

Dawson-Boyd School Board  
Monday, August 12, 2024 Regular Meeting Time - 6:00 p.m.  
Upstairs High School Commons Area  
Monthly Board Meeting  
Google Meet joining info:  
Regular August School Board Meeting  
Monday, August 12 · 6:00 - 8:00pm  
Time zone: America/Chicago  
Google Meet joining info  
Video call link: <https://meet.google.com/qms-ggrb-jjx>  
Or dial: +(US) +1 484-816-4357? PIN: ?469 319 778?#

## **Meeting Agenda**

1. Call to order - 6:00 p.m.
  - Pledge of Allegiance
2. Adopt/Amend Agenda
3. Public Comments
4. Consent Agenda: The following items are submitted for consent approval.
  - a. Approval of Meeting Minutes  
Regular Meeting July 8, 2024  
  
School Board Retreat August 8, 2024
  - b. Approval of Financial Report and Monthly Claims and Accounts
  - c. Approval of Staffing Matters/Personnel  
  
Restructure of AD/Community Education  
  
Resignation:  
Leah White - Para  
  
Retirement:  
Phyllis Citrowske - Para - 8/12/24  
  
Hiring:  
Chelsey Burg - Para - 8/14/24  
Florinda Kathy Martinez - Para Sub - 8/14/24  
Jill Bigaouette - Para - 8/14/24  
Jordan Maland - Para - 8/14/24  
Melissa Grussing - Para - 8/14/24  
Ramiro Duenaz - Custodian - 8/14/24  
Karoline Dahl - JH Volleyball Coach - 8/12/24  
Erika Ramirez - Cultural Liason - 8/12/24  
Sally Peterson - Daycare - 8/12/24  
Angela Forsberg - Daycare - 8/12/24

Leave of Absence:  
 Jeri Popma - returning November 4, 2024

5. Communication and Information Items: The following items are submitted for consideration.

- a. Minnesota Student Survey  
 Liz Auch, Countryside Public Health
- b. S&P Report
- c. Board Member Reports
- d. Buildings & Grounds Report
- e. Teacher Reports
- f. Principal Reports

-Review 2024-2025 student handbooks  
 Draft Elementary Handbook  
 Draft Secondary Handbook

- g. Superintendent Report  
 -MSBA Summer Seminar

6. Discussion/Approval Items:

- a. Strategic Plan Update

7. Action Items:

a. Resolutions

1. Resolution - Calling General Election

Option A: Revoke the existing \$460 referendum and replace it with a \$1,330 referendum with an inflationary factor.

Option B: Revoke the existing \$460 referendum and replace it with a \$1,500 referendum with an inflationary factor.

2. Resolution - District Donations

JH Youth Football Jerseys - \$1,760 - Troy and Sarah Hanson, Peter and Sarah Lee, Clint and Alisha Schindler

<p>3. 8/5/2024</p> <p>12. 8/5/2024</p> <p>21. 8/5/2024</p> <p>30. 8/5/2024</p>	<p>4.</p> <p>13.</p> <p>22.</p> <p>31.</p>	<p>5. Band Department</p> <p>14. Choir Department</p> <p>23. Orchestra Department</p> <p>32. Musical Department</p>	<p>6. Nathan &amp; Jes Martinson family</p> <p>15. Nathan &amp; Jes Martinson family</p> <p>24. Nathan &amp; Jes Martinson family</p> <p>33. Nathan &amp; Jes Martinson family</p>
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39. 8/5/2024

40.

41. Backpack for Kids

42. Jennie-O Turkey Store Fundraiser

48. 8/5/2024

49.

50. Popcorn Bag Sponsorship for concessions

51. Johnson Memorial Health Services

b. Approval of School Fundraisers

-Robotics - August 14, 2024 - Selling Subway Sandwiches at Dawson Block Party

c. Approve meal prices for the 2024-2025 school year

Adult Breakfast is \$2.40

Adult Lunch is \$5.00

Extra Milk is \$0.50

Extra Entree Breakfast \$1.25

Extra Entree Lunch \$2.00

d. Approve 2024-2025 student handbooks

e. PSEO Contracts

-Ridgewater

-MN West

f. Achieve 3000 Quote

g. IXL Quote

h. Generation Genius

i. PMA Contract

j. Transfinder Software (tabled from July meeting)

k. Policies

First Reading:

205: Open Meetings and Closed Meetings

First and Only Reading

522 | Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

8. Adjournment

Dawson-Boyd Independent School District No. 378  
**Regular July Board Meeting**  
July 8, 2024

The regular July meeting of the Board of Education was held on July 8, 2024 in the Dawson-Boyd upstairs common area. Members present Marotzke, Perkins, Lund and Kelly as well as administrative staff. Schindler attended the meeting virtually and Buer was absent. Chair Kelly called the meeting to order at 6:02 pm with Jurgenson joining at 6:08 pm after the meeting began. Public comments were heard by Kevin Brent regarding the management of eliminating positions. The amended meeting agenda was approved (Lund/Jurgenson).

Regular claims and accounts totaling \$1,059,551.64, \$7,176.38 for student activities and \$704,258.02 for the building project were approved as presented (Lund/Perkins). The Board reviewed electronic transfers and state tax payments made in June. Minutes from the June 10th, 2024 regular meeting, and the June 24th, 2024 special meeting were approved (Marotzke/Lund).

In district staffing matters, the Board approved the retirement of Gene Jager, June 30, 2024; the resignation of Tony Aafedt as athletic director and community ed coordinator, effective date to be determined by transition through restructuring and/or new hire; hiring Tony Aafedt as a secondary math teacher, August 15, 2024; hiring Laurel Stratmoen as elementary administrative support, July 9, 2024, and hiring Faith Knutson as a daycare teacher, July 9, 2024 (Lund/Marotzke). School fundraisers were approved for the sale of Blackjack blankets by youth football throughout the school year (Jurgenson/Lund).

In the communication/information section of the agenda, Superintendent Ward explained the different types of board meetings in compliance with the Minnesota open meeting laws and where to find the meeting postings. Ward also shared a breakdown of school finance funds and uses. Ward discussed the financial work that is happening with the transition in benefits and software, commented on Fastbridge and the forthcoming student handbooks, congratulated the special education departments on their compliance audit, and shared about community conversations with stakeholders. Teacher, Christina Wolner, gave a recap of summer school and thanked Janelle Stender, Jeri Popma, Kim Lindblad, Bobbie Franzky, and the transportation drivers for their help in making it successful. Policies for First Readings included 202.1 - Student School Board Representatives, and the associated 202.1 Form. Policies for Second Reading included 506 - Student Discipline, 506-Form - Student Discipline, 507 - Corporal Punishment and Prone Restraint, 509 - Enrollment of Non-Resident Students, 514 - Bully Prohibition, 620 - Credits for Learning, and 705 - Investments (Lund/Marotzke). The Board discussed increasing operating capital through an operating referendum or capital projects levy.

In action items, the Board approved the Seesaw contract (Jurgenson/Marotzke), approved 2024-2025 Activity and Athletic Fees (Perkins/Marotzke), the board approved a fuel bid from Lac Qui Parle Co-Op Oil Company (Lund/Perkins), approved Superintendent Ward as the lo(w)A (Marotzke/Lund), approved principal contracts pending ratification of the bargaining unit

(Lund/Jurgenson) and struck to move a decision on Transfinder software for transportation to the August board meeting (Kelly) after a motion to approve the purchase by Perkins with no second.

With no further business, Kelly adjourned the meeting at 7:10 pm.

Lynn Marotzke, School Board Clerk

Dawson-Boyd Independent School District No. 378  
**August Board Workshop/Retreat**  
August 8, 2024

The August workshop/retreat of the Board of Education was held in August 8, 2024 in the Dawson-Boyd upstairs common area. Members present were Marotzke, Perkins, Kelly, Schindler, and Buer as well as administrative staff. Lund and Jurgenson were absent. Chair Kelly called the workshop to order to order at 10:03 am.

Michael Hart with PMA engaged the board in a discussion regarding an operating referendum. The board reviewed the strategic plan discussing what was important to them as a board, what has been completed, and what is yet to be done. The board established their 2024-2025 priorities, their goals for the superintendent, and priorities.

The board discussed the Title IX Policy and reviewed it.

Board Kelly adjourned the workshop at 3:46 pm.

JULY 2024 TRANSFERS FROM MN TRUST TO GREATER COMM CO-OP CREDIT UNION

7/17/2024 \$720,000.00

JULY 2024 TRANSFERS FROM INVESTMENTS (CONSTRUCTION TO GREATER COMM CO-OP CU)

7/10/2024 \$150,836.19  
7/17/2024 \$704,258.02

JULY 2024 MANUAL CHECKS/VOUCHERS/WIRE TRANSFERS

WIRE	7/15/2024	WEX	\$	1,058.25
WIRE	7/22/2024	BCBS of MN	\$	80,436.47
WIRE	7/22/2024	MN Dept of Revenue	\$	603.00
WIRE	7/30/2024	Aviben-EBC	\$	1,612.34
WIRE	7/30/2024	TRA	\$	5,675.29
WIRE	7/30/2024	PERA	\$	13,633.19
WIRE	7/30/2024	Delta Dental	\$	2,230.44
WIRE	7/30/2024	WEX	\$	1,058.25
WIRE	7/31/2024	Ameritas	\$	455.64
WIRE	7/31/2024	Greater Community Credit Union-CD/Wire fee	\$	20.00
WIRE	7/31/2024	WEX-July Benefit Solution fee	\$	178.75
WIRE	7/31/2024	Colonial	\$	1,282.36
WIRE	7/31/2024	Merchants Bank-(credit card trans fees)	\$	89.90
WIRE	7/31/2024	Payline Data LLC	\$	25.00
WIRE	7/31/2024	Gateway	\$	15.90
WIRE	7/31/2024	Tuition Express	\$	624.77
72489	7/30/2024	Madison National Life	\$	90.56
72490	7/31/2024	ACT Inc.	\$	187.00
72491	7/31/2024	BOLD High School	\$	240.00
72492	7/31/2024	Brandon Hurley	\$	1,272.58
72493	7/31/2024	Carrie Kleven	\$	469.90
72494	7/31/2024	EMC Insurance	\$	20,763.91
72495	7/31/2024	Farmer's Mutual Telephone Company	\$	505.64
72496	7/31/2024	Great Plains Natural Gas	\$	523.85
72497	7/31/2024	I-State Truck Center	\$	318.66
72498	7/31/2024	MASA/MASE	\$	650.00
72499	7/31/2024	MASP	\$	40.00
72500	7/31/2024	Midwest Machinery Co.	\$	12,500.00
72501	7/31/2024	MN IAAA	\$	335.00
72502	7/31/2024	MREA	\$	315.00
72503	7/31/2024	Music Theatre International	\$	706.34
72504	7/31/2024	NCPERS Group Life Ins.	\$	16.00
72505	7/31/2024	Otter Tail Power	\$	8,965.66
72506	7/31/2024	Riddell/All American Sports Corp.	\$	3,760.78
72507	7/31/2024	US Treasury-PCORI fee	\$	348.99
72508	7/31/2024	US Bank	\$	21,828.79
			\$	182,838.21

JULY 2024 FEDERAL & STATE TAX PAYMENT

FEDERAL	7/15/24	\$14,167.42	STATE	7/15/24	\$2,393.21
	7/30/24	\$18,139.42		7/30/24	\$3,268.43

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/12/2024-08/12/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt Type	Pmt/Void Date	Check Amount:
BNK1	72509	5000		24Restore	Check		\$2,605.83
				E 06 005 870 000 520		Water damage Mitigation Svc	
PO#:	Voucher #:			1172 Invoice		8/12/2024	\$2,605.83
				Invoice No: 24-1803-MIT			
BNK1	72510	1019		A & B AUTO PARTS	Check		\$24.82
PO#:	Voucher #:			1175 Invoice		8/12/2024	\$24.82
				Invoice No: 346310			
PO#:	Voucher #:			E 01 005 810 000 401		maint repair	\$9.27
				Invoice No: 346559			
PO#:	Voucher #:			E 01 005 760 000 401		Bus repaire	\$3.32
				Invoice No: 346459			
PO#:	Voucher #:			E 01 005 760 000 401		Bus repair	\$16.49
				Invoice No: 346082			
PO#:	Voucher #:			E 01 005 760 000 401		Bus repairs	\$44.99
				Invoice No: 345963			
				1173 Invoice		8/12/2024	\$44.99
				ADVANCED FIRST AID INC			\$98.89
BNK1	72511	1061		ADVANCED FIRST AID INC	Check		\$163.00
PO#:	Voucher #:			1178 Invoice		8/12/2024	\$163.00
				Invoice No: 0724-504			
BNK1	72512	1075		AL'S MERCANTILE	Check		\$14.95
				E 01 005 810 000 401		July 2024	\$82.92
				Invoice No: 350			\$81.98
				E 01 005 810 000 401		July 2024	\$46.27
				Invoice No: 720 401			
PO#:	Voucher #:			1179 Invoice		8/12/2024	\$226.12
				Invoice No: July 2024			\$226.12
BNK1	72513	1135		AMERICAN WELDING & GAS INC	Check		\$42.90
PO#:	Voucher #:			1180 Invoice		8/12/2024	\$42.90
				Invoice No: 0010285698			
BNK1	72514	1217		AVIBEN	Check		\$66.61
PO#:	Voucher #:			1181 Invoice		8/12/2024	\$66.61
				Invoice No: 33619			\$66.61

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Check Number: 0-2147483647 Payment Date: 08/12/2024-08/12/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt Type	Pmt Date	Paid Amt:	Check Amount:
BNK1	72515	1351		BORDER STATES INDUSTRIES INC	Check			
				E 01 005 810 000 000 401 FUSE			\$16.95	
PO#:	Voucher #:			1182 Invoice Invoice No: 928795489		8/12/2024	\$16.95	\$16.95
BNK1	72516	1397		BRAUN INTERTEC CORPORATION	Check			
				E 06 005 870 000 000 520 CONST MATERIAL TESTING			\$1,287.90	
PO#:	Voucher #:			1259 Invoice Invoice No: B2403541		8/12/2024	\$1,287.90	\$1,287.90
				E 06 005 870 000 000 520 SOIL TESTING			\$2,160.50	
PO#:	Voucher #:			1258 Invoice Invoice No: B391668		8/12/2024	\$2,160.50	\$2,160.50
BNK1	72517	1448		BUSINESS ESSENTIALS	Check			
				E 01 005 110 999 000 401 Paper			\$175.28	
PO#:	Voucher #:			1184 Invoice Invoice No: OE-QT-79314-1		8/12/2024	\$175.28	\$175.28
				E 01 005 110 999 000 401 Copy Paper			\$8,040.00	
PO#:	Voucher #:			1183 Invoice Invoice No: OE-QT-79314-2		8/12/2024	\$8,040.00	\$8,040.00
BNK1	72518	1481		CARLSON & STEWART REFRIG. INC.	Check			
				E 02 005 770 000 701 401 Fan repair			\$413.25	
PO#:	Voucher #:			1185 Invoice Invoice No: 61026		8/12/2024	\$413.25	\$413.25
BNK1	72519	1535		CITY OF DAWSON	Check			
				B 01 206 001 Utilities			\$253.16	
PO#:	Voucher #:			1186 Invoice Invoice No: 01-00000180-00-2		8/12/2024	\$253.16	\$253.16
				B 01 206 001 Utilities			\$1,992.28	
PO#:	Voucher #:			1187 Invoice Invoice No: 01-00000263-11-6		8/12/2024	\$1,992.28	\$1,992.28
				B 01 206 001 Utilities			\$119.11	
PO#:	Voucher #:			1189 Invoice Invoice No: 02-00000581-00-2		8/12/2024	\$119.11	\$119.11
				B 01 206 001 Utilities			\$233.81	
PO#:	Voucher #:			1188 Invoice Invoice No: 1-000002652-00-5		8/12/2024	\$233.81	\$233.81
BNK1	72520	1627		COUNTRYSIDE PUBLIC HEALTH	Check			
				E 01 005 865 000 347 305 Second School Inspection			\$236.00	
PO#:	Voucher #:			1190 Invoice Invoice No: FBL-S302		8/12/2024	\$236.00	\$236.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
BNK1	72521	1654		CULLIGAN WATER CONDITIONING		Check	
				E 01 005 810 000 000 401 Salt			\$591.00
PO#:	Voucher #:			1191 Invoice Invoice No: 592-00079699-1	8/12/2024	Paid Amt:	\$591.00
BNK1	72522	5002		DAWN TYLER		Check	
				E 02 005 770 000 709 490 PEA PODS			\$44.00
PO#:	Voucher #:			1192 Invoice Invoice No: PEA PODS	8/12/2024	Paid Amt:	\$44.00
BNK1	72523	1718		DAWSON SENTINEL		Check	
				B 01 206 001 JULY 2024			\$380.00
				E 01 005 640 000 316 305 July 2024			\$848.31
				E 01 020 211 000 000 401 July 2024			\$237.00
				E 01 020 298 110 000 401 00401			\$156.76
PO#:	Voucher #:			1193 Invoice Invoice No: DAWBOY	8/12/2024	Paid Amt:	\$1,622.07
BNK1	72524	2459		DUSTIN L JOHNSON		Check	
				E 01 020 298 115 000 401 Coaches fee			\$53.50
PO#:	Voucher #:			1194 Invoice Invoice No: Exp reimb	8/12/2024	Paid Amt:	\$53.50
BNK1	72525	1851		EMC INSURANCE COMPANY		Check	
				E 01 005 940 000 000 340 September 2024			\$4,857.50
				E 01 005 760 000 720 340 September 2024			\$5,919.79
PO#:	Voucher #:			1195 Invoice Invoice No: 7002055794	8/12/2024	Paid Amt:	\$10,777.29
BNK1	72526	4805		EMMA C WEBER		Check	
				E 01 020 298 110 000 401 EXP REPORT			\$783.58
PO#:	Voucher #:			1257 Invoice Invoice No: EXP REPORT	8/12/2024	Paid Amt:	\$783.58
BNK1	72527	1925		FARMERS MUTUAL TELEPHONE COMPANY		Check	
				E 01 005 810 000 000 320 July 2024 Telephone			\$422.03
PO#:	Voucher #:			1267 Invoice Invoice No: 1447	8/12/2024	Paid Amt:	\$422.03
BNK1	72528	1970		FLRSANDERS		Check	
				E 01 005 865 000 379 520 Annual Gym Recoating			\$12,144.00
PO#:	Voucher #:			1196 Invoice Invoice No: 6711	8/12/2024	Paid Amt:	\$12,144.00

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Check Number: 0-2147483647 Payment Date: 08/12/2024-08/12/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
BNK1	72529	2092		GREAT PLAINS NAT. GAS		Check
			E 01	005 810 000 000 330 GAS		\$163.81
PO#:	Voucher #:		1273	Invoice Invoice No: 25141020005	8/12/2024	Paid Amt: \$163.81
PO#:	Voucher #:		E 01	005 760 000 720 330 GAS		\$29.83
PO#:	Voucher #:		1272	Invoice Invoice No: 07631020000	8/12/2024	Paid Amt: \$29.83
PO#:	Voucher #:		E 01	005 810 000 000 330 GAS		\$24.00
PO#:	Voucher #:		1269	Invoice Invoice No: 89506462533	8/12/2024	Paid Amt: \$24.00
PO#:	Voucher #:		E 01	005 810 000 000 330 GAS		\$39.83
PO#:	Voucher #:		1271	Invoice Invoice No: 35109816492	8/12/2024	Paid Amt: \$39.83
PO#:	Voucher #:		E 01	005 810 000 000 330 GAS		\$29.50
PO#:	Voucher #:		1274	Invoice Invoice No: 35141020004	8/12/2024	Paid Amt: \$29.50
PO#:	Voucher #:		E 01	005 810 000 000 330 GAS		\$249.56
PO#:	Voucher #:		1270	Invoice Invoice No: 45141020003	8/12/2024	Paid Amt: \$249.56
						Check Amount: \$536.53
BNK1	72530	2122		GRUWELL ELECTRIC		Check
			E 06	005 870 000 000 520 ROOF REPAIR		\$1,386.26
PO#:	Voucher #:		1260	Invoice Invoice No: 0724072	8/12/2024	Paid Amt: \$1,386.26
						Check Amount: \$1,386.26
BNK1	72531	4995		H & H ELECTRIC		Check
			E 06	005 870 000 000 520 JULY 2024		\$9,352.75
PO#:	Voucher #:		1261	Invoice Invoice No: 3	8/12/2024	Paid Amt: \$9,352.75
						Check Amount: \$9,352.75
BNK1	72532	2268		HIGH POINT NETWORKS		Check
			E 01	020 257 000 000 350 Shore Care Support		\$1,970.00
PO#:	Voucher #:		1197	Invoice Invoice No: 252954	8/12/2024	Paid Amt: \$1,970.00
			E 01	005 810 000 000 350 Veeam renew		\$667.38
PO#:	Voucher #:		1198	Invoice Invoice No: 253856	8/12/2024	Paid Amt: \$667.38
						Check Amount: \$2,637.38
BNK1	72533	2278		HILLYARD/HUTCHINSON		Check
			E 01	005 810 000 000 401 Custodial Supplies		\$579.49
PO#:	Voucher #:		1203	Invoice Invoice No: 605539088	8/12/2024	Paid Amt: \$579.49
			E 01	005 810 000 000 401 Custodial Supplies918.539		\$918.53
PO#:	Voucher #:		1205	Invoice Invoice No: 605543165	8/12/2024	Paid Amt: \$918.53
			E 01	005 810 000 000 401 Custodial Supplies		\$795.30
PO#:	Voucher #:		1206	Invoice Invoice No: 605550148	8/12/2024	Paid Amt: \$795.30
			E 01	005 810 000 000 401 Custodial supplies		\$675.83
PO#:	Voucher #:		1199	Invoice Invoice No: 605525670	8/12/2024	Paid Amt: \$675.83

