Special Programs)
 Minn. Stat. § 125A.02 (Child with a Disability Defined)
 Minn. Stat. § 125A.12 (Attendance in Another District)
 Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
 Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
 Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
 Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
 Minn. Stat. § 126C.01 (Definitions)
 Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
 Minn. Stat. § 190.05 (Definitions)
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
 20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
 42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
 42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: _____

MSBA/MASA Model Policy 709

Orig. 1995

Revised: _____

Rev. 2025

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training Required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
 - (3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. Instruction

- a. The school district may provide active transportation safety training through distance learning.

- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.

- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

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

(1) Elementary (K-5)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (6-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

(3) Other Discipline

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

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

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

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;

5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or

type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

- 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
- 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

- 1. Safely operate the type of school bus the driver will be driving;

2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for

service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first

aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
- 11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
 - 12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
 - 13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

- 1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;

- (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by

Minnesota Statutes, section 171.321, subdivision 5.

- g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
- h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
- j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).
- k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

- a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

- b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre- school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety

director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses) Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: _____

MSBA/MASA Model Policy 802

Orig. 1995

Revised: _____

Rev. 2025

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
 - a. another school district;
 - b. the state department of corrections;
 - c. the board of trustees of Minnesota State Colleges and Universities;
 - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

I. Disposing of Surplus Books

Notwithstanding Minnesota Statutes, section 471.345, governing school district

contracts made upon sealed bid or otherwise complying with the requirements for competitive bidding, other provisions of this section governing school district contracts, or other law to the contrary, the school district may dispose of school books, including library books, books from an individual classroom library, and textbooks including other materials accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

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806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least

two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

b. Evacuation Procedures

Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

3. School Emergency Response Teams

a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

b. Leaders

The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each

school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents

Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.

8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information

to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias.
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves

multiple agencies, jurisdictions, organizations, and real-time movement of resources.

5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be

appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity, including providing information about the Department of Public Safety's statewide anonymous threat reporting system and any local threat reporting systems.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has

conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures

- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

- Legal References:**
- Minn. Stat. Ch. 12 (Emergency Management)
 - Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 - Minn. Stat. § 121A.035 (Crisis Management Policy)
 - Minn. Stat. § 121A.038 (Students Safe at School)
 - Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 - Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
 - Minn. Stat. § 326B.02, Subd. 6 (Powers)
 - Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
 - Minn. Stat. § 609.605, Subd. 4 (Trespasses)
 - Minn. Rules Ch. 7511 (Fire Code)
 - 20 U.S.C. § 1681, *et seq.* (Title IX)
 - 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
 - 20 U.S.C. § 7912 (Unsafe School Choice Option)
 - 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](http://mn.gov)

Resources: I Love U Guys Foundation, *Standard Response Protocol*
<https://iloveuguy.org/The-Standard-Response-Protocol.html> (012325)

Safe and Sound Schools
<https://safeandsoundschools.org/> (012325)