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Check Number: 0-2147483647 Payment Date: 08/12/2024-08/12/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt Type	Pmt	Void Date	Check Amount:
BNK1	72533	2278		HILLYARD/HUTCHINSON	Check			\$3,821.44
				E 01 005 810 000 401 Tile & Grout Cleaner		\$82.92		
PO#:	Voucher #:			1200 Invoice Invoice No: 05529583	Paid Amt:	\$82.92	8/12/2024	
PO#:	Voucher #:			E 01 005 810 000 401 Tile & Grout Seal	Paid Amt:	\$318.12	8/12/2024	
PO#:	Voucher #:			1204 Invoice Invoice No: 605543164	Paid Amt:	\$397.20	8/12/2024	
PO#:	Voucher #:			E 01 005 810 000 401 Custodial Supplies	Paid Amt:	\$397.20	8/12/2024	
PO#:	Voucher #:			1201 Invoice Invoice No: 605529584	Paid Amt:	\$54.05	8/12/2024	
PO#:	Voucher #:			E 01 005 720 000 302 401 Tampons	Paid Amt:	\$54.05	8/12/2024	
PO#:	Voucher #:			1202 Invoice Invoice No: 605531027	Paid Amt:	\$54.05	8/12/2024	
BNK1	72534	4787		HOLLY L WARD	Check			\$651.12
				E 01 005 810 000 320 TELEPHONE		\$126.00		
				E 01 005 715 000 342 366 Trav/Conv/Conference		\$438.02		
				E 01 005 640 000 316 366 SD TRAVEL		\$87.10		
PO#:	Voucher #:			1281 Invoice Invoice No: EXP REPORT	Paid Amt:	\$651.12	8/12/2024	
BNK1	72535	2324		HUDDL	Check			\$8,000.00
				E 01 020 292 000 000 820 2024-2025 Subscription		\$8,000.00		
PO#:	Voucher #:			1207 Invoice Invoice No: H00083220	Paid Amt:	\$8,000.00	8/12/2024	
BNK1	72536	2344		ICS CONSULTING, LLC	Check			\$95,493.95
				E 06 005 870 000 000 520 JULY 2024		\$95,493.95		
PO#:	Voucher #:			1262 Invoice Invoice No: 11532-4	Paid Amt:	\$95,493.95	8/12/2024	
BNK1	72537	2348		IFD FOODSERVICE DISTRIBUTOR	Check			\$95,493.95
				E 02 005 770 000 709 490 FOOD		\$148.16		
PO#:	Voucher #:			1208 Invoice Invoice No: INV-510529	Paid Amt:	\$148.16	8/12/2024	
PO#:	Voucher #:			E 02 005 770 000 709 490 FOOD	Paid Amt:	\$207.48	8/12/2024	
PO#:	Voucher #:			1209 Invoice Invoice No: INV-510309	Paid Amt:	\$207.48	8/12/2024	
PO#:	Voucher #:			E 02 005 770 000 709 490 FOOD	Paid Amt:	\$1,791.74	8/12/2024	
PO#:	Voucher #:			E 02 005 770 000 709 401 FOOD	Paid Amt:	\$337.71	8/12/2024	
PO#:	Voucher #:			1211 Invoice Invoice No: INV-510310	Paid Amt:	\$96.51	8/12/2024	
PO#:	Voucher #:			E 02 005 770 000 709 490 FOOD	Paid Amt:	\$2,129.45	8/12/2024	
PO#:	Voucher #:			1212 Invoice Invoice No: INV-511688	Paid Amt:	\$96.51	8/12/2024	
PO#:	Voucher #:			E 02 005 770 000 709 490 FOOD	Paid Amt:	\$1,217.08	8/12/2024	
PO#:	Voucher #:			E 02 005 770 000 709 401 FOOD	Paid Amt:	\$70.69	8/12/2024	
PO#:	Voucher #:			1213 Invoice Invoice No: INV-511689	Paid Amt:	\$1,287.77	8/12/2024	



Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/12/2024-08/12/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt Type	Pmt Date	Check Amount
BNK1	72543	2467		JOHNSON MEMORIAL HEALTH SVCS	Check	8/12/2024	\$1,809.50
PO#:	Voucher #:		1220	Invoice		8/12/2024	\$1,809.50
				Invoice No: INV255			Check Amount: \$1,809.50
BNK1	72544	2540		KEMPS LLC (DBA CASS-CLAY CREAMERY)	Check	8/12/2024	\$177.73
PO#:	Voucher #:		1224	Invoice		8/12/2024	\$177.73
				Invoice No: 5288401			Check Amount: \$177.73
BNK1	72545	2540		KEMPS LLC (DBA CASS-CLAY CREAMERY)	Check	8/12/2024	\$141.45
PO#:	Voucher #:		1225	Invoice		8/12/2024	\$141.45
				Invoice No: 5297418			Check Amount: \$141.45
BNK1	72546	2540		KEMPS LLC (DBA CASS-CLAY CREAMERY)	Check	8/12/2024	\$317.46
PO#:	Voucher #:		1221	Invoice		8/12/2024	\$317.46
				Invoice No: 3328500			Check Amount: \$317.46
BNK1	72547	2540		KEMPS LLC (DBA CASS-CLAY CREAMERY)	Check	8/12/2024	\$177.97
PO#:	Voucher #:		1222	Invoice		8/12/2024	\$177.97
				Invoice No: 5270433			Check Amount: \$177.97
BNK1	72548	2540		KEMPS LLC (DBA CASS-CLAY CREAMERY)	Check	8/12/2024	\$320.97
PO#:	Voucher #:		1223	Invoice		8/12/2024	\$320.97
				Invoice No: 5283254			Check Amount: \$320.97
BNK1	72545	4996		KRANZ CONSTRUCTION	Check	8/12/2024	\$70,998.25
PO#:	Voucher #:		1264	Invoice		8/12/2024	\$70,998.25
				Invoice No: 2			Check Amount: \$70,998.25
BNK1	72546	2619		LAC QUI PARLE COOP OIL	Check	8/12/2024	\$465.47
PO#:	Voucher #:		1226	Invoice		8/12/2024	\$465.47
				Invoice No: 200619			Check Amount: \$465.47
BNK1	72547	2619		LAC QUI PARLE COOP OIL	Check	8/12/2024	\$1,282.28
PO#:	Voucher #:		1226	Invoice		8/12/2024	\$1,282.28
				Invoice No: 200619			Check Amount: \$1,282.28
BNK1	72547	2635		LAKE COUNTRY MECHANICAL	Check	8/12/2024	\$494,380.00
PO#:	Voucher #:		1265	Invoice		8/12/2024	\$494,380.00
				Invoice No: 3			Check Amount: \$494,380.00
BNK1	72548	2834		MARCO TECHNOLOGIES LLC	Check	8/12/2024	\$2,104.75
PO#:	Voucher #:		1227	Invoice		8/12/2024	\$2,104.75
				Invoice No: 534396304			Check Amount: \$2,104.75
BNK1	72549	1297		MARY BERGLUND	Check	8/12/2024	\$21.00
PO#:	Voucher #:		1229	Invoice		8/12/2024	\$21.00
				Invoice No: 9465253			Check Amount: \$21.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/12/2024-08/12/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt Type	Pmt Date		Check Amount:
BNK1	72549	1297		MARY BERGLUND	Check			
		E 02	005	770 000 709 490			\$38.00	
PO#:	Voucher #:	1228	Invoice	Invoice No: 9465251		8/12/2024		\$38.00
								Check Amount: \$59.00
BNK1	72550	2917		MENARDS	Check			
		E 01	020	298 110 000 401	MUSICAL		\$131.91	
PO#:	Voucher #:	1230	Invoice	Invoice No: 25069		8/12/2024		\$131.91
		E 01	020	298 110 000 401	MUSICAL		\$154.42	
PO#:	Voucher #:	1231	Invoice	Invoice No: 26666		8/12/2024		\$154.42
								Check Amount: \$286.33
BNK1	72551	2954		MIDWEST MACHINERY CO	Check			
		B 01	115	001	BRACKET FOR MOWER		\$775.33	
PO#:	Voucher #:	1232	Invoice	Invoice No: 10144306		8/12/2024		\$775.33
								Check Amount: \$775.33
BNK1	72552	3067		MINNESOTA VALLEY COOP CENTER	Check			
		E 01	010	420 000 740 394	2025 QTR 1 PAYMENT		\$14,354.00	
PO#:	Voucher #:	1233	Invoice	Invoice No: 25-1		8/12/2024		\$14,354.00
								Check Amount: \$14,354.00
BNK1	72553	3233		NEON NEEDLES INC	Check			
		E 01	020	298 110 000 401	MUSICAL T'S		\$188.50	
PO#:	Voucher #:	1234	Invoice	Invoice No: 5587		8/12/2024		\$188.50
								Check Amount: \$188.50
BNK1	72554	3247		NEW DOMINION SCHOOL	Check			
		E 01	020	408 000 740 391	Pymnt To Mn District		\$4,636.44	
PO#:	Voucher #:	1278	Invoice	Invoice No: 12903	PAYMENTS TO OTHER MN SCHOOL DI		\$1,564.74	
								Check Amount: \$6,201.18
BNK1	72555	3275		NORTH CENTRAL INTERNATIONAL, LLC	Check			
		E 01	005	760 000 733 580	4DRBUC8P6LB211322		\$46,692.00	
PO#:	Voucher #:	1235	Invoice	Invoice No: m226000250		8/12/2024		\$51,499.50
		E 01	005	760 000 720 401	WINDOW REPLACEMENTS		\$352.62	
PO#:	Voucher #:	1236	Invoice	Invoice No: X226019652-01		8/12/2024		\$352.62
								Check Amount: \$51,852.12

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/12/2024-08/12/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
BNK1	72556	3331		OLSON SANITATION LLC		Check	\$1,146.53
		E 01 005 810 000 330		JULY 2024-REFUSE			
PO#:	Voucher #:	1237	Invoice	Invoice No: 591	8/12/2024	Paid Amt:	\$1,146.53
		E 01 005 760 000 720 330		JULY 2024-REFUSE HAULING			
PO#:	Voucher #:	1238	Invoice	Invoice No: 169	8/12/2024	Paid Amt:	\$33.79
						Check Amount:	\$1,180.32
BNK1	72557	3392		PAPER101		Check	\$3,328.18
		E 01 005 110 999 000 401		COLOR PAPER			
PO#:	Voucher #:	1239	Invoice	Invoice No: 261227-00	8/12/2024	Paid Amt:	\$3,328.18
						Check Amount:	\$3,328.18
BNK1	72558	3394		PARALLEL TECHNOLOGIES INC		Check	\$4,726.30
		E 01 005 715 000 342 555		SCHOOL SEC TECHNOLOGY EQUIPMENT			
PO#:	Voucher #:	1279	Invoice	Invoice No: 98422	8/12/2024	Paid Amt:	\$4,726.30
						Check Amount:	\$4,726.30
BNK1	72559	3434		PEMBERTON, SORLIE, RUFER & KERSHNER		Check	\$254.00
		E 01 005 110 998 000 305		JULY 2024			
PO#:	Voucher #:	1240	Invoice	Invoice No: 64	8/12/2024	Paid Amt:	\$254.00
						Check Amount:	\$254.00
BNK1	72560	3508		PMA SECURITIES LLC		Check	\$2,000.00
		B 07 206 001		Other Accts Payable			
PO#:	Voucher #:	1280	Invoice	Invoice No: INV21758	8/12/2024	Paid Amt:	\$2,000.00
						Check Amount:	\$2,000.00
BNK1	72561	4118		RUNNINGS FARM & FLEET		Check	\$31.36
		E 01 005 810 000 000 401		BRUSH KIT			
PO#:	Voucher #:	1241	Invoice	Invoice No: 4631688	8/12/2024	Paid Amt:	\$31.36
						Check Amount:	\$31.36
BNK1	72562	4259		SEESAW LEARNING INC		Check	\$2,968.75
		E 01 010 216 000 433 405		24-25 SUBSCRIPTION			
PO#:	Voucher #:	1242	Invoice	Invoice No: 2024-96066	8/12/2024	Paid Amt:	\$2,968.75
						Check Amount:	\$2,968.75
BNK1	72563	4273		SFM		Check	\$3,329.00
		E 01 005 930 000 000 270		WORK COMP			
PO#:	Voucher #:	1243	Invoice	Invoice No: 3361197	8/12/2024	Paid Amt:	\$3,329.00
		E 01 005 930 000 000 270		SPECIAL COMP FUND ASSESSMENT			
PO#:	Voucher #:	1244	Invoice	Invoice No: 3366808	8/12/2024	Paid Amt:	\$8,394.00
						Check Amount:	\$11,723.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/12/2024-08/12/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
BNK1	72564	4455		SUMMIT FIRE PROTECTION		Check
			E 01	005 865 000 363 305	NEW STARLINK INSTALLED	\$1,556.75
PO#:	Voucher #:		1245	Invoice	Invoice No: 192035220	Paid Amt: \$1,556.75
			E 01	005 865 000 363 305	FIRE EXTINGUISHER ANNUAL INSPECTION	\$1,281.70
PO#:	Voucher #:		1246	Invoice	Invoice No: 150047139	Paid Amt: \$1,281.70
			E 01	005 865 000 363 305	PRE ENGINEERED SEMI ANNUAL INSPECTI	\$1,543.50
PO#:	Voucher #:		1247	Invoice	Invoice No: 150047140	Paid Amt: \$1,543.50
			E 01	005 865 000 363 305	24-25 MONITORING FIRE ALARM	\$413.00
PO#:	Voucher #:		1248	Invoice	Invoice No: 192035777	Paid Amt: \$413.00
						Check Amount: \$4,794.95
BNK1	72565	4479		SW/WC SERVICE COOP		Check
			R 01	005 000 000 000 099	MISC. LOCAL REVENUE	\$17.67
PO#:	Voucher #:		1282	Credit	Invoice No: 76211	Paid Amt: (\$17.67)
			B 01	210 001	Due To Other Mn Dist	\$477.24
PO#:	Voucher #:		1283	Invoice	Invoice No: 76402	Paid Amt: \$477.24
			E 01	005 865 000 352 305	LTFM-ENVIRON H & S FEES FOR SERVICES	\$2,610.00
			E 01	005 110 114 000 305	AUDIT FEES FOR SERVICES	\$646.40
			E 01	005 865 000 352 305	LTFM-ENVIRON H & S FEES FOR SERVICES	\$2,095.39
			E 01	005 110 703 302 505	CAPITALIZED NON INSTR SOFTWARE	\$3,865.27
			E 01	005 110 703 302 505	CAPITALIZED NON INSTR SOFTWARE	\$0.00
PO#:	Voucher #:		1284	Invoice	Invoice No: 76521	Paid Amt: \$9,217.06
						Check Amount: \$9,676.63
BNK1	72566	4530		TEACHWELL SOLUTIONS		Check
			E 01	010 401 000 740 394	SPEECH LANG THERAPIST	\$31,297.50
PO#:	Voucher #:		1249	Invoice	Invoice No: FY25 DEPOSIT	Paid Amt: \$31,297.50
						Check Amount: \$31,297.50
BNK1	72567	4605		TIM'S FOOD PRIDE		Check
			E 02	005 770 000 709 490	JULY 2024	\$14.58
			E 02	005 770 000 709 495	JULY 2024	\$26.73
PO#:	Voucher #:		1250	Invoice	Invoice No: JULY 2024	Paid Amt: \$41.31
						Check Amount: \$41.31
BNK1	72568	4607		TITAN MACHINERY		Check
			E 01	005 760 000 720 401	SILICONE	\$9.91
PO#:	Voucher #:		1251	Invoice	Invoice No: PS0361344-1	Paid Amt: \$9.91
			E 01	005 760 000 720 401	SHOCK ABSORBER	\$440.60
PO#:	Voucher #:		1252	Invoice	Invoice No: PS0363507-1	Paid Amt: \$440.60

Detail Payment Register By Check  
Check Number: 0-2147483647 Payment Date: 08/12/2024-08/12/2024 Period: 202501-202508 Void Status: N

Bank No	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:	
BNK1	72568	4607		TITAN MACHINERY		Check		
		E 01	005	760 000 720 401	MUFFLER		\$160.78	
PO#:	Voucher #:	1253	Invoice	Invoice No: PS0364299-1	8/12/2024	Paid Amt:	\$160.78	
		E 01	005	760 000 720 401	CLAMP		\$30.78	
PO#:	Voucher #:	1254	Invoice	Invoice No: PS0376336-1	8/12/2024	Paid Amt:	\$30.78	
						Check Amount:	\$642.07	
BNK1	72569	4638		TRANE U.S. INC		Check		
		E 01	005	865 000 380 520	2ND YR SERVICE CONTRACT		\$10,962.00	
PO#:	Voucher #:	1255	Invoice	Invoice No: 314662011	8/12/2024	Paid Amt:	\$10,962.00	
						Check Amount:	\$10,962.00	
BNK1	72570	4737		VESTIS		Check		
		E 01	005	760 000 720 401	SHOP TOWEL SERVICE		\$186.80	
PO#:	Voucher #:	1256	Invoice	Invoice No: 2560281495	8/12/2024	Paid Amt:	\$186.80	
						Check Amount:	\$186.80	
BNK1	72571	4770		WAGER CHIROPRACTIC P.L.L.C.		Check		
		E 01	005	760 000 720 401	KOSMALSKI/BENSON		\$300.00	
PO#:	Voucher #:	1268	Invoice	Invoice No: 99265-cash	8/12/2024	Paid Amt:	\$300.00	
						Check Amount:	\$300.00	
BNK1	72572	4879		WILLMAR ELECTRIC SERVICE		Check		
		E 06	005	870 000 000 520	PAY APP 6		\$40,922.62	
PO#:	Voucher #:	1266	Invoice	Invoice No: 5966	8/12/2024	Paid Amt:	\$40,922.62	
						Check Amount:	\$40,922.62	
							Report Total:	\$1,609,045.28

**ISD 378 Dawson Boyd Public Schools**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General	\$218,926.22
02 Food Service	\$8,331.00
06 Construction	\$1,379,788.06
07 Debt Redemption	\$2,000.00
<b>Report Total</b>	<b>\$1,609,045.28</b>

# ISD 378 Dawson Boyd Public Schools Reconciliation Worksheet Report

08/31/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1005	08/31/2024	0378	BNK1	Greater Community Credit Union Finance Checking

Statement Amount 369,178.15

Deposits in Transit (4,385.50)

Outstanding Payments

Checks 28,680.33

Wires 15,625.94

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount (725.00)

Amount Per Bank 319,761.38

GL Account Balance 319,761.38

Co L Fd Org Pro Crs Fin O/S  
0378 B 01 101 000

Ty  
F

Difference 0.00

**Adjustments**

Manual 08/31/2024 outstanding Check

(675.00) Skyward outstanding chks

Manual 08/31/2024 v1140 Check

(50.00) test printed - voided in 20250

# ISD 378 Dawson Boyd Public Schools Reconciliation Worksheet Report

08/31/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1004	08/31/2024	0378	PMA	PMA/MNTrust PMA Bank

Statement Amount 1,603,659.18

Deposits in Transit 0.00

Outstanding Payments

Checks 0.00

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount

Amount Per Bank 1,603,659.18

GL Account Balance 1,603,659.18

Difference 0.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
0378	B	01	104	000				F

Adjustments  
00/00/0000

# MINNESOTA STUDENT SURVEY



**COUNTRYSIDE**  
PUBLIC HEALTH

AUGUST 2024

# BACKGROUND

MINNESOTA STUDENT SURVEY

The Minnesota Student Survey (MSS) is one of the longest-running surveys in the nation. It is a triennial survey that began in 1989. The survey is an anonymous statewide school-based survey conducted to gain insights into the world of students and their experiences.

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The MSS is the primary source of comprehensive data on youth at the state, county and local level in MN and is the only consistent source of statewide data on the health and well-being of youth from smaller population groups, such as racial and ethnic groups. It provides valuable information about issues vital to health, safety and academic success of young people. The survey results have proven to be a dynamic vehicle in bringing the youth voices into decisions made by youth programs, schools, communities and state agencies.

[HTTPS://EDUCATION.MN.GOV/MDE/DSE/HEALTH/MSS/MDE059027](https://education.mn.gov/mde/dse/health/mss/mde059027)

# Dawson Boyd Public Schools

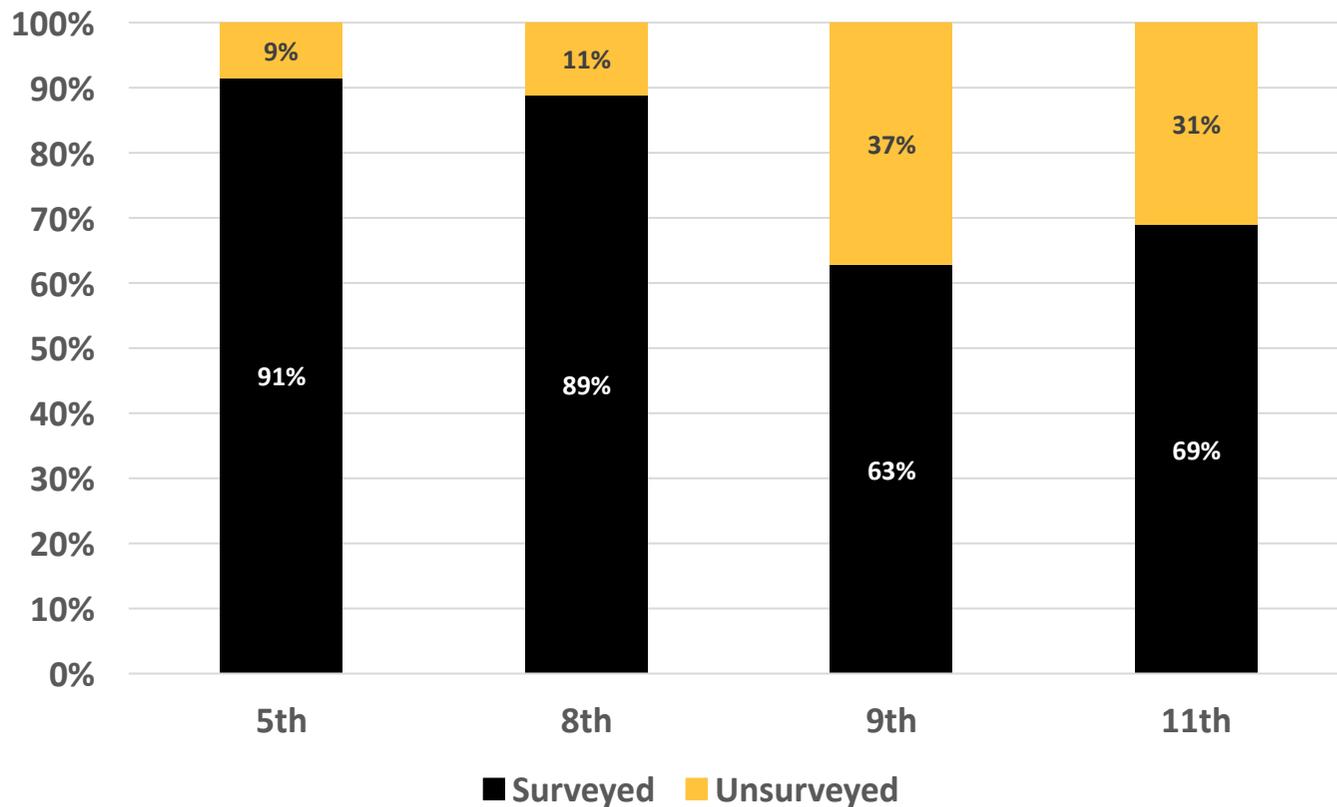


## MINNESOTA STUDENT SURVEY ENGAGEMENT

- 2013: All Grades
- 2016: All Grades
- 2019: All Grades
- 2022: All Grades
- 2025

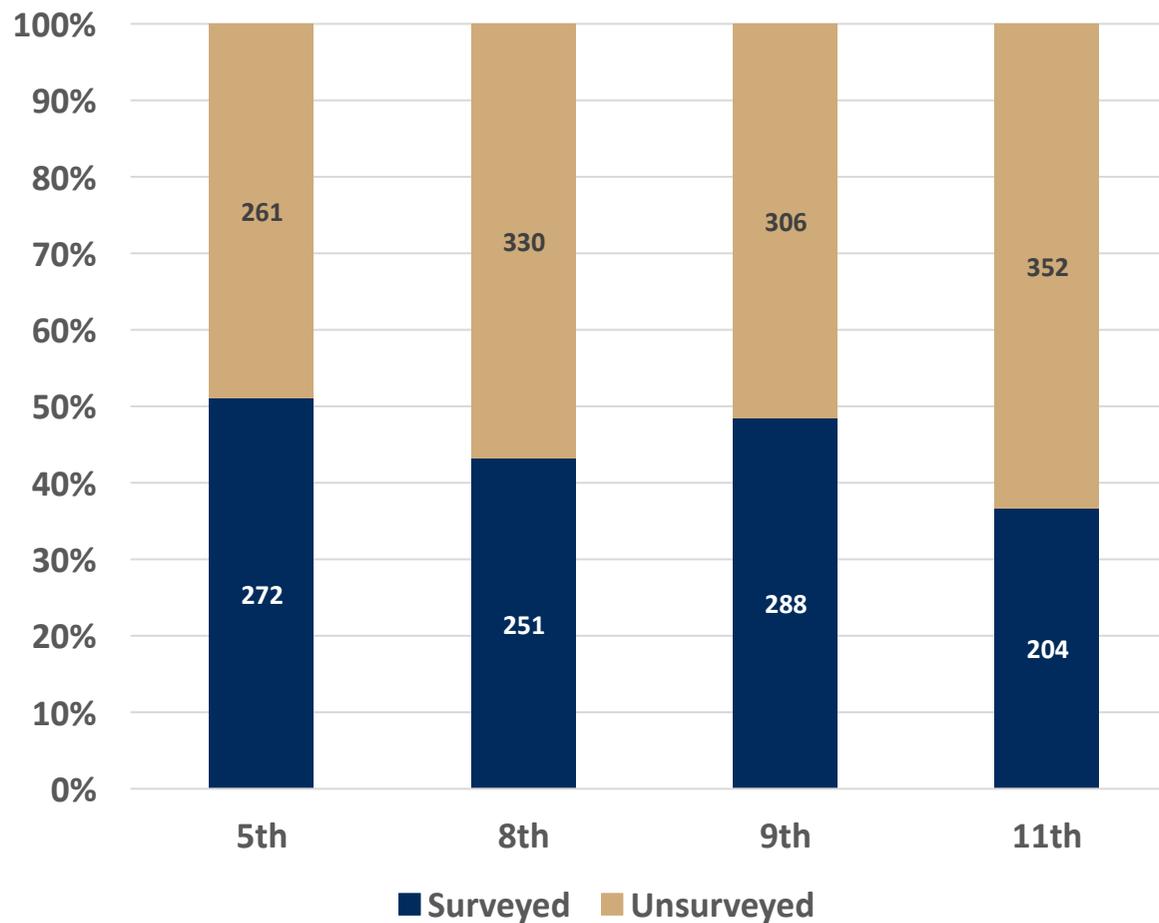
# DAWSON PUBLIC SCHOOL ENGAGEMENT

Surveys Completed in 2022 by Grade



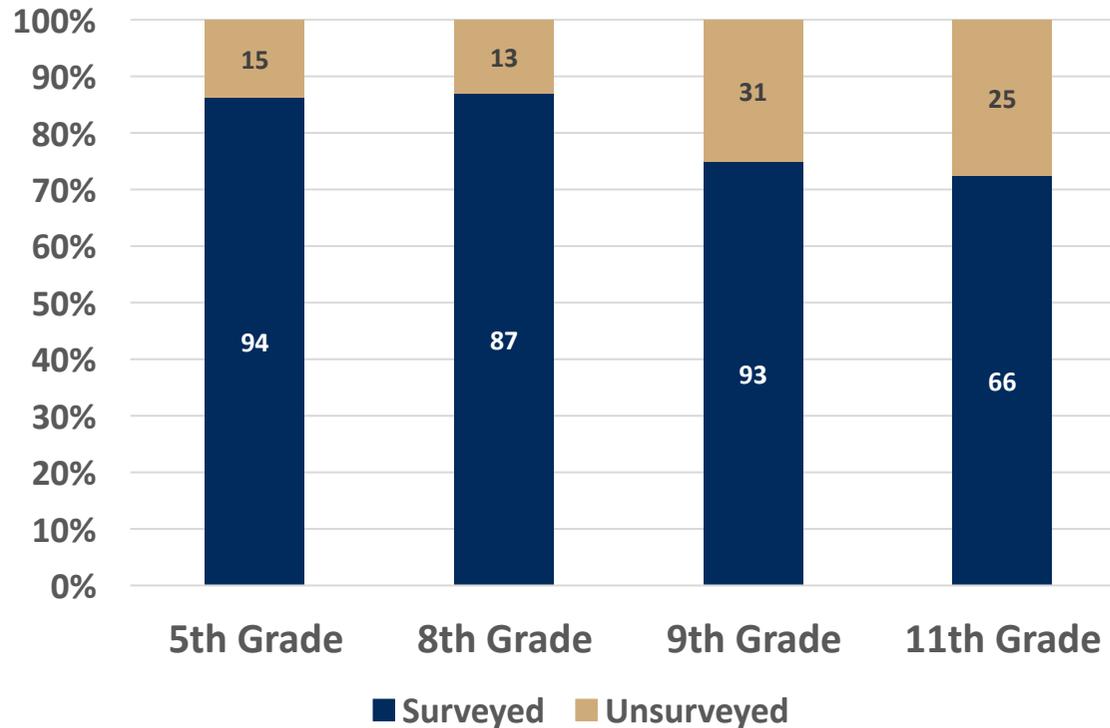
# COUNTRYSIDE PUBLIC HEALTH SERVICE AREA ENGAGEMENT

Surveys Completed in 2022 by Grade



# LAC QUI PARLE COUNTY SCHOOL DISTRICTS ENGAGEMENT

Surveys Completed in 2022 Lac qui Parle Co. School Districts



# FUNDING OPPORTUNITIES



INCREASED ACCESS TO FRESH FRUIT AND VEGTABLES THROUGH FARM TO TABLE WITHIN SCHOOLS



DIVERSIFIED EVIDENCE BASED PROGRAMS OFFERED WITHIN THE SCHOOLS THROUGH A SCHOOL HEALTH TEAM APPROACH



ACTIVELY REDUCING STIGMA AROUND MENTAL HEALTH WHILE BRIDGING THE GAP OF RESOURCES AVAILALBE ACROSS ALL FIVE COUNTIES AND WITHIN SCHOOL DISTRICTS



PARTNERED AND PROMOTED SAFE ROUTES TO SCHOOL WITHIN COMMUNITIES



COMPLIANCE CHECKS ACROSS ALL FIVE COUNTIES



INCREASED EVIDENCE-BASED PROGRAMS WITHIN CPH SCOPE OF WORK

# TRUST. VALUE. HEARD.

THE OPPORTUNITY LIES INFRONT OF US TO CAPTURE THE VOICES OF OUR YOUTH LIVING WITHIN OUR RURAL COMMUNITIES WITHIN THE STATE OF MINNESOTA.

# CONTACT INFORMATION

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Countryside Public Health Community Health Strategist

[kiona@countryside.co.swift.mn.us](mailto:kiona@countryside.co.swift.mn.us)



# RatingsDirect®

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**Summary:**

## Dawson-Boyd Independent School District No. 378, Minnesota; General Obligation

**Primary Credit Analyst:**

Joseph Vodziak, Chicago + 1 312 233 7094; joseph.vodziak@spglobal.com

**Secondary Contact:**

Rebecca Y Roman, Chicago (1) 708-219-0455; rebecca.roman@spglobal.com

### Table Of Contents

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Credit Highlights

Outlook

Credit Opinion

Related Research

## Summary:

# Dawson-Boyd Independent School District No. 378, Minnesota; General Obligation

### Credit Profile

Dawson-Boyd Independent School District No. 378 GO sch bldg bnds

*Long Term Rating*

AAA/Stable

Current

*Underlying Rating for Credit Program*

A/Negative

Downgraded

### Credit Highlights

- S&P Global Ratings lowered its underlying rating on Dawson-Boyd Independent School District (ISD) No. 378, Minn.'s general obligation (GO) debt to 'A' from 'A+'.
- The outlook is negative.
- The one-notch downgrade reflects our expectation that the reserves will weaken further at fiscal year-end 2024 to levels that no longer offset the elevated debt metrics.
- The negative outlook reflects a one-in-three chance we could lower the rating over the next two years if efforts to restore reserves are unsuccessful.

### Security

The GO bonds are secured by the ISD's full faith and credit and power to levy ad valorem taxes.

### Credit overview

The one-notch downgrade reflects our view of the district's weakened financial metrics following the unexpected draw on reserves in fiscal 2023 and the additional draw in the fiscal year-end 2024 estimates. The district reported three consecutive audited deficits with the most recent in fiscal 2023 due to an increase in one-time capital expenditures. Most of these unanticipated expenditures were caused by the timing of security upgrades for which the cost would be lower during construction that was underway. Additional unanticipated cost increases stemmed from material prices increasing more than expected during the remodel. At fiscal year-end 2024 officials estimate there was a \$333,000 general fund deficit. They indicate that the 2024 deficit was due to one-time capital expenditures related to unanticipated elevator repairs and state-mandated expenditures for teachers. Considering this draw, we expect reserves will fall to adequate levels. Due to budget adjustments and expenditure reductions, officials anticipate a slight surplus at fiscal year-end 2025. However, the ISD has developed a track record of results underperforming budgetary estimates. We believe that recent capital improvements should reduce the probability of additional unexpected expenditures. However, we expect to see that the district can begin restoring reserves before we assign a stable outlook.

Efforts to restore reserves may not be difficult if voters approve an operating referendum in November 2024. The board has not yet approved the referendum and has until August 2024 to do so for the referendum to go to voters in

November. In addition, the ISD's elevated debt metrics are somewhat offset by the state's Ag2School tax credit, which will cover 70% of the debt service levy for agricultural properties. With 82% of the district's net tax capacity classified as agricultural property in the most recent breakout available, the state will pay approximately 54% of the cost on the district's debt. The debt metrics used in this analysis have incorporated this state support and we estimate that 2024 carrying charges will be about 9% of 2023 total governmental fund expenditures. In addition, most of the overall net debt comes from the overlapping city of Dawson, which partially supports the district's GO debt payments with utility revenue. Because of a high appreciation of existing property and land values, the tax base has been expanding at a robust pace, which we believe will continue to reduce the debt to market value.

The 'A' rating reflects our view of the district's:

- Stable local economy characterized by extremely strong market value on a per capita basis, with robust tax base growth, and improved incomes to levels we consider good;
- Deteriorating reserves caused by an emerging trend of unplanned spending. We believe with the 2024 deficit estimate, the district has limited fund balance flexibility to support further unbudgeted capital expenditures;
- Moderate overall net debt relative to market value though high relative to the district's small population, with expectations that the debt will be affordable for taxpayers given the support from the state, voter approval on prior debt, and utility revenue support on overlapping debt; and
- Standard Financial Management Assessment (FMA), reflecting strong budgetary assumptions and a robust investment management policy. We have weakened our FMA to standard from good as a result of there being questions about the effectiveness of the district's long-term capital planning, given the excess capital spending in recent years and our expectation that the ISD will not be in compliance with its formal fund balance policy of two months of expenditures in the near term.

### **Environmental, social, and governance**

Environmental, social, and governance (ESG) factors are neutral within the credit analysis. Minnesota is at a slight risk for drought and water stress, but we maintain a neutral view on factors for the counties of Lac qui Parle and Yellow Medicine.

## **Outlook**

The negative outlook reflects that there is a one-in-three chance we could lower the rating further if the district is unable to rebuild reserves, which we believe would indicate risk management and oversight risks are emerging.

### **Downside scenario**

We could lower the rating if efforts to rebuild reserves are unsuccessful or additional budgetary pressures emerge while the district's budgetary flexibility remains below that of peers.

### **Upside scenario**

We could raise the rating if the ISD were able to restore reserves to levels we consider strong and demonstrate sustained expenditure controls and contingency practices to support structurally balanced operations.

## Credit Opinion

### Minnesota school district credit enhancement program

The long-term enhanced rating reflects the security provided by the district's participation in the Minnesota Credit Enhancement program, a standing appropriation program authorized by state statute. Under the program, the state will pay debt service from its general fund if the district fails to pay. We see no unusual political, timing, or administrative risk related to debt payment. The credit enhancement program rating reflects that of Minnesota and moves in tandem with the state GO rating and outlook.

#### Dawson-Boyd Independent School District No. 378, Minnesota -- Key credit metrics

	Characterization	Most recent	Historical information		
		2024	2023	2022	2021
<b>Economic indicators</b>					
Population		2,692	2,692	2,644	2,660
Median household EBI % of U.S.	Good		101	82	83
Per capita EBI % of U.S.	Good		105	86	88
Market value (\$000s)		1,255,273	1,213,438	971,123	858,066
Market value per capita (\$)	Extremely strong	466,298	450,757	367,293	322,581
Top 10 taxpayers % of taxable value	Very diverse	9.0	9.4		
<b>Financial indicators</b>					
Total available reserves (\$000s)			568	956	1,344
Available reserves % of operating expenditures	Good		6.0	11.7	17.2
Total government cash % of governmental fund expenditures			5.0	4.8	7.7
Operating fund result % of expenditures			(5.3)	(4.4)	(3.8)
Financial Management Assessment	Standard				
Enrollment		549	559	557	560
<b>Debt and long-term liabilities</b>					
Overall net debt % of market value	Moderate	3.5	3.8	2.3	2.6
Overall net debt per capita (\$)	High	16,471	17,332	8,321	8,527
Debt service % of governmental fund noncapital expenditures	Elevated		16.6	17.2	17.7
Direct debt 10-year amortization (%)	Average	54	52	48	44
Required pension contribution % of governmental fund expenditures			3.0	2.0	2.1
OPEB actual contribution % of governmental fund expenditures			0.6	0.5	0.2
Minimum funding progress, largest pension plan (%)			68.9	74.5	85.3

EBI--Effective buying income. OPEB--Other postemployment benefits.

## **Related Research**

Through The ESG Lens 3.0: The Intersection Of ESG Credit Factors And U.S. Public Finance Credit Factors, March 2, 2022

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at [www.spglobal.com/ratings](http://www.spglobal.com/ratings) for further information. Complete ratings information is available to RatingsDirect subscribers at [www.capitaliq.com](http://www.capitaliq.com). All ratings affected by this rating action can be found on S&P Global Ratings' public website at [www.spglobal.com/ratings](http://www.spglobal.com/ratings).

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# STEVENS ELEMENTARY

Dawson-Boyd Public Schools



*Small School. Big Opportunities.*

2024-2025  
Parent/Student Handbook

"RIGHT NOW"



### **SCHOOL SONG:**

Come on you Blackjacks, FIGHT,  
we're all for you;

To school and team and colors always true,  
We'll show Blackjack loyalty through and through  
and let them know that we will  
FIGHT! FIGHT! FIGHT!

For black and gold we'll send a cheer on high,  
And let the wide world know a victory's nigh.  
So let's all give that Blackjack battle cry!  
GO! FIGHT! WIN!

### **SCHOOL COLORS**

BLACK AND GOLD

### **SCHOOL MASCOT**

BLACKJACK RABBIT

[\*] Notice required by statute  
[\*\*] Notice required by policy

# Dawson-Boyd Public Schools District Contact Information

**Stevens Elementary**  
**848 Chestnut Street**  
**Dawson, MN 56232**  
**320-769-4590**  
**Fax Number: 320-769-4502**  
[www.dawsonboyschools.org](http://www.dawsonboyschools.org)

Name	Position	Phone	Email
Amy Hiedeman	Elementary Principal	320-312-2309	<a href="mailto:ahiedeman@dwby.k12.mn.us">ahiedeman@dwby.k12.mn.us</a>
Laurel Stratmoen	Elementary Administrative Asst	320-312-2308	<a href="mailto:lstratmoen@dwby.k12.mn.us">lstratmoen@dwby.k12.mn.us</a>
Leah Prestholdt	School Nurse	320-312-2312	<a href="mailto:lprestholdt@dwby.k12.mn.us">lprestholdt@dwby.k12.mn.us</a>
Darla Swedzinski	School Social Worker	320-312-2375	<a href="mailto:dswedz@dwby.k12.mn.us">dswedz@dwby.k12.mn.us</a>
Camey Maland	Food Service Director	320-312-2314	<a href="mailto:cmaland@dwby.k12.mn.us">cmaland@dwby.k12.mn.us</a>
Rebecca Mortenson	Human Rights Officer	320-312-2316	<a href="mailto:rebeccam@dwby.k12.mn.us">rebeccam@dwby.k12.mn.us</a>
Ryan Stotesbery	Secondary Principal/ Athletic Director	320-312-2306	<a href="mailto:rstotesbery@dwby.k12.mn.us">rstotesbery@dwby.k12.mn.us</a>
Chelsie Bothun	Secondary Administrative Asst	320-312-2303	<a href="mailto:cbothun@dwby.k12.mn.us">cbothun@dwby.k12.mn.us</a>
Holly Ward	Superintendent/ Community Education	320-312-2301	<a href="mailto:hward@dwby.k12.mn.us">hward@dwby.k12.mn.us</a>
Tara Bachmeier	Human Resources	320-312-2304	<a href="mailto:tbachmeier@dwby.k12.mn.us">tbachmeier@dwby.k12.mn.us</a>
Carrie Kleven	Activities/Comm Ed/ Transportation Administrative Asst	320-312-2318	<a href="mailto:ckleven@dwby.k12.mn.us">ckleven@dwby.k12.mn.us</a>
Tony Aafedt	Transportation Director	320-312-2317	<a href="mailto:taafedt@dwby.k12.mn.us">taafedt@dwby.k12.mn.us</a>

[\*] Notice required by statute  
 [\*\*] Notice required by policy

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- [Pupil Fair Dismissal Act](#)
- [District Policies](#) (Specific policies noted in the handbook are linked in the reference table)
- School District Policy Cross Reference Table

[\*] Notice required by statute

[\*\*] Notice required by policy



*Small School. Big Opportunities.*

## Dawson-Boyd Public Schools

Independent School District #378  
848 Chestnut St.  
Dawson MN 56232

Dear Parents and Students,

Welcome to Stevens Elementary! We are excited for another great year and thank you for entrusting your child/children with us!

This handbook has been designed to familiarize you with Stevens Elementary School. Feel free to communicate your concerns or questions at any time.

Thank you for the part you play in making Dawson-Boyd Public Schools an exceptional learning community.

Please take time to read through the handbook with your children. The time you spend will help to set the tone for the school year. As you look at our handbook I want to note the handbook is laid out in four parts:

1. Information
  2. Academics
  3. Rules & Discipline
  4. Health & Safety
- Please remember to call or email the elementary office by 8:30 if your child will be tardy or absent [320-769-4590 (press 4 for attendance)/[lstratmoen@dwby.k12.mn.us](mailto:lstratmoen@dwby.k12.mn.us)]. Review the section of the handbook that refers to attendance. It will guide you as to attendance expectations. Attendance is key to your child’s success. **Please try to schedule appointments and such outside of the school day.**
  - Remember electronic devices are the responsibility of the student when in the school setting. School will not be responsible for lost or damaged items. Please visit with your child before you send any items of value to school. Devices may not be used during the school day unless under the supervision of the classroom teacher - this includes WATCHES used to text and communicate.

I look forward to partnering with you for a successful year of growth for the students and staff of Stevens Elementary.

Sincerely,

Amy Hiedeman

Stevens Elementary Principal | Dawson-Boyd School District

[ahiedeman@dwby.k12.mn.us](mailto:ahiedeman@dwby.k12.mn.us)

"Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that." -MLK, Jr

Holly Ward, Superintendent  
Phone: 320-769-2955, ext. 2301

Amy Hiedeman, Elementary Principal  
Phone: 320-769-2955, ext. 2309

Ryan Stotesbery, High School Principal  
Phone: 320-769-2955, ext. 2306

Tony Aafedt, AD, Community Ed, Transportation  
Phone: 320-769-2955, ext. 2317

*An Equal Opportunity Employer*

[\*] Notice required by statute  
[\*\*] Notice required by policy

STEVENS ELEMENTARY WILL HONOR AND UPHOLD ALL POLICIES AS SET FORTH BY THE DAWSON-BOYD PUBLIC SCHOOL BOARD OF EDUCATION. ALL POLICIES ARE ON FILE IN THE DISTRICT OFFICE AT 848 CHESTNUT STREET IN DAWSON AND AVAILABLE UPON YOUR REQUEST.

Additionally, policies can be found on the school district's webpage at [Dawson-Boyd Policies](#).

THANK YOU FOR BEING A PARTNER IN THE EDUCATION OF THE YOUTH OF THE DISTRICT.



[\*] Notice required by statute  
[\*\*] Notice required by policy

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**PART I - INFORMATION**

**District 378 Elementary Employee/Personnel List**  
**2024-2025**

**Board of Education**

Tonya Kelly ....Chairperson

Brett Buer

Lynn Marotzke

Bruce Lund

Clint Schindler

Cameron Jurgenson

Karla Perkins

**Administration**

Holly Ward

Ryan Stotesbery

Amy Hiedeman

Tony Aafedt

Superintendent

Secondary Principal

Elementary Principal

Activities Director

Transportation Director

Community Ed

Coordinator

**Elementary Staff**

Jennifer Mork

Christina Wolner

Cali Anderson

Hailey Gritmacker

Alicia Croatt

Bethany Wager

Karla Erickson

Jeri Popma

Chelsea Ludvigson

Jami Sather

Kindergarten

Kindergarten

First Grade

First Grade

Second Grade

Second Grade

Third Grade

Third Grade

Fourth Grade

Fourth Grade

[\*] Notice required by statute  
[\*\*] Notice required by policy

Patti Mork  
Amber Omland  
Tobi Kemen  
Janelle Stender  
Chris Lehne  
Brandon Hurley  
Allysa Hurley  
Hank Ireland  
Preston Schwegel  
????  
Nichole Andrews  
Ronda Krosch  
Kallie Blascyk  
Shelby Moen  
Darla Swedzinski  
Kassi Albertson  
Stephanie Kelly  
Amber Anderson  
Leah Prestholdt  
Laurel Stratmoen

Fifth Grade  
Fifth Grade  
Sixth Grade  
Sixth Grade  
Music/Band  
Music/Vocal  
Music/Orchestra  
Physical Education  
Physical Education  
Speech/Language  
Special Education  
Special Education  
Special Education  
EC Special Education  
Social Worker  
DB Preschool/ECFE  
DB Preschool/ECFE  
DB Preschool  
School Nurse  
Administrative  
Assistant

**Title I Support Staff**

Amy Hiedeman, Title I Coordinator  
Andrea Enger  
Amy Schlemmer  
????  
Emily Busch

**Custodians**

Tim Stensrud  
Todd Henneberg  
Clint Blake  
Ted Nelson  
Mark Torgerson

**Library**

Theresa Vogel

**Food Service Director**

Camey Maland

\*For additional directory information, please visit [www.dawsonboyschools.org](http://www.dawsonboyschools.org).

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Arrival and Dismissal Hours**

Supervision begins at **8:05** (bus arrival is between 8:05-8:10; students dropped off should NOT arrive prior to 8:05)

Playground or Gym (inclement weather)

Lunch room for Grades 3-6

First Bell (dismissal to classrooms):	8:20
Second Bell:	8:25
School day begins:	8:28

Dismissal	
Grades PreK-3	3:00
Grades 4-6	3:05

\*\*\*Students are NOT to be on school property without supervision. Only those students having activities, music lessons, or those staying to do school work as requested by the teacher should remain after the regular dismissal times.

**Junior Jacks** is available for all students in grades pre-K through 6 that must arrive outside of the regular school hours. The hours of operation for Junior Jacks are 7:00 AM to 8:20 AM for the morning program and 3:00 PM to 5:30 PM for the after school program. Junior Jacks is available to preschool students on the days they are not in school. Enrollment information is available from the Community Education office/online.

Families will be notified by school administration in regard to student drop off/pick up before and after school. Specific instructions will be shared district wide designating bus loading/unloading areas, limitations on where parents/guardians may drop off or pick up students before and after school, etc.

## **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the appendix of this handbook or on the school district's website at [www.dawsonboydschools.org](http://www.dawsonboydschools.org).

## **Class Assignments**

Classroom assignments are within the school district's discretion. All registered students will be given their classroom placements mid-August. Classroom teachers make suggestions for class lists for the following year based on the academic needs, behaviors, and social skills of the students in that grade level. This is done in May. Parent requests or concerns should be discussed with the elementary principal by the end of the second week of May to allow teachers sufficient time to make recommendations for class assignments. A notification will be issued to each family to allow for parental/guardian considerations via survey (this comes late April/early May each year).

## **Complaints/Concerns**

If a parent or guardian has a concern or question in regard to a school policy, please contact the Principal's office. If the question concerns class work, please contact the teacher. If the parent feels the problem is still unresolved, he/she should then contact the Principal.

[\*] Notice required by statute  
[\*\*] Notice required by policy

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

## **E-Learning Day Plan**

Dawson-Boyd School District is fortunate to be able to address a school closing due to inclement weather through an E-Learning day. Our E-Learning Day Plan is included in the appendix of this handbook - outlining what these days entail. (This is not the same as distance learning due to COVID. This is a one day change of delivery due to uncontrolled circumstances - i.e. weather, water main break, no heat, etc.)

It is important to note that when the school is closed - but it is an E-Learning day, it WILL continue to be considered a school day that counts toward student attendance. Students and teachers will be expected to participate in E-Learning days and attendance will be taken. [eLearning Day Expectations Grid](#)

## **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 extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct noncurriculum-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a nonparticipatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## **Fees [\*]**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate

[\*] Notice required by statute  
[\*\*] Notice required by policy

in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Stevens Elementary office and/or building principal.

## **Food in the Classrooms**

Dawson-Boyd Schools encourages students to live a healthy lifestyle which supports good school performance. This includes staying well-nourished and hydrated while at school. We encourage the use of water bottles during the school day. Water bottles are permitted during class time. Students will have an opportunity for a snack time, led by their teacher.

Snacks offered during the school day and treats used as classroom rewards should make a positive contribution to children's diets and health, with an emphasis on fresh fruits and vegetables, water, low-fat milk, and other foods/beverages that are low in fat, sugar, salt and caffeine. For more information, please consult the district's Wellness Policy.

## **Food Services**

**Food Service Contact Information:** Questions about food services and billing may be directed to the Dawson-Boyd Food Service Manager.

**Ala Carte:** A La Carte selections are available for students in grades 5 and 6 at the lunch hour. If students are using ala carte to charge, parents must fill out a form to approve a la carte purchases. This form is located online in "Documents & Forms – Food Service" and is also available in both the high school and elementary offices.

**Milk with Sack Lunch:** Students bringing their own lunch may purchase milk for the cost of 40 cents a carton (\$0.40). Students may either purchase a strip of 10 milk tickets in the office for \$4.00 or the price of a carton of milk can be deducted from their lunch account.

### **Breakfast/Lunch Program:**

Breakfast and lunch are free for all students. Students who choose to have additional helpings/extra milk will need to purchase these items. Parents/guardians must fill out a form to approve these purchases and money should be deposited in the student's lunch account.

[\*] Notice required by statute  
[\*\*] Notice required by policy

Every family will receive an Educational Benefits form. Every family is encouraged to fill out the form regardless of income. This is a confidential form and only viewed by the school officials in charge of this part of the lunch program and those whom parents/guardians give permission to through a release. Parts of school funding and fees for programs are connected to the educational benefits qualification. Qualifying families may choose to accept/deny any financial assistance. We would appreciate every family completing this paperwork. This paperwork is used for reduced activity fees, preschool tuition and fees, summer food programs, etc.

## **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the *Dawson-Boyd School Board*. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

## **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

## **Holiday Celebrations and Parties**

Dawson-Boyd Schools recognize that communities acknowledge and celebrate for varying reasons, which may include cultural holidays and celebrations, dances, and birthdays. Our district strives to be an inclusive and welcoming institution. However, we also recognize the constraints of time. Instructional time is important, so celebrations will be limited. Three seasonal parties are planned on a cooperative basis by pupils and teachers. Parents may opt out from any school celebration by contacting their teacher and/or building principal.

Birthday parties must be organized outside the school hours to eliminate hard feelings for youngsters not invited. Party invitations must be distributed outside of school. Children are permitted to bring their classmates a treat on their birthday. Treats must be purchased rather than homemade and meet USDA Smart Snack school nutrition guidelines. More information is available in the district's wellness policy. Please contact the school if you have questions.

## **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

## **Library and Media Center**

The library/media center is open 8:30 am - 3:00 pm . Students may use the library/media center during the school day only when a supervisor is present.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Local Newspaper and School Publicity**

Stevens Elementary is proud to inform the community of school events through the use of newspapers, radio, online tools, and letters. Public information shall include names and photos of students participating in or attending extra-curricular activities, school events, and engaging in classroom instruction except on social media platforms. Please contact the elementary office if you have concerns about the use of names and photos used to promote our school to the community. Consent is given on the Media Release Form returned annually.

## **Lost and Found**

Parents are encouraged to label items that come to school. Writing a name on a coat, baseball glove, sweatshirt, eyeglasses, etc. will help all lost items to be returned to the owner. All articles found by students and school staff will either be in the **Lost and Found** near the elementary office. Please do your best to monitor your things. We have several items that go unclaimed. They are donated locally each quarter.

## **Messages to Students**

Office and classroom phones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Messages will be delivered to classroom teachers to pass on to students. Personal cell phone use - including watches and gizmos, etc - during the instructional day is prohibited.

## **Nondiscrimination [\*]**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated a district's human rights officer to handle inquiries regarding nondiscrimination.

CONTACT: Rebecca Mortenson

Human Rights Officer, 848 Chestnut St., Dawson, MN 56232

Phone: 320-769-2955

[rebeccam@dwby.k12.mn.us](mailto:rebeccam@dwby.k12.mn.us)

## **Notice of Violent Behavior by Students [\*\*]**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **Parent Teacher Conferences**

Parent and teacher conferences will be held twice during the school year -

- Monday, October 14 and Tuesday, October 15
  - these are typically 20 minute scheduled conferences
  - EACH student PreK-6 will have a conference time
  - Scheduling is done in collaboration with families
  - Be watching for information on conferences in mid-September

[\*] Notice required by statute

[\*\*] Notice required by policy

- Tuesday, March 25
  - these are scheduled only at teacher request
  - not all students will have a conference

For more information, contact the building principal.

## **Parent Volunteers**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should contact the building principal. Parents/guardians who visit the school should sign in at the Stevens Elementary Office before entering a classroom. Volunteers will be given a visitors pass and should check out upon departure. All volunteering should be prearranged with the classroom teacher prior to the date of volunteering. For more information, please contact the building principal.

## **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person 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. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **Schedule**

A schedule is needed to ensure smooth operation of the school. The daily school schedule is often building specific and within the building principal's authority to determine. Information on daily class schedules specific to the various grade levels can be found on teacher websites at [www.dawsonboydschools.org](http://www.dawsonboydschools.org).

## **School Activities**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

Students are reminded that they too are spectators at sporting events. No rough play or throwing of objects is allowed. Students should pick up their mess before they leave the event. This will assist the custodians and show respect for our school. Be considerate of everyone around you. We want the event to be enjoyable for everyone in attendance. Students are to respect the requests of supervisors.

[\*] Notice required by statute  
[\*\*] Notice required by policy

No rough and tumble games will be allowed at High School football games. Students' footballs and other equipment will be confiscated. Students can pick up their property at the end of the 3<sup>rd</sup> quarter of the game.

Admission prices for athletic events:

<b>Athletic Passes</b>	
Season Pass (Adult)	\$85.00
Season Pass (62+ and Student)	\$55.00
DB Student Pass	\$50.00
Single Event (Adult)	\$8.00
Single Event (62+ and non-DB Student)	\$5.00
Single Event (DB Student)	\$1.00

The Dawson-Boyd School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact *the activities/athletic director*.

## **School Closing Procedures**

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over KLQP. The JMC Messenger system makes notification via phone/text/email if contact information is submitted and current.

Do not send your child to school if you think that weather conditions are a threat to the safety of your child. Early dismissal announcements due to rapidly changing weather conditions may occur at any time. Please listen to the radio stations and keep aware of phone messages/email if conditions look questionable.

## **Searches**

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

[\*] Notice required by statute  
 [\*\*] Notice required by policy

- Lockers and Personal Possessions Within a Locker [\*]

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

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

Elementary school lockers do not lock nor are students to use padlocks on lockers. Parents and students should take note of this policy when personal possessions are involved. Do not leave money or other valuables in your locker or desk. It is best to leave items of value at home. The school is not responsible for replacement of personal items lost or stolen from lockers or desks.

- Desks

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

- Personal Possessions and Student's Person

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

## **Student Publications and Materials**

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

- Distribution of Non School-Sponsored Materials on School Premises [\*\*]

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete policy listed on the district website - "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy.

- School-Sponsored Media

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school

[\*] Notice required by statute  
[\*\*] Notice required by policy

district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media 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. expresses or advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

## **Student Records [\*]**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see the complete "Student Records" policy listed on the district website. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the district office.

## **Student Surveys [\*]**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the complete "Student Surveys" policy listed on the district website. A complete copy of the school district's "Student Surveys" policy may be obtained at the district office.

## **Transportation of Public School Students**

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

[\*] Notice required by statute  
[\*\*] Notice required by policy

- **Extracurricular Transportation**

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

[NOTE: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]

## **Video and Audio Recording**

- **School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

- **Places Other Than Buses**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

[\*] *Notice required by statute*  
[\*\*] *Notice required by policy*

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## **PART II - ACADEMICS**

### **Academic Integrity**

Students are to do their own work unless they are involved in a teacher-guided cooperative learning group activity.

Students guilty of cheating and plagiarism, as determined by the teacher, will be subject to consequences that may include no credit for work, detention, and/or other consequences deemed appropriate by the teacher and/or building principal.

Academic Integrity will focus on two primary areas:

1. Transparency and Accountability
2. Use of online technology, but maintain original work

AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or submitting AI-generated content as one's own is considered plagiarism. AI can be used as a tool for research, to generate ideas, and to assist with learning, provided it is done transparently and with proper attribution. This includes what data it processes and how decisions are made.

Guidelines for AI use:

DO:

- Use AI programs as smart search engines that present information in ways easy to read and understand.
- Ask AI programs for clarification or explanations when you need help.
- Generate ideas, topics, and writing prompts using AI programs.
- Be transparent; attribute AI text and images properly when you use them in your own work.

DON'T:

- Use AI programs to avoid doing your own work.
- Copy text or images from AI programs without proper attribution.
- Use AI text or images without fact-checking and exploring potential plagiarism issues.
- Use AI when your teacher expressly forbids it.

Students shall not rely solely on AI tools to complete assignments. It is important to understand the material and complete assignments on your own, using AI tools as a supplement rather than a replacement for your own work. Students shall not use AI tools to plagiarize. Using AI to generate or modify content to evade plagiarism detection is unethical and violates academic integrity. Students should not assume that AI responses are always correct as AI can generate fake results.

### **Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities

[\*] Notice required by statute  
[\*\*] Notice required by policy

for students with an IEP, contact the building principal and/or your child's special education case manager.

## **Field Trips**

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

All class trips must be cleared and planned through the principal. You will be notified when your child's class is planning a trip outside of Dawson's city limits. You will be asked to give your permission for him/her to go with the group. If financial assistance is needed for field trip costs, please contact the building principal.

Please make sure your child is on time for the field trip. Schedules for trip days are very tight and cannot be delayed by a tardy student. Also, please make sure your child knows what to do when the bus arrives back in town if the trip extends beyond the school day. If they will not be picked up at school please send a note notifying the teacher of alternative plans.

## **Grades**

Students' grades will be reported quarterly - four times during the year. Report cards will be sent home with students the week after the end of the quarter for review. The final report card will be mailed following the end of the school year.

## **Homework**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Parents/guardians are encouraged to consult the teacher with any questions or concerns.

## **Lyceums/Program Attendance**

Students can be excused from any lyceum or program. Parents must send a written and signed note requesting a student to be excused. Students must report to the elementary office during the excused period.

## **Music Lessons**

Students may begin playing an orchestra instrument as early as 3<sup>rd</sup> grade. Parents wanting information about the possibility of their child taking lessons on a stringed instrument should contact the elementary office. The orchestra director will then contact you.

If your child wishes to start lessons on other band instruments, you should contact the band instructor through the high school office. Students are expected to pay for their musical supplies and a music fee for program participation. Lessons begin the summer before the 5th grade year.

The participation fee for participation in band and/or orchestra is \$10 per student. All students must purchase their own practice books.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Physical Education**

Physical education classes will be conducted for the students in grades K-6. Students should have a good pair of tennis shoes to wear to class. Students should also wear suitable clothing. Parents will be notified in advance of units requiring special dress (swimming, etc.). Reminding students to bring proper clothing will be most helpful.

A student will be excused from participation in physical activities only if a written note from the parent is received. The note should include a written explanation of why the student should be excused, the date, and the signature of the parent. The elementary office may require medical documentation to excuse students from participation.

## **Promotion and Retention**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

## **State Testing**

The following tests are currently required by the Minnesota Department of Education:

3rd & 4th Grade	Reading and Math
5th Grade	Reading, Math and Science
6th Grade	Reading and Math
K-6th Grade	ACCESS testing for students who qualify as an English Language Learner student.

The Parent/Guardian Guide to Statewide Testing is included in the Appendix of the Student Handbook. This document is also located on the school and Minnesota Department of Education website and may be used by parents/guardians.

## **Student Supports**

If a classroom teacher finds a student is having a problem academically, medically, behaviorally, socially, or emotionally, he/she will first refer the child to the Teacher Assistance Team. The team will assist in planning interventions to address the problems. If further evaluations are needed after failed interventions, the child is referred to the Child Study Team. The team reviews the problem/s and decides the types of evaluations that need to be done. After all the evaluations are completed, the parents and all staff members who have contact with the child will meet to discuss the problems and seek appropriate solutions. All members at the staffing cooperatively reach decisions as a team on the most appropriate programming for the child.

Special Services/Programs: Programs are available in the school to assist in meeting individual student needs. They are listed here:

- **School Social Worker:** The district employs two school social workers, one in the Elementary and one in the Secondary, that are available to you and your child. Parents having questions about what a school social worker can offer please contact the elementary office.

[\*] Notice required by statute  
[\*\*] Notice required by policy

- **Title I**—the Title I Program is available for students in K-5 who qualify in the area of reading and math. It offers supportive instruction to those students needing an extra boost in these areas.
- **Education Express:** This is an after school and summer program for qualifying students for the purpose of reinforcement of reading, math, and writing skills.
- **Speech services**—are provided in an individualized or small group setting. The program focuses on the needs of the individual child, primarily in the areas of articulation and total language development.
- **Adaptive Phy Ed**—the regular physical education program is supplemented with adaptive skills for students with special needs in this area.
- **Special Education**—special education is provided for students who need those services. In special education, a child’s program is planned cooperatively with the classroom teacher, special education staff, and the child’s parents. Social and emotional skills, as well as academics, are an important part of these programs. Staffings are held with staff and parents to evaluate progress and to plan the program components.
- **Early Childhood Special Education**—a preschool program is provided for children, ages birth to kindergarten, who have special needs. This is an inter-agency program for all qualifying children in the county. Services are typically provided in the mainstream setting.
- **Dawson-Boyd Preschool**—Dawson-Boyd Community Education offers a couple options for preschool – 4 year old 3 day, 4 year old 4 day, and 3 year old 2 day. Information for preschool can be obtained from Dawson-Boyd Community Education.
- **Early Childhood Family Education (ECFE)**—this is another early childhood option funded through community education.

## **Summer Education Express/Extended School Day**

The school district may provide summer school and extended school day learning opportunities. We run this program through Targeted Services and call it Education Express. The purpose of Education Express is to enrich reading and math skills through innovative and creative teaching strategies for students who are at risk and need additional support. This program runs through the school year as an extended school day on Tuesdays and Thursdays (Late October through the end of March).

Classroom teachers make referrals of students they believe would benefit from this additional learning support. Students have to have a teacher referral to enroll. For more information, contact the building principal.

## **Parent Right to Know [\*]**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child’s classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

[\*] Notice required by statute  
 [\*\*] Notice required by policy

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

[\*] *Notice required by statute*  
[\*\*] *Notice required by policy*

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## PART III – RULES AND DISCIPLINE

### **Attendance [\*\*]**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

Attendance is a responsibility shared by the students, parents or guardians, teachers and administration. The goal is to ensure absences are **infrequent**. It is the responsibility of the school to enforce the compulsory attendance laws and the students' responsibility to be in school. The following procedures will assist in developing good communication between the home and school in matters of school attendance.

- 1) **Please call/email the Stevens Elementary office by 8:30 am** if your child is absent or tardy for any reason. The elementary number is (320)769-4590. We have a voice mail system that is active 24 hours a day. We will attempt to call those families from whom we do not receive calls. **We complete well-child checks if we have not heard from families and have been unsuccessful in reaching household members.**
- 2) If an absence/tardy is anticipated, please inform the **elementary office** in advance to help your child's teacher plan for the absence. If you are sending a note, please address it to the **office**. If you're notifying the classroom teacher via email, please include our office administrative assistant.
- 3) On occasion, you may need to take your child out of class for a short period of time before the end of the school day. **Please come to the office and sign them out.** No child will be allowed to leave his/her classroom early without clearance from the school office.
- 4) Regular attendance is essential for success in school: therefore, **absences shall be excused only for necessary and important reasons** including illness, bereavement, other family emergencies, doctor/dentist **appointments that cannot reasonably be scheduled during non-school time**. **If you are missing school and attending an appointment, please turn in documentation of your appointment.** Recurring and ongoing illness may require doctor verification. You will be contacted by the building principal with a request for this documentation when necessary.

Reasons for absences/tardies that will be recorded as **unexcused** include, but are not limited to: Oversleeping, missing the bus, bus suspension, shopping, visiting friends, haircuts, staying home to care for a sibling or take care of housekeeping, family vacations (unless they are arranged ahead of time - one day will be unexcused the others excused), and reoccurring or on-going illness without the requested medical documentation after request from the Stevens Elementary office.

- 5) If your child is strongly resisting coming to school, we encourage you to contact your child's teacher for suggestions. If the problem persists please call the building principal to talk about support and assistance available to you to help improve attendance.

<b>PLEASE CALL/EMAIL THE ELEMENTARY SCHOOL OFFICE BEFORE 8:30 a.m. IF YOUR CHILD IS ABSENT OR TARDY FOR ANY REASON.</b>
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[\*] Notice required by statute  
[\*\*] Notice required by policy

Three unexcused absences will result in classifying the student as “continuing truant.” Families will be notified by the school office when this happens. Seven or more unexcused absences will result in classifying the student as “habitual truant” and may result in filing truancy with the county attorney. Families will be notified via mail of reports made to the county attorney.

Excessive excused absences may also result in necessary action from the elementary office. Chronic Absenteeism is based on the total days of school missed, including both excused and unexcused absences. This is critical; the number of days missed matters, not why they miss them – the detrimental impacts of missing school occur if a student misses - period. We define chronic absenteeism as missing 10 percent or more of school days per session. This roughly translates to four or more days a quarter or 17 days a year. Students who have been absent 10 percent or more school days should expect to provide documentation of reasons for absences. Families who have students with issues regarding chronic absenteeism will be contacted by the building principal via phone and in writing. If the problem persists, all stakeholders will be asked to meet to try to resolve the issue. Ultimately, attendance is the parents’ responsibility at the elementary level. If no resolution is found after the meeting, the building principal will contact family services and the county attorney.

Students are required to be in the classroom at the beginning of each class session. All tardy students will report to the office for a pass documenting the reason for their lateness. If the tardiness persists, students may be classified as “habitually tardy”. This may result in further action from the elementary office.

Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance. A school board must provide annual notice to parents of the school district's policy relating to a pupil's absence from school for religious observance.

For further information regarding attendance, see the “Student Attendance” policy.

- **Make-Up Work**

If a student cannot be at school, we appreciate having parents or other relatives stop by to get make-up work. Any work that is of such a nature that it can be done independently at home will assist the child in keeping up. If possible, please call before stopping in so we may have the make-up work ready for you. Children must expect to do make-up work when they have been absent. Usually this work is done during the regular day, at noon, or before or after school. Each teacher will develop his/her own policy in the length of time given to complete the make-up work - typically two days for every day absent.

**Teachers are not expected to prepare work prior to a vacation or planned absence. Plans change and vary, therefore making it difficult to pre-assign work. Students will be responsible to make up work upon return to school.**

## **Bullying Prohibition [\*]**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district’s “Bullying Prohibition” policy.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Buses – Conduct on School Buses and Consequences for Misbehavior [\*\*]**

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. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- 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.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. 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.

- **Misconduct and Consequences**

**1<sup>st</sup> Offense**-Warning.-Student may be assigned seat by driver.

**2<sup>nd</sup> Offense**-Report filed with Transportation Safety Director and Principal; consequences, such as detention, may be given (parent notified).

**3<sup>rd</sup> Offense**-Five day loss of riding privileges.

[\*] *Notice required by statute*  
[\*\*] *Notice required by policy*

**4<sup>th</sup> Offense**-Twenty day loss of riding privileges. Parental conference required before privileges are reinstated.

**5<sup>th</sup> Offense**-Loss of riding privileges through the end of the year.

- **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 may also result from school bus/bus stop misconduct.

- **Records**

Records of bus misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety.

- **Vandalism/Bus Damage**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks, may result in the loss of bus privileges until damages are paid.

- **Notice**

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

### **Parent and Guardian Involvement**

1. Become familiar with District rules and policies.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of the students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

- **Parent and Guardian Notification**

A copy of the school district bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

## **Cell Phones and Other Electronic Communication Devices**

Personal electronic devices are not allowed during the school day. Examples could include, but are not limited to the following: headphones, iPods, MP3 players, DS, video games, cell phones, Gizmos, Apple Watches (or the like) etc. These items will not be allowed for use during the hours of 8:10 AM to 3:05 PM. Students are allowed to have these items in their lockers during the day; however, misplaced/stolen valuables are not the responsibility of the

[\*] Notice required by statute

[\*\*] Notice required by policy

school. *If a student needs to use their cell phone for an emergency, please go to the office to get permission to use it.*

Dawson-Boyd Schools does not allow elementary students to record other students using cell phones/other personal recording devices on school property, in school vehicles, and at school related functions. Special permissions may be granted on field trips or on other special occasions through the building principal. Students who are recording for school events would be exempt with proper permission.

## **Discipline [\*]**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law.

- **Student Conduct**

We believe a sound educational program cannot be achieved without appropriate student conduct and behavior. The main objective is to encourage the students to pursue continual growth in self-discipline and self-regulation. The emphasis will be on building upon the positive behavior of the students through effective role modeling by parents and staff members. We expect this good conduct will take place not only in the classroom, but also the lunchroom, playground, and hallways of our school.

We respect each student's rights and expect the students will, in turn, respect each classmate and staff members as well. This includes cooks, custodians, teachers, assistants, Title I personnel, noon hour supervisors, or anyone else employed here.

We also expect students to practice good manners in school. We expect the following to become an important part of every child's vocabulary: PLEASE, THANK YOU, I'M SORRY, and YOU'RE WELCOME. It helps a great deal if these words are stressed at home as well.

All of the above can only be accomplished if there's good cooperation between the home and the school. We NEED to work as a team.

The theme for Stevens Elementary this year will be "Right Now!" As in past years we plan to focus on growth in learning - taking risks, trying new things, embracing challenges, and encouraging others; however, we also want to push students to take risks and grow to find excitement in new learning. We want to create an environment for healthy growth for ALL students - academically, physically, mentally, and socially - in partnership with classmates, our school, our community, and ourselves. There will be roadblocks, but how we learn to get up and move on will define who we are as learners. We must work together to help our students develop their passion for learning and LOVE themselves and their experience at Stevens Elementary!

- **Statement of Policy**

"It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's education. 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, administration, and teachers to safeguard the health and safety of each student. The school board and district administrators 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

[\*] Notice required by statute  
[\*\*] Notice required by policy

policy.” - Dawson-Boyd School Board.

The discipline procedures used at Dawson-Boyd Public Schools are designed to meet two goals:

1. Provide an orderly environment where students may pursue an education without interference.
2. To provide corrective help and guidance toward self-discipline for each student who violates school policies or the rights of others.

- Parent/Guardian Involvement

The ultimate responsibility for the behavior of a student rests with the student and their parents/guardians. The goal of the staff will be to correct the problem with a minimum of disruption to the life of the student. Persistent serious problems can result in conferences with the parents/guardians in an effort to find and implement a solution to the problem.

- Detention

The principal and teachers can assign detentions for the violation of classroom and school rules. The detentions will be served in coordination with the principal's office **before or after school** in increments of 15 minutes or a half hour. **Students must serve their detention within two days of when it was assigned. Detentions will not be allowed to accumulate.** If students do not serve the detention by the end of the two days, it will be doubled and must be served immediately. If a student does not serve their detention, a parent/guardian meeting will be scheduled. Students who ride the bus or participate in extracurricular activities are held to the same disciplinary measures as students who are not involved in these activities.

- Disciplinary Action Options

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 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 if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor/school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Detention or restriction of privileges;
- G. Loss of school privileges;
- H. In-school monitoring or revised class schedule;
- I. Referral to in-school support services;
- J. Referral to community resources or outside agency services;
- K. Financial restitution;
- L. Referral to police, other law enforcement agencies, or other appropriate authorities;
- M. A request for a petition to be filed in district court for juvenile delinquency adjudication;

[\*] Notice required by statute  
[\*\*] Notice required by policy

- N. Out-of-school suspension under the Pupil Fair Dismissal Act;
- O. Preparation of an admission or readmission plan;
- P. Other disciplinary action as deemed appropriate by the school district.

For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy.

## **Dress and Appearance**

Dawson-Boyd dress code expectations are intended to promote excellence and a safe learning environment for every single student. We believe that part of identity development is also expressing oneself through clothing and style choices. However, there also must be parameters around the way we interact with one another and present ourselves within our learning environment. As such, our dress code is intended to be inclusive and responsive in reference to race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income and body type/size. The Dawson-Boyd dress code will be enforced during regular school hours. This is the joint responsibility of the student and the student's parent(s) or guardian(s). Parents are responsible for ensuring students are dressed appropriately for weather and conditions. Coaches/club advisors may make appropriate adjustments for practice and performance attire.

### **Standard of Excellence: Certain body parts must be covered for all students at all times.**

The following body parts must be fully covered with opaque fabric: genitals, buttocks, chest, and undergarments (visible straps are allowed). All items listed in the "must wear" and "may wear" categories below must meet this basic standard of excellence.

### **Students Must Wear, while following the basic standard of excellence above:**

A shirt (with fabric in the front, back, and on the sides under the arms), AND  
Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND shoes

### **Students May Wear, as long as these items do not violate the standard of excellence as state above:**

Religious, cultural headwear, head wraps/scarfs/do-rags.

### **Students Cannot Wear:**

Clothing or accessories that:

- Hats and hoodie sweatshirts (hoods on head) (staff discretion in classrooms as outlined in syllabus/classroom rules) - Hats may be worn with approval by the principal for special events or if required in a medical situation.
- Depict violent images or language.
- Has images or language depicting drugs or alcohol (or any illegal item or activity)
- Creates a hostile or intimidating environment based on any protected class or marginalized group.
- Could be considered dangerous or could be used as a weapon.
- Bandanas
- Swimsuits (except required in class or athletic practice).
- Blankets, towels, or large coverings or draping.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

## **Harassment and Violence Prohibition [\*]**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information see the school district's "Harassment and Violence Prohibition" policy.

## **Hazing Prohibition [\*]**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy.

## **Internet Acceptable Use**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer 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, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy is available at [www.dawsonboydschools.org](http://www.dawsonboydschools.org).

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

[\*] Notice required by statute  
[\*\*] Notice required by policy

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.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

## **Lunchroom and Playground Expectations**

Staff will see that all students use the restroom and wash their hands before going to the lunchroom. Students are encouraged to **try** the food they take or receive on their trays. Please notify the school nurse and food service if your child has a food allergy or special diet requirements. There is special paperwork that must be completed for accommodations.

Students must display good manners and appropriate behavior while in the lunchroom. They must at all times follow the direction of the noon hour supervisors and assistants. Failure to follow the rules and the direction of the supervisor and/or high school assistants may result in before/after school detention.

Appropriate consequences will be applied as determined by the noon hour supervisor, classroom teacher, and/or Principal.

### **General lunchroom rules may include:**

- Keep hands and feet to yourself
- Keep your feet on the floor
- Use inside voices
- No running in the halls
- No one is to leave the lunch tables without the permission of the lunchroom supervisor

**Outdoor Play:** The school requires children to play outdoors during the noon hour when the weather permits. The temperature with a wind chill of zero degrees or below is used as a general guide as to whether students are inside or outside during the noon break. Students also stay inside on rainy days or if the playground is extremely muddy. Our first choice will always be to play outside. If for some reason a child is to stay in, a note from the doctor or parent dated that day is expected by the teacher. Excessive "staying in" shouldn't be necessary. During cold weather, children should be properly dressed to play outdoors. CHILDREN ARE TO WEAR BOOTS DURING RAINY OR SNOWY WEATHER.

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[\*\*] Notice required by policy

### **General playground rules for recess may include:**

1. No throwing pea rock or other items
2. No pushing
3. Do not block slides when others are coming down
4. No walking up slides
5. No walking or crawling on the outside of tubes
6. No fighting
7. No tattling. If you need help, make sure you let the noon hour aide know. Their job is to help you. Are you trying to help or trying to get somebody in trouble?
8. Show respect to everyone on the playground...students and adults
9. Remember Sorry is Good but Change is Better
10. No tackle football (Touch only)
11. Baseball/softball can be played only with soft balls and school issued bats
12. Please label the equipment you bring from home with your first and last name
13. No wandering in the hallways
14. STOP, THINK, ACT

### **Winter Guidelines**

1. No throwing snowballs
2. Boots, hats, mittens, snow pants, and warm coats are a must
3. Students will stay indoors if the temperature/wind chill is zero degrees or below

### **Inside Gym Rules**

1. No climbing in or around the bleachers
2. No dodge ball, football, or baseball/softball playing in the gym

Note: Any student who chooses not to follow the rules will have limited noon hour privileges and may result in before/after school detention.

## **Parking on School District Property**

### **Visitors**

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

## **Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices** **[\*\*]**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information see the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping

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[\*\*] Notice required by policy

Awareness and Prevention Instruction” policy. Contact the building principal if you have questions or wish to report violations.

## **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. 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. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. 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. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy, contact the building principal.

[\*] Notice required by statute  
[\*\*] Notice required by policy

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## **PART IV – HEALTH AND SAFETY**

### **Accidents**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school nurse/principal's office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **Asbestos Management Plan [\*]**

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district's website.

### **Bicycles**

Please discuss these bicycle safety rules with your children. Students who violate these rules may lose this privilege.

1. Bicycles **must be left in the bicycle racks** immediately after arriving at school.
2. Bicycles must not be ridden on the playground during the times immediately before, during, and after school.

### **Crisis Management**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **Emergency Contact Information**

It is the responsibility of the student's parent(s) to update emergency contact information so it is kept current. This can be updated in JMC via the Parent Portal or by contacting the school office.

### **Health Information**

#### **• First Aid**

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

[\*] Notice required by statute  
[\*\*] Notice required by policy

The district has installed automated external defibrillators (AEDs) in the following locations:

- Infant/Toddler Daycare Room
- Commons (near food services)
- High School Blackjack Commons
- Weight Room/Fitness Center
- 

Tampering with any AED is prohibited and may result in discipline.

## • Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The Dawson-Boyd School District uses recommendations from the Minnesota Department of Health (MDH), Center for Disease Control (CDC) and uses the [Hennepin County Child Care/School Manual](#) as a reference for exclusion and handling of infectious disease.

Often an early morning decision that parents have to make is whether their child is well enough to go to school. Not only may the child feel too sick to learn very much on those days, but they are also infecting other students and staff. Below are some guidelines, which will help you decide whether to send them or keep them home.

**Fever:** If a student has a temperature of 100 degrees or more, parents should keep their children home. If they have 100 degrees or more fever at school, parents will be called to come to pick up their child. They need to be fever-free for 24 hours before returning to school. Tylenol, Ibuprofen, and other similar medications will bring a fever down, but it does not mean that the child is still not sick. **They need to be fever free without taking medication for 24 hours.**

Often the temperature rises during the day. A slight fever in the morning will get much higher by noon. Often with a borderline temperature (99-100), kids might feel quite ill. Use your judgment about sending them when their fever is less than 100.

**Vomiting and Diarrhea:** Keep them home! Vomiting and diarrhea are not considered "normal". Often children will feel better after vomiting, but will quickly become ill again. Keep them home until they are free of symptoms for at least 24 hours after the last episode of vomiting and/or diarrhea.

**Influenza/COVID-19/RSV:** If your child comes down with symptoms of upper respiratory illness, they should be seen by a health care provider and remain out of school for the duration of time recommended by the physician. Symptoms include: fever, cough, body aches, headache, extreme fatigue, and sore throat.

**Antibiotic treatment:** If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc, keep them home until they have been on the antibiotics for 24 hours. The exception would be for pertussis (whooping cough). They need to stay home for 5 full days of antibiotic treatment before returning to school. If they are going to continue on antibiotic treatment at school, be sure to follow the school's medication policy.

[\*] Notice required by statute  
[\*\*] Notice required by policy

**Chicken pox:** Students with chickenpox need to stay home until all of the pox marks have scabbed over—generally for 7 days. If the student gets chicken pox from the vaccine, it is usually a mild case. But they need to stay home until the pox marks are all scabbed over. If you suspect your child has chicken pox, a physician's note will be needed before they can return to school.

**Pink Eye:** Your child may have redness, itching, pain, & drainage from the eyes. Your child may have a fever. Keep your child home from school if fever is present or your child is not healthy enough to participate in routine activities. Keep your child home if they cannot keep their hands off of their eyes, if there is a lot of discharge or if your child is complaining of pain. Antibiotics or a note from a health care provider is not required to return to school.

**Head lice:** The Dawson-Boyd School District follows the recommendations of the Minnesota Department of Health (MDH), Hennepin County Epidemiologists, the American Academy of Pediatrics (AAP), the Centers for Disease Control (CDC), and the National Association for School Nurses (NASN) regarding how to handle head lice in school.

Based on current evidence, the experts recommend that students identified as having eggs and/or head lice remain in school and not be excluded (sent home).

**If suspected lice or confirmed lice:** If a teacher or another staff member suspects a student may have head lice, they will send them to the health office to be checked. If active lice or nits (eggs) are found, the parent will be confidentially notified. The student can remain in school. The health office staff can help provide information to the parent/guardian about proper treatment.

Head lice are very treatable. Everyone in the family and close contacts should be checked for head lice and treated if found. Many different treatment methods are available. Pamphlets on treatment are available in the school health office.

Head lice are a bother, but in the scheme of things, temporary. Anyone can get head lice, although head lice do not jump from one person to another. Encourage your children not to share combs, brushes, hats, headbands, or other hair clips. The best way to catch lice before it becomes an outbreak is to build regular head checks at home.

**Keeping healthy:** During the season of flu and colds, it is important to try to remain as healthy as possible. Adequate sleep and nutrition will help. Keeping sick children home when they are ill, will prevent others from becoming ill. Vital is encouraging good, frequent hand washing.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## ● Health Service

The model of nursing services in Stevens Elementary and Dawson-Boyd High School uses a full time registered nurse who serves in the health office performing health office clerical functions, first aid and episodic care (caring for ill and injured students), medication administration as well as the below functions. The school nurse works with families, students and staff to promote a healthy and safe environment.

### **Functions of the School Nurse:**

- Coordinate, organize and manage all health services provided in the school district.
- Develop a system of first aid, illness, management, medication administration, emergency care and health related procedures.
- Assess and plan for students with health issues including training to teaching staff.
- Provide nursing care and care coordination for students with complex or chronic health needs.
- Provide care for students with mental health issues or severe mental illness that requires medical management and ongoing communication with school staff, health care providers and families.
- Participate as part of a special education team, providing nursing services as needed.
- Plan and provide a screen for health problems that impact a student's ability to learn (asthma, ADHD, vision, hearing, scoliosis) do follow-up with referral.
- Serve as a resource to staff, students, families regarding health concerns and health education and connect with resources in the community as needed.
- Coordinate prevention and control of communicable diseases.
- Provide immediate first aid and comfort to injured students.
- Provide care to students who become ill or have health concerns during the school day.
- Maintain documentation of immunizations and other health records.
- Administer medications and provide routine nursing care for students according to physician's orders and parent/guardian requests.

### **Health Screenings:**

In Minnesota, no laws require periodic screening of students in the schools. We have determined that the health screenings offered to students will be hearing and vision, height, weight, color deficiency in boys, and scoliosis. These screenings will follow the guidelines recommended by the Minnesota Department of Health. The primary goal is to identify any difficulties that might impact a child's ability to learn with early detection and intervention. The purpose of periodic health screenings are to:

- Identify children who are not growing and developing normally
- Refer students with visual or hearing abnormalities that might interfere with their education or growth to health care professionals.
- Encourage parents to take responsibility for their child's growth, development, and follow up with referrals to health care professionals

### **Screening Schedule:**

- Hearing, Vision, Heights and Weights for Students in grades K, 1, 2, 3, 5, 7, 8, 10 and 11 are completed in the fall
- Boys in Kindergarten grade will be tested for color deficiency (color blindness) in the fall
- Scoliosis screening of girls in 5th grade and 6th grade will be completed in the spring
- All new transfer students K-6th grade will be screened shortly after entering school as needed
- Any screening can be completed at any time if there are concerns by parent, teacher or the student themselves

[\*] Notice required by statute

[\*\*] Notice required by policy

## **REQUIRED PAPERWORK**

Every year the following paperwork is required to start the school year. The forms can be found on the district website - teachers/staff - school nurse - website - forms:

- Annual School Health Information Form
- Seizure Action Plan - If your child has been diagnosed with seizures
- Asthma Action Plan - If your child has asthma
- Allergy Action Plan - If your child has a diagnosed allergy
- Diabetes Medical Management Plan - If your child has been diagnosed with diabetes
- Lactose Intolerance Form
- Authorization for Medication Administration - If your child need to take medication during the school day

Students who become sick at school should report to their teacher and see the school nurse. The school nurse and/or administrative assistant will arrange for students who get sick at school to go home early. Students should not contact their parents on their own.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. For more information call the school office or refer to the attendance section of the handbook.

### **• Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse or office administrative assistant. Please visit [Minnesota Department of Health Immunization Site](#) for more information.

### **• Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

[\*] *Notice required by statute*  
[\*\*] *Notice required by policy*

## **Medication Administration Guidelines for Students Attending Dawson-Boyd High School and Stevens Elementary**

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications during the regular school day. In those situations, the following procedure will be followed.

### **Parent/Guardian Needs to Bring the Medication to School**

If the parent/guardian is unable to bring the medication to school, they should make contact with the school nurse prior to sending the medication and also note the quantity of the medication being sent.

### **Physician Order for Medication and Parent/Guardian Authorization**

Before medication (including over-the-counter, herbal or food supplements) will be dispensed by the school nurse, the school health office must receive authorization from the student's physician and from the parent/guardian. These forms are available online and from the school health office. For those students that have specified health concerns (allergy, asthma, etc) an Emergency Care Plan must accompany the authorization form. Medication Authorization forms are required at the start of each school year and automatically expire at the end of that school year. Students are allowed to carry their inhalers and Epipens with physician and parent/guardian authorization.

### **Prescription Medications**

Prescription medications must be supplied in the original prescription bottle and completely labeled with: date, student's name, name and dose of the medication, name of prescribing physician, route of administration, when to take, duration and expiration date of medication. Prescription medications brought to school in any other container will not be administered. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian, at the discretion of the school nurse. Medications will be administered after questions have been resolved.

### **Over-the-Counter Medications**

The school supplies a limited selection of over-the-counter medications such as acetaminophen, ibuprofen, Tums, cough syrup, anti-itch cream, cough drops and a few others. These items will only be administered to a student with parent/guardian permission found on the annual emergency contact form. All other over-the-counter preparations must be provided in the original labeled container. They will only be administered to the student according to physicians' orders and parent/guardian consent. Please forward any questions regarding specific over-the-counter medications and its use to the health office.

### **Sharing of Medications Prohibited**

Students may not share prescription or over-the-counter medications with other students. Appropriate disciplinary action may be taken if necessary, upon the determination by the principal or his/her designee, after investigation that a violation of this procedure has taken place.

### **Unused Medications**

When use of a medication has ceased or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Parents/guardians will receive a reminder that their student has medication left in

[\*] *Notice required by statute*  
[\*\*] *Notice required by policy*

the health office. If the parent/guardian does not come to pick up the medication, or call the health office to make other arrangements for the medication to be sent home, unused medications will be disposed of by the school. Medication will not be kept in the health office over the summer for the intent to be used the next school year.

### **Dispensing of Medication by the School Nurse**

The Dawson-Boyd School District employs one full time RN. This RN is responsible for management of all medications and the administration. There will be a substitute if the employed RN is unavailable to work. The substitute will be trained by the school nurse in proper ways to administer medication. To give any medication in school, the parent/guardian must provide the school with a written order from a physician. The prescribing physician should have a copy of a form needed to send to the school. The parent/guardian must also sign a parent authorization form. Authorization must include:

Student's Name, Name of the medication, Dosage, Time of day it is to be taken, Physician's signature, Parent signature

If there is a medication of any kind found in a student's possession, the teacher will contact the school health office. The parent/guardian will be asked to come and pick it up. The school's guidelines (listed above) will then be explained.

### **Medication Changes or Termination**

It is the responsibility of the parent to notify the school when the medication changes or if the medication is terminated, and/or to obtain new orders.

### **Field Trips**

The school nurse does not routinely accompany students on field trips. Prior to leaving the building, the nurse, teachers, parents/guardians, and students share in the responsibility for communicating health issues that may need to be addressed while on the field trip. If medication is needed during the time of the field trip, another district employee will be designated to assume this responsibility after receiving appropriate medication administration instruction. The student's parent/guardian may also choose to chaperone the field trip and dispense their child's medication.

## **● Suicide Prevention Information**

School district issued identification cards to students in middle school or high school must provide contact information for the 988 Suicide and Crisis Lifeline (988 Lifeline), the Crisis Text line, and the county mobile crisis services. The contact information must also be included in the school's student handbook.

The 988 Suicide & Crisis Lifeline is a national network of local crisis centers that provide free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. When a call is made to 988 you will hear an automated message featuring additional options while your call is routed to your local Lifeline network crisis center. A trained crisis worker at your local center will answer the phone. This person will listen to you, understand how your problem is affecting you, provide support, and get you the help you need.

National Suicide & Crisis Lifeline – 988 (call or text)  
Woodland Centers Mobile Crisis Response – 1-800-432-8781

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Leaving School Grounds**

Once here, a student is expected to remain at school until dismissed. Students are not allowed to return home for any reason once they have arrived at school except with parent permission. Students may not return home to get homework, swimsuits, etc. without the consent of an authorizing adult. A note and/or a telephone call to release the child from school are necessary. When the parent comes to pick up the child, it is necessary to sign the child out in the elementary office. This form must be completed in order for the child to be released. When picking up your child, please use the main entrance to the elementary building. **WE NEED TO KNOW WHERE CHILDREN ARE AT ALL TIMES.**

## **Pesticide Application Notice [\*]**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the district's head custodian and facilities maintenance supervisor.

## **Pets**

Children who bring pets to school must do so with office approval. Pets cannot remain at school all day so an understanding must come between the parent and the child as to when the pet is to be taken back home. We will follow local board policy in relation to animals visiting campus.

## **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

## **Visitors in District Buildings**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the elementary office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

[\*] Notice required by statute  
[\*\*] Notice required by policy

# APPENDIX

- [2024-2025 Dawson-Boyd School Calendar](#)
- [Stevens Elementary E-Learning Plan](#)
- [Parent/Guardian Guide and Refusal Form for Student Participation in Statewide Assessments](#) [\*]
- [Pupil Fair Dismissal Act](#)
- [District Policies](#) (Policies noted in the handbook are in bold with direct links to the policy)
- **[School District Policy Cross Reference Table](#)**

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[\*] Notice required by statute  
 [\*\*] Notice required by policy

**DAWSON-BOYD HIGH SCHOOL**  
**PARENT & STUDENT HANDBOOK**  
**2024-2025**



**DAWSON-BOYD**  
**BLACKJACKS**

**DAWSON-BOYD HIGH SCHOOL**  
**848 CHESTNUT STREET**  
**DAWSON, MN 56232**  
**(320) 769-2955**

**[www.dawsonboydschools.org](http://www.dawsonboydschools.org)**

**SCHOOL SONG:**

Come on you Blackjacks, FIGHT,  
we're all for you;

To school and team and colors always true,  
We'll show Blackjack loyalty through and through  
and let them know that we will  
FIGHT! FIGHT! FIGHT!

For black and gold we'll send a cheer on high,  
And let the wide world know a victory's nigh.  
So let's all give that Blackjack battle cry!  
GO! FIGHT! WIN!

**SCHOOL COLORS**

BLACK AND GOLD

**SCHOOL MASCOT**

BLACKJACK RABBIT

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## Dawson-Boyd Public Schools District Contact Information

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**Dawson-Boyd High School**  
**848 Chestnut Street**  
**Dawson, MN 56232**  
**320-769-4590**  
**Fax Number: 320-769-4502**  
[www.dawsonboypubschools.org](http://www.dawsonboypubschools.org)

Name	Position	Phone	Email
Ryan Stotesbery	Secondary Principal	320-312-2306	<a href="mailto:rstotesbery@dwby.k12.mn.us">rstotesbery@dwby.k12.mn.us</a>
Leah Prestholdt	School Nurse	320-312-2312	<a href="mailto:lprestholdt@dwby.k12.mn.us">lprestholdt@dwby.k12.mn.us</a>
Andrea Knutson	School Social Worker	320-312-2375	<a href="mailto:aknutson@dwby.k12.mn.us">aknutson@dwby.k12.mn.us</a>
Camey Maland	Food Service Director	320-312-2314	<a href="mailto:cmaland@dwby.k12.mn.us">cmaland@dwby.k12.mn.us</a>
Rebecca Mortenson	Human Rights Officer	320-312-2316	<a href="mailto:rebeccam@dwby.k12.mn.us">rebeccam@dwby.k12.mn.us</a>
Chelsie Bothun	Secondary Administrative Asst	320-312-2303	<a href="mailto:cbothun@dwby.k12.mn.us">cbothun@dwby.k12.mn.us</a>
Holly Ward	Superintendent, Community Education	320-312-2301	<a href="mailto:hward@dwby.k12.mn.us">hward@dwby.k12.mn.us</a>
Tara Bachmeier	Human Resources	320-312-2304	<a href="mailto:tbachmeier@dwby.k12.mn.us">tbachmeier@dwby.k12.mn.us</a>
Carrie Kleven	Activities/Comm Ed/Transportation Administrative Asst	320-312-2318	<a href="mailto:ckleven@dwby.k12.mn.us">ckleven@dwby.k12.mn.us</a>
Tony Aafedt	Transportation Director	320-312-2317	<a href="mailto:taafedt@dwby.k12.mn.us">taafedt@dwby.k12.mn.us</a>

[\*] Notice required by statute  
 [\*\*] Notice required by policy

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[\*\*]      *Notice required by policy*

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**APPENDIX** **50**

- [2024-2025 Dawson-Boyd School Calendar](#)
- [Parent/Guardian Refusal for Student Participation in Statewide Assessments \[\\*\]](#)
- [Pupil Fair Dismissal Act](#)
- [District Policies](#) (Specific policies noted in the handbook are linked in the reference table)
- School District Policy Cross Reference Table

[\*] Notice required by statute  
[\*\*] Notice required by policy

DAWSON-BOYD HIGH SCHOOL WILL HONOR AND UPHOLD ALL POLICIES AS SET FORTH BY THE DAWSON-BOYD PUBLIC SCHOOL BOARD OF EDUCATION. ALL POLICIES ARE ON FILE IN THE DISTRICT OFFICE AT 848 CHESTNUT STREET IN DAWSON AND AVAILABLE UPON YOUR REQUEST.

Additionally, policies can be found on the school district's webpage at [Dawson-Boyd Policies](#).

THANK YOU FOR BEING A PARTNER IN THE EDUCATION OF THE YOUTH OF THE DISTRICT.



[\*] Notice required by statute  
[\*\*] Notice required by policy



## **Arrival and Dismissal Hours**

School building hours are 7:45 AM - 4:00 PM during regularly scheduled school days. Students in the building before or after these hours must be supervised by a staff member or coach/advisor. Dismissal for the high school is 3:12 each day. Bus loading/unloading area will be on the north side of the gym. Buses for activities, events, and practices will be located on the west side of the high school.

## **Backpacks**

Student backpacks are required to remain in student lockers during the school day. Locks are the responsibility of the student. It is strongly recommended that a lock be used. Students are responsible for any missing backpacks and/or contents left in an unsecured area. Backpacks may be used upon request for students who may have an injury or other extenuating circumstance. Requests should be made to the building principal.

## **Bicycles**

Students may ride their own bikes to and from school. Students may ride bikes home during lunch if parents communicate permission to the high school office. Reckless or dangerous bike use, or chronic tardiness returning from lunch, may result in loss of privileges. Students are responsible for locking their bikes during the school day.

## **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the Appendix of this document and on the school district's website at <https://sites.google.com/dwby.k12.mn.us/isd378/high-school>

## **Complaints/Concerns**

If a parent has a complaint, concern or question regarding a school policy, please contact the principal's office. Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. If the complaint is related to a discipline matter, the building principal can provide a copy of the written form to be completed and submitted. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

If the complaint concerns class work or a teacher, please use the following protocol:

Contact the teacher and address questions or concerns.

If the parent feels the problem is still unresolved, he/she should then contact the principal.

If the matter continues to be unresolved, he/she should contact the school superintendent.

## **Dances**

School policy does not permit 7-12 dances. Dances are permitted for grades 9-12 or 7-9 and must conclude no later than 10:45 p.m. for grades 7-9; and no later than 11:30 p.m. for grades 9-12; this does not include Prom. The following rules apply:

- The principal is notified and approves at least 1 week in advance.
- Provide an adequate number of chaperones.
- Only students of Dawson-Boyd High School and guests are allowed to attend. Students/guests attending a 7-9 dance must be in 7-9 grade. Students/guests attending a 9-12 grade dance must be in 9-12 grade.
- Coats will not be worn into the dance. They will be left in the lobby/entry area.
- No pop or other containers can be brought into the dance.
- Students should remain by the gym. Other areas are off limits.
  
- No re-admittance after leaving the dance. The prom policy allows alumni, out-of-town guests and current sophomore aged students to attend prom activities as guests. (No one over 20 years of age will be allowed to attend.) Any guest other than Dawson-Boyd juniors and seniors must pay a cover charge to be determined by the classes.
  
- If a student is suspected of being under the influence of alcohol/drugs, notify the head chaperone at once. The head chaperone will call parents and the student will be required to leave the dance. The incident will be reported to the social worker, who is the head of the school's Chemical Pre-Assessment Team.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Decorations/Posters**

An advisor or building principal must approve any poster or flier prior to being put up around the school.

## **E-Learning Day Plan**

Dawson-Boyd High School E-Learning Plan days will be considered school days and will count towards student attendance. Teachers will have prep time from 8 AM until 10 AM when the assignment/activity for each class will be listed on Google Classroom. Teachers will be available from 10:00 am - 3:15 pm via email for any questions from students or parents.

The E-Learning Day is a day of attendance and is required for students. Attendance for high school students will be determined by the students completing the assignments/activities on Google Classroom by the next school day. Students who do not participate or complete the activities will receive an unexcused absence.

Teachers will have an online office hour via technology (google meet, zoom, etc) where students can connect with teachers live with questions or help on work. These hours will be communicated via google classroom, teacher website, and/or email.

If you do not have access to the internet, please contact your child's teachers or building principal to discuss options.

No student will be marked unexcused if they do not have working internet access. [eLearning Day Expectations Grid](#)

## **Eighteen-Year-Old Students**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

## **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 extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## **Fees [\*]**

### **Athletics**

Payment of fees must be made prior to the first practice of the season in each sport. Any student who cannot afford to pay an extra-curricular fee should contact the athletic director. No refund will be made to anyone who voluntarily quits or who is cut by the coach for violating training rules. No refund will be made to students who transfer out of the school district after the 1st competitive event. Refunds will be made when a student is prevented by illness or injury from remaining in the activity until the first competition.

<b>Athletics</b>	<b>Grades 7-8</b>	<b>Grades 9-12</b>
Football	\$50.00	\$75.00
Volleyball	\$50.00	\$65.00
Cross Country	\$50.00	\$65.00
Swimming	\$50.00	\$65.00

[\*] Notice required by statute

[\*\*] Notice required by policy

Girls Tennis	\$50.00	\$65.00
Dance	\$50.00	\$65.00
Basketball	\$50.00	\$65.00
Wrestling	\$50.00	\$65.00
Track	\$50.00	\$65.00
Softball	\$50.00	\$65.00
Baseball	\$50.00	\$65.00
Golf	\$50.00	\$65.00
Boys Tennis	\$50.00	\$65.00
<b>Activities</b>	<b>Grades 7-8</b>	<b>Grades 9-12</b>
Knowledge Bowl	\$50.00	\$50.00
One Act / Drama	\$50.00	\$50.00
Speech	\$50.00	\$50.00
Robotics	\$50.00	\$75.00

<b>Maximum Athletic Fees*</b>	
Max per student	\$175.00
Max per family	\$300.00
<b>Athletic Passes</b>	
Adult Season Pass	\$75.00
Senior Season Pass (62+)	\$45.00
10 Event Punch	\$60.00
Single Event (Adult)	\$7.00
Single Event (DB Student)	\$1.00
Single Event (Senior and non-DB Student)	\$5.00

<b>Misc. Expenses</b>	<b>Grades</b>	<b>Fee</b>
Orchestra Rental	7 - 12	\$35.00
Band Rental	7 - 12	\$35.00
Class Dues	7 - 8	\$20.00
Class Dues	9 - 12	\$25.00
Chromebook	7 - 12	\$30.00

NOTES:

1. Additional Trap League fees will be collected by coaches at the start of the season.

[\*] Notice required by statute  
 [\*\*] Notice required by policy

2. Athletics: Payment of fees must be made prior to the first practice of the season in each sport. Any student who cannot afford to pay an extra-curricular fee should contact the athletic director. No refund will be made to anyone who voluntarily quits or who is cut by the coach for violating training rules. No refund will be made to students who transfer out of the school district after the first competitive event. Refunds will be made when a student is prevented by illness or injury from remaining in the activity until the first competition.

3. Music: School-owned instruments will have a fee of 35.00/yr. If a director asks a student who already owns an instrument to play a school-owned instrument, there will be no charge. If a director asks a student who does not own an instrument or a student (owns a different instrument) requests to play a school-owned instrument, there will be a charge.

4. All fees, detentions, and other student responsibilities will carry over from year to year. Students will not be allowed to participate in prom or commencement without completing these responsibilities.

5. If the band or orchestra director asks a student who already owns an instrument to play a school-owned instrument, there will be no charge. If a director asks a student who does not own an instrument or a student (owns a different instrument) requests to play a school-owned instrument, there will be a charge.

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- A school district-sponsored driver or motorcycle education training course.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the high school office or building principal.

## **Food Services**

Dawson-Boyd Schools encourages students to live a healthy lifestyle which supports good school performance. This includes staying well-nourished and hydrated while at school. We encourage the use of water bottles during the school day. Water bottles are permitted during class time.

Ala Carte: A La Carte selections are available for students in grades 5 and 6 at the lunch hour. If students are using ala carte to charge, parents must fill out a form to approve a la carte purchases. This form is located online in "Documents & Forms – Food Service" and is also available in both the high school and elementary offices.

Breakfast and lunch are free for all students. Students who choose to have additional helpings/extra milk will need to purchase these items. Parents/guardians must fill out a form to approve these purchases and money should be deposited in the student's lunch account.

Every family will receive an Educational Benefits form and is encouraged to fill out the form regardless of income. This is a confidential form and only viewed by the school officials in charge of this part of the lunch program and those whom parents/guardians give permission to through a release. Parts of school funding and fees for programs are connected to the educational benefits qualification. Qualifying families may choose to accept/deny any financial assistance. We would appreciate every family completing this paperwork. This paperwork is used for reduced activity fees, preschool tuition and fees, summer food programs, etc.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the school board. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

## **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

## **Graduation Ceremony**

Seniors in good standing (those who have finished all of their classroom obligations) are released from school five days before the school year ends. The senior class will meet with the principal in April to go over requirements for early dismissal and graduation. The building principal reserves the right to eliminate some or all of the early dismissal days as a disciplinary consequence. The student will receive a form that must be signed by all of the student's teachers, by the counselor, the principal and all outstanding fees must be paid. This form DOES NOT mean students have passed and will graduate, it means that everything is turned in to the teacher for the *fourth quarter*.

Seniors must accumulate 25 out of 26 credits to participate in the commencement ceremony. Students eligible to speak at commencement must be enrolled as a full time student for at least 5 semesters during grades 9-12 at DBHS. Gold "high honor" cords will be awarded to students with a cumulative GPA of 97%-100%. White "with honor" cords will be awarded to students with a cumulative GPA of 92%-96.9%.

## **Holiday Celebrations and Parties**

Dawson-Boyd Schools recognize that communities acknowledge and celebrate for varying reasons, which may include cultural holidays and celebrations, dances, and birthdays. Our district strives to be an inclusive and welcoming institution. However, we also recognize the constraints of time. Instructional time is important, so celebrations will be limited. Three seasonal parties are planned on a cooperative basis by pupils and teachers. Parents may opt out from any school celebration by contacting their teacher and/or building principal.

Birthday parties must be organized outside the school hours to eliminate hard feelings for youngsters not invited. Party invitations must be distributed outside of school. Children are permitted to bring their classmates a treat on their birthday. Treats must be purchased rather than homemade and meet USDA Smart Snack school nutrition guidelines. More information is available in the district's wellness policy. Please contact the school if you have questions.

## **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

## **Local Newspaper and School Publicity**

Dawson-Boyd High School is proud to inform the community of school events through the use of newspapers, radio, online tools, and letters. Public information shall include names and photos of students participating in or attending extra-curricular activities, school events, and engaging in classroom instruction except on social media platforms. Please contact the high school office if you have concerns about the use of names and photos used to promote our school to the community. Consent is given on the Media Release Form returned annually.

## **Lockers, Personal Possessions, Lost and Found**

**LOCKERS SHOULD BE LOCKED AT ALL TIMES. Students should not bring valuables or large amounts of money to school - if so, valuables should be checked into the high school office for safekeeping. Any valuables brought to school or left in lockers occurs at the students' risk. The school is not responsible for lost items. Students must provide their own lock for school and locker room lockers.** Students are responsible for keeping lockers neat and clean. Varsity lockers go to varsity athletes during the season based upon availability and seniority.

[\*] Notice required by statute  
[\*\*] Notice required by policy

All articles found should be turned into the high school office. Any lost item should be reported to the high school official. If items are not accounted for, they will be brought to a local thrift store or donated. Students should check with the high school office if they believe they are missing something. All items in the locker rooms must be locked and secured to ensure nothing is taken. The amount of time finding and disposing of items can vary depending on time of the school year, amount of accumulated items, or other factors - but typically items remain at school for a minimum of two weeks.

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

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

### **Messages to Students**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. If a student has an emergency that requires them to make a phone call, they should come to the high school office to call from a private space.

### **Nondiscrimination [\*]**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated a district's human rights officer to handle inquiries regarding nondiscrimination.

Rebecca Mortenson  
Human Rights Officer  
848 Chestnut St.  
Dawson, MN 56232  
Phone: 320-769-2955  
rebeccam@dwby.k12.mn.us

### **Notice of Violent Behavior by Students [\*\*]**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

### **Parent and Teacher Conferences**

Parent and teacher conferences will be held twice during the school year. For more information, contact the building principal.  
Monday, October 14 and Tuesday, October 15  
Tuesday, March 25

### **Pledge of Allegiance [\*]**

Students will recite the Pledge of Allegiance to the flag of the United States of America before announcements on the first day of every week school is in session. Any person 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. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Schedule**

The daily high school schedule is below. Other schedules may be used throughout the year depending on weather events, pepfests, and other events during the school day. These schedules can be found on the school website.

Period 1	8:30-9:12
Period 2	9:15-9:57
Period 3	10:00-10:42
Period 4	10:45-11:27
Sr. High 5	11:30-12:27
Jr. High Lunch	11:27-11:57
Sr. High Lunch	12:27-12:57
Jr. High 5	12:00-12:57
Period 6	1:00-1:42
Period 7	1:45-2:27
Period 8	2:30-3:12

### **Senior High Music Schedule**

Orchestra	10:45 - 11:19
Band	11:19 - 11:53
Choir	11:53 - 12:27

### **Junior High Music Schedule**

Band	12:00 - 12:29
Choir	12:29 - 12:57
Orchestra	1:00 - 1:42 every other day

## **School Activities**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority. Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Dawson-Boyd School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable. Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the athletic director.

## **School Closing Procedures**

Dawson-Boyd Public Schools has implemented a telephone broadcast system (JMC) that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. School closings will continue to be announced on KLQP and through the JMC messenger system. All students who are bused should have emergency housing in town if buses are unable to travel. Parents and guardians must update the school when a phone number or other contact information has changed.

## **School-Sponsored Media Student Publications**

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

### **Distribution of Non School-Sponsored Materials on School Premises [\*\*]**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a

[\*] Notice required by statute  
[\*\*] Notice required by policy

reasonable time and place and in a reasonable manner. For detailed information, see the complete policy listed on the district website - “Distribution of Non School-Sponsored Materials on School Premises by Students and Employees” policy.

### **School-Sponsored Media**

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

- is obscene to minors;
- is defamatory;
- is profane, harassing, threatening, or intimidating;
- constitutes an unwarranted invasion of privacy;
- violates federal or state law;
- causes a material and substantial disruption of school activities;
- 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;
- advertises or promotes any product or service not permitted for minors by law;
- expresses or advocates sexual, racial, or religious harassment or violence or prejudice; or
- is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district’s actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

### **School Visitors**

#### **INDIVIDUALS VISITING THE SCHOOL MUST REPORT TO THE PRINCIPAL’S OFFICE.**

Parents and guardians are always welcome to visit and take part in the educational process. Please make prior arrangements to visit by contacting the building principal at least 24 hours in advance.

Student visitors are not allowed during the school year. Exceptions can be made for a student interested in attending Dawson-Boyd High School in the future. Parents of interested students must contact the principal to initiate this request.

### **Searches**

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

#### **Lockers and Personal Possessions Within a Locker [\*]**

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

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

[\*] Notice required by statute  
[\*\*] Notice required by policy

### **Personal Possessions and Student's Person**

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

### **Student Records [\*]**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see the complete "Student Records" policy listed on the district website. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the district office.

### **Student Surveys [\*]**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the complete "Student Surveys" policy listed on the district website. A complete copy of the school district's "Student Surveys" policy may be obtained at the district office.

### **Vehicles on Campus**

#### **Patrols and Inspections**

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

#### **Search of the Interior of a Student's Motor Vehicle**

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

#### **Student Publications and Materials**

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

#### **Distribution of Non School-Sponsored Materials on School Premises [\*\*]**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy.

#### **School-Sponsored Student Publications**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation

[\*] Notice required by statute

[\*\*] Notice required by policy

- of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

### **Transportation of Public School Students**

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardian.

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

*[NOTE: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]*

### **Video and Audio Recording**

#### **School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus. The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

[\*] Notice required by statute  
 [\*\*] Notice required by policy

## **PART II — ACADEMICS**

### **Academic Integrity**

Students are to do their own work unless they are involved in a teacher-guided cooperative learning group activity. Students guilty of cheating and plagiarism, as determined by the teacher, will be subject to consequences that may include no credit for work, detention, and/or other consequences deemed appropriate by the teacher and/or building principal.

Academic Integrity will focus on two primary areas:

1. Transparency and Accountability
2. Use of online technology, but maintain original work

AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or submitting AI-generated content as one's own is considered plagiarism. AI can be used as a tool for research, to generate ideas, and to assist with learning, provided it is done transparently and with proper attribution. This includes what data it processes and how decisions are made.

Guidelines for AI use:

DO:

- Use AI programs as smart search engines that present information in ways easy to read and understand.
- Ask AI programs for clarification or explanations when you need help.
- Generate ideas, topics, and writing prompts using AI programs.
- Be transparent; attribute AI text and images properly when you use them in your own work.

DON'T:

- Use AI programs to avoid doing your own work.
- Copy text or images from AI programs without proper attribution.
- Use AI text or images without fact-checking and exploring potential plagiarism issues.
- Use AI when your teacher expressly forbids it.

Students shall not rely solely on AI tools to complete assignments. It is important to understand the material and complete assignments on your own, using AI tools as a supplement rather than a replacement for your own work. Students shall not use AI tools to plagiarize. Using AI to generate or modify content to evade plagiarism detection is unethical and violates academic integrity. Students should not assume that AI responses are always correct as AI can generate fake results.

### **Alternative Educational Opportunities**

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others.

Referrals to the Alternative Learning Center may be made for a variety of reasons. Students at risk of graduating on time are highly encouraged to attend the ALC to remain on track academically. Dawson-Boyd students attending the Alternative Learning Center in Montevideo are allowed to participate in the graduation ceremony provided they attend graduation practice. Guidelines for other activities and events will be communicated with these students. ALC students are allowed to be a part of and/or participate in the following:

- Senior T-Shirts
- Prom
- Graduation Ceremony
- Baccalaureate
- Yearbook
- Sports
- Class Rings

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Athletics, Arts, and Eligibility**

### **Physicals**

Dawson-Boyd provides a complete and comprehensive athletic program for students. Students who participate in athletics are required to have a current physical (every 3 years) on file. Parents of 7th grade students should be aware that all 7th grade students are required to have an athletic physical before participating. The parents must sign an annual health questionnaire.

Dawson-Boyd High School is a member of the Minnesota State High School League. Athletes are subject to the rules and regulations of the MSHSL. Parents and students are required to read and sign a form, stating they understand the rules. This includes all athletic competitions plus music, speech, knowledge bowl, FCCLA, FFA, Student Council, drama and robotics.

Students who participate in athletics are required to pay fees. Fee amounts are listed on page nine of this handbook. Students who have difficulty in paying the fees should see the athletic director. If you have any questions about athletics, please contact the Athletic Director, Mr. Tony Aafedt. All students participating in Minnesota State High School League (MSHSL) sanctioned activities must abide by MSHSL rules and school rules, as follows:

### **MOOD-ALTERING CHEMICALS (NON MSHSL/MSHSL)**

If a student has been stopped by the police for a chemical violation, it is the student's responsibility to notify the athletic director on the next day that school is in session about the violation. If the violation occurs in the summer, the students must notify the school by phone or in person. If a student fails to notify the athletic director, additional disciplinary action may result.

#### **I. PURPOSE**

Every Dawson-Boyd student, whether participating in an extra-curricular activity OR not, referred for the first time to the pre-assessment team and who are determined to have been using or in possession of chemicals, will be required to participate in an awareness program set up by the school, or by the county officials where the student resides. The pre-assessment team consists of the building principal, athletic director, school counselor and high school social worker. The program set up by the school will be "INSIGHT", a four to seven hour, one-to-one awareness program. This program will be required after the first and second violations. However, Dawson-Boyd High School will not supersede any intervention programs required by local county officials or court systems. Following a third and subsequent violations, a student who voluntarily chooses to become a participant in a treatment program may become eligible for participation after a minimum period of 6 weeks after entering treatment if certain conditions are met. The Minnesota State High School League rules on alcohol, tobacco, drugs and marijuana (including edibles) will apply to all extra-curricular and to co-curricular activities as applicable. The INSIGHT program must be completed before a student can be reinstated into Dawson-Boyd High School activities. If a student is not involved in an extracurricular activity, the senior in good standing form will not be signed until the counseling is finished. If the student refuses to complete INSIGHT, they will not participate in the graduation ceremony.

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct as it relates to the use of mood-altering chemicals. Such compliance will enhance the school district's ability to maintain a positive educational culture.

The school district will take appropriate disciplinary action when students fail to adhere to the rules established by this policy.

#### **II. GENERAL STATEMENT OF POLICY**

All students participating in Minnesota State High School League (MSHSL) sanctioned activities must abide by MSHSL rules and school rules. During the calendar year, regardless of the quantity, a student shall not: (1) use or possess a beverage containing alcohol; (2) use or possess tobacco; or, (3) use or consume, have in possession, buy, sell, or giveaway any other controlled substance (including edibles). The policy applies continuously from the first signing of the student Eligibility Brochure. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

[\*] Notice required by statute  
[\*\*] Notice required by policy

### III. DEFINITION OF POSSESSION

“Possession” shall be further defined as follows: When a student knows or reasonably should know that they are in the presence of, or in close proximity to, alcohol, tobacco or other mood altering chemicals (including edibles), the student is expected to immediately take reasonable steps to remove him/herself from the situation. If the student fails to remove themselves from the situation, the student shall be deemed to be in “possession” for purposes of MSHSL activities, regardless of whether or not the student used or consumed alcohol, tobacco or other mood altering chemicals.

If a student is able to provide proof from law enforcement that no physical possession or consumption of alcohol, tobacco or other mood altering chemicals took place, no chemical violation will be administered but a suspension of 1 week or one event whichever is greater will be enforced.

This provision does not apply to situations where the student is in the presence of their parent(s)/guardian(s), when the student is present at a scheduled event or gathering in which identifiable parents or adults are present or when the student is present in a public establishment regulated by Minn.Stat. § 340A.

### IV. PENALTIES

Activities sponsored by the Minnesota State High School League and the DBHS High School are listed in two (2) categories: If students are found guilty of a chemical violation, they must serve a penalty for all categories they are involved with.

#### A. ACTIVITIES IN CATEGORY I

	<u>Boys</u>	<u>Girls</u>
<b>Fall</b>	<b>Football</b> <b>Cross Country</b>	<b>Volleyball</b> <b>Cross Country</b> <b>Tennis</b>
<b>Winter</b>	<b>Basketball</b> <b>Wrestling</b>	<b>Swimming</b> <b>Basketball</b> <b>Dance</b>
<b>Spring</b>	<b>Golf</b> <b>Track</b> <b>Baseball</b>	<b>Golf</b> <b>Track</b> <b>Softball</b> <b>Tennis</b>

#### First Violation Penalty – Category I

After confirmation of the first violation, the student will lose eligibility for the next four consecutive interscholastic contests or 3 weeks, 21 calendar days, whichever is greater, of a season in which the student is a participant. AS AN ALTERNATIVE: With the completion of the INSIGHT Program and 10 hours of community service, the student will lose eligibility for the next two consecutive interscholastic contests or 2 weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant. The alternative agreement must be signed by the student, parent/guardian and Activity Director within 10 days of the violation.

Carry over from one activity to another: If a student does not serve their full penalty in one sport it will carry over to the next sport the student participates in.

Athletic fees will not be waived for any student serving a chemical violation.

#### Second Violation Penalty – Category I

After confirmation of the second violation, the student will lose eligibility for the next twelve consecutive interscholastic contests or 4 weeks, 28 calendar days, whichever is greater, of a season in which the student is a participant.

[\*] Notice required by statute  
[\*\*] Notice required by policy

AS AN ALTERNATIVE: With the completion of the INSIGHT Program and 15 hours of community service, the student will lose eligibility for the next six consecutive interscholastic contests or 3 weeks, 21 calendar days, whichever is greater, of a season in which the student is a participant. The alternative agreement must be signed by the student, parent/guardian and Activity Director within 10 days of the violation.

Carry over from one activity to another: If a student does not serve their full penalty in one sport it will carry over to the next sport the student participates in.

Athletic fees will not be waived for any student serving a chemical violation.

### **Third and Subsequent Violation(s) Penalty – Category I**

After confirmation of the third violation, the student shall lose eligibility for 12 months, or 365 days, from the date of the most recent infraction.

AS AN ALTERNATIVE: A student who voluntarily chooses to become a participant in a treatment program may become eligible for participation after a minimum period of 6 weeks after entering treatment if all of the following conditions are met:

- a. The student is assessed as chemically dependent,
- b. The student enters treatment voluntarily,
- c. The director of the treatment center certifies the student successfully completed the treatment program.
- d. The treatment option cannot be used for the first or second violation.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. All costs associated with the assessment are the responsibility of the parent/guardian. Any other violations for which the penalty has not been satisfied must still be served in full.

Carry over from one activity to another: If a student does not serve their full penalty in one sport it will carry over to the next sport the student participates in. Athletic fees will not be waived for any student serving a chemical violation.

## **B. ACTIVITIES IN CATEGORY II**

Speech	One Act Play	Robotics
Band	Choir	Trap Shooting
Knowledge Bowl	Orchestra	National Honor Society

### **MASTER CALENDAR OF EVENTS (If not in Speech/Knowledge Bowl)**

Large Group Choir Contest  
Large Group Orchestra Contest  
Large Group Band Contest  
Solos/Ensembles

School concerts are not included in the Master calendar of events for band, choir, and orchestra because the concert is part of the student's grade. The Master Calendar of Events for music is MSHSL sanctioned activities only.

## **PENALTIES FOR CATEGORY II ACTIVITIES**

**Penalties for Category II events must be served separately from Category I Activities.**

First Violation Penalty – Category II

After confirmation of the first violation, the student shall lose eligibility for the next two (2) Master Calendar scheduled contests or two (2) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not permitted to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs,

[\*] Notice required by statute  
[\*\*] Notice required by policy

and etc. in the designated two (2) weeks. No exception is permitted for a student who becomes a participant in a treatment program.

#### Second Violation Penalty – Category II

After confirmation of the second violation, the student shall lose eligibility in the next three (3) Master Calendar scheduled concerts or contests or six (6) weeks of the season in which the student is a participant, whichever is greatest. Students in violation are not permitted to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, and etc. for the designated six (6) weeks. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can become reinstated in any school-sponsored activities. The director or a counselor of a chemical dependency treatment center must issue certification.

#### Third Violation Penalty – Category II

After confirmation of the third (3) or subsequent violation, the student shall lose eligibility for the next six (6) Master Calendar scheduled concerts or contests or nine (9) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, and etc. for the designated nine (9) weeks.

If after the third subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota State High School League Activities after a minimum period of (6) weeks. The director or counselor of the chemical dependency treatment center must issue such certification.

#### **PUBLIC PERFORMANCE:**

These are events that include but are not limited to homecoming court, conventions, or any event where the student is representing Dawson-Boyd Public Schools. A student in violation is ineligible to be on the homecoming court for at least one calendar year from the date of administration. A student in violation will be ineligible from any public performance events, if they have not fulfilled their penalties in both Category I and II. Missing a public performance event will count towards a Category II event.

#### **NOTES:**

Unfilled Suspension: Any part of an unfilled suspension will be applied to the next season in which the student participates.

MSHSL Clause: If the penalty does not meet the minimum first violation MSHSL policy, the student will serve the MSHSL penalty for first violations. Tournaments: In-season tournaments shall count as one scheduled event.

Denial Disqualification: A student shall be disqualified for nine (9) additional weeks of participation beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

Participation While Serving a Suspension: A student shall be required to practice for a minimum of one sport to fulfill their suspension. If the student athlete is out for more than one sport in a 12-month period, they would be highly encouraged to attend all practices in order to develop their skills for future participation. The coach shall have a meeting with the athlete to determine their level of participation while serving their suspension. The coach has discretion on the following items: 1) if the athlete will be issued a jersey, 2) if the athlete will practice, and 3) if the athletes will be allowed to attend games and sit with the team on the bench.

Accumulative Penalties: Penalties shall accumulate beginning with the student's first participation in a League activity and continuing through the student's high school career.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## ACADEMIC ELIGIBILITY

### **Athletes must maintain academic eligibility to compete in interscholastic competition.**

**Failing Grades (F's):** A student who has one or more F's on his/her report card, is ineligible for interscholastic competition for two weeks or two contests, whichever is greater. The two weeks or two contests begin on the day after the F-lists are printed. In two weeks, if student progress is satisfactory in all classes, eligibility will be restored. If not, students shall be ineligible for two additional weeks or two contests, whichever is greater.

**Mid-Term Report:** A student who has one or more F's reported on the mid-term report is ineligible for interscholastic competition beginning on the day after the mid-term report is printed. However, a student becoming ineligible under this clause may be made immediately eligible when each teacher reporting F grades signs off indicating sufficient progress has been made to upgrade the failing grade to a passing grade. If teachers do not sign off, students are ineligible for interscholastic competition for two weeks or two contests, whichever is greater.

**Incompletes:** A student who has one or more Incompletes on the report card is ineligible for interscholastic competition until all Incompletes are amended. If an Incomplete becomes an 'F', procedure for eligibility will follow item #2- above. Restoring eligibility is the student's responsibility. When Incompletes are made up, the student must pick up a form in the principal's office and have all teachers sign off to confirm satisfactory progress. When teachers issuing incompletes have signed off, eligibility is restored.

**Carry Over:** Ineligibilities shall carry over from the previous year (4th quarter marking period).

### **Class Rank/Academic Standing**

*[Provisions for recognizing class rank and awarding academic honors are local decisions. Insert school-specific class rank/academic standing provisions here. These provisions may include scholastic honors or highest-ranking graduates, for example. An individual student's specific class ranking information is protected private data under state and federal laws. Disclosure of a student's grade point average (GPA), class rank, or transcripts requires written permission of the parent, guardian, or eligible student.]*

### **Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the building principal.

### **Field Trips**

Field trips scheduled during the school year are part of the curriculum. Students must return a permission form signed by the parent/guardian in order to attend. The school will arrange supervision and transportation for the trip. All members of the field trip group are required to travel together, both coming and going, with a faculty representative. Students may be asked to bring money to cover the basic costs of the trip. If a student is not in good standing academically, behaviorally, or with attendance, the principal reserves the right to not allow a student to attend a field trip.

### **Grades**

Grades will be reported each quarter during the year. Report cards will be available for review through JMC. If a parent or guardian requests a paper copy, one will be mailed for those students. Online grade reports may be reviewed at <https://sites.google.com/dwby.k12.mn.us/isd378/high-school/jmc-gradebook>

[\*] Notice required by statute  
[\*\*] Notice required by policy

**GRADING SCALE**

A	4.0	100	A-	3.7	97			
	3.9	99		3.6	96			
	3.8	98		3.5	95			
B+	3.4	94	B	3.1	91	B-	2.8	88
	3.3	93		3.0	90		2.7	87
	3.2	92		2.9	89		2.6	86
C+	2.5	85	C	2.2	82	C-	1.9	79
	2.4	84		2.1	81		1.8	78
	2.3	83		2.0	80		1.7	77
D+	1.6	76	D	1.3	73	D-	1.0	70
	1.5	75		1.2	72		0.9	69
	1.4	74		1.1	71		0.8	68
	F	0.0						67 and below

The honor roll is computed by an average of all subjects. Any D, F, or incomplete causes honor roll ineligibility. Students need to receive grades for six classes (credits) in any one grading period to be eligible for the honor roll. Students taking classes outside of DBHS will not be eligible for the honor roll or class rank until the high school counselor has received grades. Students must have a 2.9 average to qualify. In order for a student to be an honor graduate, they must maintain a 3.2 average, beginning in the 9th grade.

**Weighted Grades Policy**

Dawson-Boyd High School does not weigh grades. All classes use the same grading scale.

**Graduation Requirements**

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Dawson-Boyd High School. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in grade three. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 12* and returning it to the school district office.

**HIGH SCHOOL CREDITS FOR GRADUATION**

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Must be sufficient to satisfy all of the academic standards in mathematics

[\*] Notice required by statute  
 [\*\*] Notice required by policy

Science	3	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	3½	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	1	Must be sufficient to satisfy all of the academic standards in the arts
Physical Education	“Credit”	Must be sufficient to satisfy the state standards in physical education
Elective Courses	7 (minimum)	

Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.

### Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

### School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

[\*] Notice required by statute  
 [\*\*] Notice required by policy

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the *[insert counselor, principal, or other position title here]*.

Students will start accumulating credits when they successfully pass classes during their 9th grade year. Students in grades 9-12 will need to meet the following credit and class requirements.

DBHS students will be required to accumulate the following credits:

- 4 credits of English
- 3 credits of Math, which includes Geometry, Algebra 2 and PST.
- 3 credits of Science, which includes Physical Science, Biology and Chemistry.
- 4 credits of Social Studies which includes 1 credit of US history, 1 credit of Geography, 1 credit of World History, .5 credit of Government and Citizenship, and .5 credit of Economics.
- .5 credit of Health and .5 credit of Physical Education
- 1 credit of art
- .5 credit Personal Finance
- All other credits are elective.

To be considered a full time student at DBHS, students must be enrolled and making steady progress toward a minimum of seven classes per day. Students are allowed a maximum of one study hall per year. Exceptions will be made by the administration on a case by case basis. Students enrolled in fewer than seven classes would not be considered full time students and would not be eligible for academic honors earned by full time students. This would include class rank and honor student status. In addition, any enrollment level less than seven credits would be considered an 'F' for that credit hour. This would be reflected on the student transcript and could result in academic ineligibility due to falling grades.

Full time students are not allowed to take a credit from an alternative learning center unless they have taken the DBHS required course and failed it for the year. For example, a full-time student who refused to take English 11 at DBHS would not be able to take an English 11 ALC course and transfer the credits to DBHS to fulfill this graduation requirement unless they had already failed the course at DBHS. Any student who fails a course may either re-enroll in the course the following year or may take summer school to make up the credit.

Students dropping classes at DBHS prior to the end of the semester will receive a 55% as a final semester grade for the course. This grade will be averaged into the student's grade point average. The student will also be subject to the district's academic eligibility guidelines.

***STUDENTS HAVE ONE WEEK AT THE END OF EACH QUARTER TO COMPLETE ANY INCOMPLETES, IF THE TEACHER WILL ACCEPT LATE WORK. IF THE WORK IS NOT MADE UP DURING THAT TIME PERIOD, THE GRADE FOR THAT QUARTER IS FINAL. SPECIAL CIRCUMSTANCES MAY RESULT IN A LONGER PERIOD OF TIME TO COMPLETE AN INCOMPLETE - AS DETERMINED BY ADMINISTRATION.***

### **Students Studying Abroad Senior Year**

Students who choose to study abroad their senior year will need to meet with the school counselor to ensure they are taking the classes they need to fulfill DBHS graduation requirements. Only credits will be accepted for classes that are taken overseas. Students will still be eligible to be an honor graduate if they have met DBHS requirements.

This is the current transition plan. However, DBHS reserves the right to change the requirements as needed to accommodate state/federal laws or school board action. If there are changes to this current plan, students and parents will be given ample notice to make sure that their son/daughter would have the opportunity to successfully graduate.

### **Guidance and Counseling Services**

The guidance and counseling department is committed to helping students, parents and staff to develop attitudes and skills that will enhance students' self-esteem, contribute to lifelong learning and promote successful relationships.

Transcripts: Transcripts are available upon request from the Guidance Office.

Post High School Planning: Guidance and Counseling Services are available to help students make educational and vocational plans, as well as helping individuals resolve personal problems. Individual counseling is available to students. Post-secondary institution admission requirements, including test results, high school G.P.A. and application deadlines will vary. Juniors and

[\*] Notice required by statute  
[\*\*] Notice required by policy

seniors will be allowed a maximum of two college visit days per year. You must produce documentation verifying your visit. You can arrange an appointment at any school by contacting their admissions office. Contact the guidance office for help.

## **Honor Award**

The purpose of the honor point system is to recognize students, grades 7-12, who take part in many activities and excel in academics. 135 points are required for a student to earn an honor letter (8th grade will be at the 125 point total due to one less class than 7th grade). Letters are awarded in the spring at Class Night.

**Points in all activities are awarded at the discretion of the teacher, supervisor, or coach.**

### **1. Academics:** No Maximum

A > 4 pts, B > 3 pts, C > 2 pts, D > 1 pt, F > minus 1 pt.

The first 3 quarters are figured on actual grades. 4th quarter grades are an average of the first 3 quarters. Band, Choir, and Orchestra grades are excluded.

### **2. Attendance:** Maximum of 20 points.

Perfect attendance each quarter = 5 pts. One or less unexcused absence for quarter = 3 pts.

### **3. Athletics:** Maximum of 30 points.

7th & 8th grade	5 points	B-Squad	10 points
Varsity	15 points	Varsity Captain	5 points

### **4. Music:** Maximum of 35 points.

7th & 8th grade Choir, Band, Orchestra	5 points each	9-12 Band	10 points
9-12 Choir, Band, Orchestra	10 points	Orchestra	10 points

Check with your teacher for additional points.

### **5. Clubs & Activities:** Maximum of 10 pts per club.

Points will be awarded according to participation. Clubs included are: FFA, FLA, Knowledge Bowl, Speech, Student Council, One-Act Play, Robotics, Trap Shooting, National Honor Society and Musical (if applicable).

## **Homework/Missing Work**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Dawson-Boyd Schools will communicate missing work for all students in the following manner. The goal of this communication is to decrease the amount of missing work and to be consistent in our communication to parents and students. Details include:

Missing work will be entered into JMC by 8:30 AM on Monday mornings - labeled as 'M' or 'MI'

Missing work will be emailed to parents and students **every Tuesday**.

Missing work lists will be shared with study hall teachers twice a week: **Typically Tuesdays and Fridays**.

If the student has a late assignment, the highest score attainable will be determined by the classroom teacher.

Significant missing work may result in further actions including but not limited to: Study hall time in the office, lunch detentions, after school detentions.

Students should check JMC grades and email on a regular basis, as well as communicating with teachers about missing work.

## **Lyceums/Program Attendance**

Students can be excused from any lyceum or program. Parents must send a written and signed note requesting a student to be excused. The high school office will let the student know where to go during the program.

## **Parent Right to Know [\*]**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived.
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

[\*] Notice required by statute

[\*\*] Notice required by policy

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.
5. In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **Physical Education**

Physical education classes will be conducted for the students in grades 7-9. Students should have a good pair of tennis shoes to wear to class. Students should also wear suitable clothing. Parents will be notified in advance of units requiring special dress (swimming, etc.). Reminding students to bring proper clothing will be most helpful.

A student will be excused from participation in physical activities only if a written note from the parent is received. The note should include a written explanation of why the student should be excused, the date, and the signature of the parent. The high school office may require medical documentation to excuse students from participation.

### **Promotion and Retention**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

### **Postsecondary Enrollment Options**

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students provided to all eighth, ninth, tenth, and eleventh grade students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year.

Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the ***school counselor at Dawson-Boyd High School*** by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the ***school counselor at Dawson-Boyd High School***.

Online courses: Students wishing to take a PSEO or online course must complete the following steps:

- \*Contact the counselor and principal before enrolling in courses at least 30 days before enrolling.
- \*If the course is offered at DBHS, a meeting is strongly encouraged to be held with student, parent, teacher, and counselor or principal.
- \*If students are under the age of 18, students must have written consent of a parent or guardian to apply for a PSEO or online learning course.
- \*PSEO or online students who FAIL a course will receive a 0% for that class on their high school report card and transcript.
- \*PSEO or online students who WITHDRAW from a course will receive a 0% for that class on their high school report card and transcript.
- \*Online classes - if quarter grades are available, they will be entered into the report card. Students who fail a PSEO or online class will not be eligible to participate in athletics for 2 weeks or 2 events.

If you are interested in an online course, please see the school counselor. A copy of the "Online Learning Options" policy is on file in the counselor's office.

Sophomores may enroll in a career or technical education course at a MnSCU college or university if they have attained a passing score or met the 8th grade standard on the 8th grade MCA in reading and meet other course prerequisites or course enrollment standards established by the college. These standards include but are not limited to assessment test scores, program admission or other requirements.

[\*] Notice required by statute  
[\*\*] Notice required by policy

Any eligible 11th or 12th grade student may choose to enroll in PSEO. According to state statute, a student should notify the district of their intent to pursue this option by March 1st the school year before they are planning to attend a PSEO program. Prior to enrolling in a course, the student and the student's parents must sign a form that states they have been informed about the responsibilities of enrolling in this program. The student and the parent are required to visit with the counselor about the risks and possible consequences of enrolling in postsecondary courses. Students can appeal this policy with the H.S. Principal.

Any student taking PSEO courses must return the books to the college or they will be required to pay the cost of replacement for the books.

### **Schedule Changes**

Students will have until the end of the first week of each semester to change their schedule. Schedule change forms must be signed by a parent, the counselor and the teacher that the change will affect. Forms are located in the counseling office.

### **Student Supports**

If a classroom teacher finds a student is having a problem academically, medically, behaviorally, socially, or emotionally, he/she will first refer the child to the Teacher Assistance Team. The team will assist in planning interventions to address the problems. If further evaluations are needed after failed interventions, the child is referred to the Child Study Team. The team reviews the problem/s and decides the types of evaluations that need to be done. After all the evaluations are completed, the parents and all staff members who have contact with the child will meet to discuss the problems and seek appropriate solutions. All members at the staffing cooperatively reach decisions as a team on the most appropriate programming for the child.

Special Services/Programs: Programs are available in the school to assist in meeting individual student needs. They are listed here:

School Social Worker: The district employs two school social workers, one in the Elementary and one in the Secondary, that are available to you and your child. Parents having questions about what a school social worker can offer please contact the elementary office.

Speech services—are provided in an individualized or small group setting. The program focuses on the needs of the individual child, primarily in the areas of articulation and total language development.

Adaptive Phy Ed—the regular physical education program is supplemented with adaptive skills for students with special needs in this area.

Special Education—special education is provided for students who need those services. In special education, a child's program is planned cooperatively with the classroom teacher, special education staff, and the child's parents. Social and emotional skills, as well as academics, are an important part of these programs. Staffings are held with staff and parents to evaluate progress and to plan the program components.

After School Help - typically on Tuesdays and Thursdays after school. Other days/times can be arranged in advance.

### **Teachers Assistance Team (TAT)**

The student assistance team meets on a regular basis to monitor students' progress and success. Students may be referred to this team for academic or behavioral reasons. Interventions may be implemented and studied to determine their effectiveness before the team decides on next steps for the student. The TAT team is composed of the building principal, social worker, school psychologist, and two teachers.

### **Special Needs Services**

Special services such as speech therapy, special education for students with learning and/or emotional problems, adaptive physical education, and chemical dependency counseling and referrals are available. Information on Section 504 may be found on the school's website or by contacting the high school office. The 504 coordinator is:

Ryan Stotesbery  
High School Principal  
848 Chestnut Street  
Dawson, MN 56232  
[rstotesbery@dwby.k12.mn.us](mailto:rstotesbery@dwby.k12.mn.us)  
320-769--2955

Section 504 is enforced by the U.S. Department of Education, Office for Civil Rights (OCR). If you need information about Section 504, the contact information is as follows:

[\*] Notice required by statute  
[\*\*] Notice required by policy

Office for Civil Rights, Chicago Office (Region V)  
U.S. Department of Education  
500 W. Madison Street Suite 1475  
Chicago, Illinois 60661  
(312) 730-1560  
FAX: (312) 730-1576  
TDD: (312) 730-1609

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

A copy of Dawson-Boyd School District #0378 Restrictive Procedures Plan is available upon request from the building principal.

## **State Testing**

The following tests are currently required by the Minnesota Department of Education.

### *MCA Tests*

7 <sup>th</sup> Grade	Reading and Math
8 <sup>th</sup> Grade	Reading, Math and Science
10 <sup>th</sup> Grade	Reading and Science
11 <sup>th</sup> Grade	Math

### *MTAS Tests*

Minnesota's alternate assessment, the Minnesota Test of Academic Skills (MTAS), designed for, and limited to, students with the most significant cognitive disabilities.

### *ACCESS Tests*

7<sup>th</sup>-12<sup>th</sup> Grade Students who qualify as an English Language Learner student.

The Parent/Guardian Guide to Statewide Testing is included in the Appendix of the Student Handbook. This document is also located on the school and Minnesota Department of Education website and may be used by parents/guardians.

## **Summer School**

The school district may provide summer school learning opportunities. For more information, contact the building principal.

## **Withdrawals**

When students withdraw from school, all fees must be paid and chromebook returned before records will be forwarded. A form needs to be signed by the parent and student when withdrawing.

### Parent Right to Know [\*]

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

- \*Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- \*Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- \*The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- \*Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **PART III — RULES AND DISCIPLINE**

### **Attendance [\*\*]**

The Board of Education, administration and staff believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive, not punitive.

This policy recognizes that class attendance is a joint responsibility to be shared by the students, parents or guardians, teachers and administration. This policy will assist students in attending class. The philosophy of Dawson-Boyd High School is to place the responsibility on students and their parents to ensure that absences are infrequent, and that when they occur, they are caused by matters of extreme urgency. The responsibilities of the school are to provide students instruction, to inform parents of students who are not in attendance, and to enforce compulsory attendance laws as well as regulations. It is the student's responsibility to be in school. It is also the student's responsibility to attend classes regularly and follow the correct procedures when absent from school.

### ***Religious Observance Accommodation***

Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance. A school board must provide annual notice to parents of the school district's policy relating to a pupil's absence from school for religious observance.

### ***Parents***

Parents of absent students will call or email the school when their child will be absent. The school will call the parent during the day if a student is not in school. These contacts will be made at the parent's residence or place of work. If the school is unable to reach the parent the day the student is gone, the procedure will be repeated the following day. If no contact is made, the absence will be recorded as unexcused, detentions/suspension will be assigned, and a note sent home. Parents who are unable to follow the above procedure need to contact the high school office.

### ***When a student must leave the school during the school day:***

If a student becomes ill during the day they must see the nurse, high school principal or counselor/social worker before leaving school. If the student goes home during the school day due to illness, they are not eligible to participate in activities or games the remainder of the day. This will be an excused absence.

If a student needs to leave school during the day for a reason other than illness, they must have a parent call, email or bring a note to the office. The office must issue them an "Out of Building Pass" if you leave the building. Students will need to show the pass to the teacher of the class that they are leaving. Remember that students must sign in and out when leaving/returning to the building before the end of the day. Failure to sign in or out (except over noon) will result in a warning and future instances a detention.

If students do not follow these policies, they will receive an unexcused absence and possibly other disciplinary actions. This decision will be at the discretion of the high school principal.

### ***When a student plans to be gone from school:***

The student must bring a note from a parent or a phone call/email must be made stating when the student will be gone from school and the reason they will be absent. Teachers will make an effort to provide advanced homework but it may be difficult for teachers to accurately determine what will be required a week or two in advance. Some work may need to be done upon the student's return to school.

### ***Excused Absences***

A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to any member of the board, a truant officer, a principal, or the superintendent. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

[\*] Notice required by statute  
[\*\*] Notice required by policy

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

#### Legitimate Exceptions

The child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

Child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;

Family emergencies;

The death or serious illness or funeral of an immediate family member;

Active duty in any military branch of the United States;

The child has a condition that requires ongoing treatment for a mental health diagnosis; or

Other exemptions included in this attendance policy.

That the child has already completed state and district standards required for graduation from high school; or

That it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

*[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes, section 120A.22, subdivision 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]*

#### c. Consequences of Excused Absences

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

#### 2. Unexcused Absences

**We complete well-child checks if we have not heard from families and have been unsuccessful in reaching household members.**

The following are examples of absences which will not be excused:

[\*] Notice required by statute  
[\*\*] Notice required by policy

Truancy. An absence by a student which was not approved by the parent and/or the school district.

Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

Work at a business, except under a school-sponsored work release program.

Absences resulting from accumulated unexcused tardies (3 tardies equal one unexcused absence).

Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56.

Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.

In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

Students with unexcused absences shall be subject to discipline in the following manner:

After the third cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by mail that his or her child is nearing a total of seven unexcused absences and that, after the seventh unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.

After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

After seven cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by 7% for each unexcused absence thereafter (i.e. A to A-).

If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

***Truancy/Skipping***

Continuing Truant: A student who is absent from class or study hall for three or more class periods on three days without a valid excuse. The school will notify the parent by phone and/or first class mail when a student reaches three or more class periods on three or more days. The parent or guardian will have the right to set up a meeting with school administration to discuss options and consequences for the student. If truancy continues, a CHIPS (Child in Need of Protection) petition will be filed with LqPV Family Services. The student and his/her parents will need to appear before a judge regarding the truancy petition.

Skipping: A student who is not in the class they are assigned to for that particular class period. Examples could include, but are not limited to the following: a student who leaves a classroom without permission, a student who is in the building, but not where they are supposed to be, etc.

Consequences for skipping/truants:

1st offense: Detention (length of time skipping)

2nd offense: Up to one day of in school suspension.

3rd offense: Up to two days of in school suspension.

4th offense: Consequences determined by administration.

[\*] Notice required by statute  
[\*\*] Notice required by policy

### ***Tardy Procedure***

Students are expected to be in their scheduled classroom at the beginning of each school day and at the beginning of each class period. Students who are detained by an instructor are to obtain a pass from that instructor before attending the next class. Students who are late because of bus problems will not be counted tardy. Students who are tardy need to stop in the office and get a tardy pass to get into their class. Passes may be administered by teachers and administration only. Two tardies will equal an unexcused absence in that class - if a student wishes to remove 2 tardies from their attendance totals, an after school detention will need to be completed by the student.

If a student needs to see another teacher, the student needs to get a pass to go to another part of the building. Students needing to leave the building during school hours (except for lunch or an excused school activity) need to sign out in the office and have parental permission before they leave the building.

### ***ISS (In School Suspension) and OSS (Out of School Suspension)***

When a student serves a school suspension, it will not count towards their maximum of six absences. Students will have one full day after they return from an ISS or OSS to get their make up work completed. If it is not made up at that time, the teacher's late work procedure for their classroom will be enforced.

Students will be required to work and/or read during In School Suspension with the following conditions: Phones will not be allowed, Computers/chromebooks will only be used for classwork, and no music/headphones will not be allowed.

### **Behavior at School Events**

The same rules for behavior in school are enforced at all school events home or away. Students asked to leave a school event may meet, along with their parents, with the high school principal to determine consequences for the students' actions.

### **Bullying Prohibition [\*]**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy (*Appendix 7*).

### **Buses – Conduct on School Buses and Consequences for Misbehavior [\*\*]**

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. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- 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.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

[\*] Notice required by statute  
[\*\*] Notice required by policy

Follow the driver's directions at all times.  
Remain seated facing forward while the bus is in motion.  
Talk quietly and use appropriate language.  
Keep all parts of your body inside the bus.  
Keep arms, legs, and belongings to yourself and out of the aisle.  
No fighting, harassment, intimidation, or horseplay.  
Do not throw any object.  
No eating, drinking, or use of alcohol, tobacco, or drugs.  
Do not bring any weapons or dangerous objects on the school bus.  
Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. 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.

#### Misconduct and Consequences

1st Offense-Warning.-Student may be assigned seat by driver.  
2nd Offense-Report filed with Transportation Safety Director and Principal; consequences, such as detention, may be given (parent notified).  
3rd Offense-Five day loss of riding privileges.  
4th Offense-Twenty day loss of riding privileges. Parental conference required before privileges are reinstated.  
5th Offense-Loss of riding privileges through the end of the year.

#### 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 may also result from school bus/bus stop misconduct.

#### Records

Records of bus misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety.

#### Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks, may result in the loss of bus privileges until damages are paid.

#### Notice

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

#### Parent and Guardian Involvement

Become familiar with District rules and policies.  
Assist students in understanding safety rules and encourage them to abide by them.  
Recognize their responsibilities for the actions of the students.  
Support safe riding practices and reasonable discipline efforts.  
When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.  
Support procedures for emergency evacuation and procedures in emergencies as set up by the School District.  
Respect the rights and privileges of others.  
Communicate safety concerns to school administrators.  
Monitor bus stops, if possible.  
Support all efforts to improve school bus safety.

#### Parent and Guardian Notification

A copy of the school district bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Cell Phones and Other Electronic Communication Devices**

Students will be able to use cell phones (texting only) between classes and during lunch. Once a student enters the classroom, their phone must be put away the entire class period unless directed by the teacher to use it for an assignment (i.e. creating a video assignment). Students should have their cell phones on silent or vibrate from 8:00 AM to 3:12 PM. Students will need permission from a staff member to talk on their phone during the school day. If students need to talk on their phone, they should do so in the office or outside of the building.

Consequences for violating policy are as follows:

- 1) Warning: phone will stay in the office for the remainder of the day
- 2) 3 days check phone into office or 30 minute detention
- 3) 6 days check phone into office or 60 Minute Detention
- 4) Consequences determined by the Principal.

Dawson-Boyd Schools prohibits students from recording video or taking pictures of other students using cell phones or other recording devices on school property, in school vehicles, and at school related functions. This includes school activities and events at other facilities. Examples include the school bus, locker rooms, and field trips. Possible student consequences include detention, loss of bus riding privileges, or other consequences deemed necessary by the high school principal. Students who are recording for school events would be exempt with proper permission.

## **Discipline [\*]**

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's education. 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, administration, and teachers to safeguard the health and safety of each student. The school board and district administrators 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.

The discipline procedures used at DBHS are designed to meet two goals:

- 1) Provide an orderly environment where students may pursue an education without interference.
- 2) To provide corrective help and guidance toward self-discipline for each student who violates school policies or the rights of others.

## **Parent/Guardian Involvement**

The ultimate responsibility for the behavior of a student rests with the student and their parents/guardians. The goal of the staff will be to correct the problem with a minimum of disruption to the life of the student. Persistent serious problems can result in conferences with the parents/guardians in an effort to find and implement a solution to the problem.

A school district may discipline a student for off-campus misconduct in either of the following situations:

- 1) misconduct is a continuation of or has a nexus with improper conduct that occurred on school grounds.
- 2) the student's actions have a direct and immediate effect either on school discipline or on the general safety and welfare of the students and faculty.

## **Detention**

The principal and teachers can assign detentions for the violation of classroom and school rules. The detentions will be sat with the principal after school in increments of 30 minutes or an hour. Students must serve their detention within three days of when it was assigned unless a different date is agreed upon. Detentions will not be allowed to accumulate. If students do not serve the detention in a timely manner, it will be doubled and must be served immediately. If a student does not serve their detention, they will serve an in-school suspension of up to one day. Students who ride the bus, participate in extracurricular activities, or hold after school jobs are held to the same disciplinary measures as students who are not involved in these activities.

## **Out-of-School Suspension, Exclusion, and Expulsion**

The Pupil Fair Dismissal Act covers suspension and expulsion. These actions are used in response to serious disruptions or chronic, inappropriate behavior by the student and are measures of last resort. The Pupil Fair Dismissal Act shows your rights and responsibilities as a parent. A copy is available in the H.S. office.

## **Classroom/Study Hall Expectations**

Students are expected to behave. Students should:

1. Do your best.

[\*] Notice required by statute  
[\*\*] Notice required by policy

2. Respect and work with others.
3. Stay on task.
4. Have regular attendance.

In addition, each teacher has their own rules and expectations for students. Failure to follow rules will result in consequences.

All study halls will have the following guidelines:

1. Students will either be working on homework or making progress towards AR requirements.
2. No phones will be allowed in study halls.
3. Chromebooks, laptops and other types of computers will be used for educational purposes.
4. Noise level kept to a minimum to allow all students the best atmosphere to study and work.
5. No food or drink is allowed in study halls.

### **Code of Student Conduct**

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials.
3. Gambling, including, but not limited to, playing a game of chance for stakes.
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing, or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
15. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions including, but not limited to, pagers, radios, and phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities

[\*] Notice required by statute  
 [\*\*] Notice required by policy

that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion;
29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaulting behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies, or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

### **Disciplinary Action Options**

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 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:

- A. Student conference with teacher, principal, other staff, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act;
- R. Exclusion under the Pupil Fair Dismissal Act; and/or
- S. Other disciplinary action as deemed appropriate by the school district.

[\*] Notice required by statute

[\*\*] Notice required by policy

## **Removal of Student From Class**

If a student is removed from class, the teacher will instruct the student to go directly to the office. The student must make contact with one of the office administrative assistants. If a student fails to do this they will be subject to detention or suspension unless otherwise noted in an IEP plan. The student should also have a discipline referral form that was filled out by the teacher. Appropriate consequences will be administered if deemed necessary by the administration. A student will return to the class with a pass from the office. Students must have a pass to be admitted back to class. If a student is removed from class for disciplinary reasons, the student's parents will be notified in writing and/or by phone.

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

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

- \*Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

- \*Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

- \*Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

- \*Other conduct, which at the discretion of the teacher or administration, requires removal of the student from class.

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

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

### **Specific Conduct Violations**

- Students will not be insubordinate to employees.

- Students will not assault students, teachers, or other district employees.

- Students will not steal or damage property of the school or others.

- Students will not possess or use any articles, or commit any acts that are illegal or cause harm.

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (*Appendix 5*).

## **Dress and Appearance**

Dawson-Boyd dress code expectations are intended to promote excellence and a safe learning environment for every single student. We believe that part of identity development is also expressing oneself through clothing and style choices. However, there also must be parameters around the way we interact with one another and present ourselves within our learning environment. As such, our dress code is intended to be inclusive and responsive in reference to race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income and body type/size. The Dawson-Boyd dress code will be enforced during regular school hours. Coaches/club advisors may make appropriate adjustments for practice and performance attire.

Standard of Excellence: Certain body parts must be covered for all students at all times.

The following body parts must be fully covered with opaque fabric: genitals, buttocks, chest, and undergarments (visible straps are allowed). All items listed in the "must wear" and "may wear" categories below must meet this basic standard of excellence.

Students Must Wear, while following the basic standard of excellence above:

- \*A shirt (with fabric in the front, back, and on the sides under the arms), AND

- \*Pants/jeans or equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND

- \*Shoes

Students May Wear, as long as these items do not violate the standard of excellence as state above:

[\*] Notice required by statute

[\*\*] Notice required by policy

\*Religious, cultural headwear, head wraps/scarfs/do-rags.

#### Students Cannot Wear:

- \*Hats and hoodie sweatshirts (hoods on head) (staff discretion in classrooms rules).
- \*Clothing that depicts violent images or language.
- \*Clothing that has images or language depicting drugs or alcohol (or any illegal item or activity)
- \*Creates a hostile or intimidating environment for any protected class or marginalized group.
- \*Could be considered dangerous or could be used as a weapon.
- \*Bandanas
- \*Swimsuits (except required in class or athletic practice).
- \*Blankets, towels, or large coverings or draping. Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

### **Driving and Parking**

#### Parking

\*High School students will be allowed to park in the following locations:

- Gym parking lot.
- Side Streets in accordance with city ordinances.

\*NO parking in Grace Church Parking Lot, West Parking Lot, and parking associated with Stevens Elementary.

\*If a vehicle is parked illegally or needs to be moved for any reason, the student will be told to move the vehicle. If the student cannot be found, the vehicle may be towed at the owner's expense.

#### Driving

Driving and riding in cars during school hours is PROHIBITED unless a student has permission from the building principal and a parent/guardian. Students may request permission to drive during the school day to work, for appointments, or to go home for lunch. Parents must provide a note, email or phone confirmation before permission is granted.

Students are allowed to drive during lunch time - driving privileges may be suspended for the following reasons:

- Consistent tardiness to 6th period class.
- Reckless or dangerous driving on or near school grounds.
- Passengers riding in students' vehicles.
- Other reasons determined by administration.

Students driving any other time during the day will need parent approval to the high school office or Mr. Stotesbery. Students are not allowed passengers while driving -exceptions are allowed for immediate family members (siblings). Students are not allowed to sit and/or eat lunch in their parked vehicles.

#### Consequences for violations:

Students driving or riding without permission will be warned after the first violation.  
Second violation will result in two weeks without open lunch privileges.  
Further violations will result in consequences at the discretion of the building principal.

**A signed waiver will be required for any student driver.**

**All students and parents are expected to understand the rules and consequences for violations.**

#### Driving to School Events

In regard to any school-related activity where transportation to and from the event is provided by the school, all students must ride on school-provided transportation. Exceptions to this policy are:

- 1) the parent contacts the coach or person responsible for the students at the activity and requests that the student rides home with PARENTS OR GRANDPARENT.
- 2) A parent requests in advance, in writing, to the principal, that the student ride to and from the event with the PARENTS OR GRANDPARENT. The student will notify the event supervisor.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

## **Harassment and Violence Prohibition [\*]**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 8*).

## **Hazing Prohibition [\*]**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix 9*).

## **Internet Acceptable Use**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer 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, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy is available at [www.dawsonboydschools.org](http://www.dawsonboydschools.org).

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:

identify each curriculum, testing, or assessment technology provider with access to educational data;

identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and

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.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Parking on School District Property**

\*High School students will be allowed to park in the following locations:

- Gym parking lot.
- Side Streets in accordance with city ordinances.

\*NO parking in Grace Church Parking Lot, West Parking Lot, and parking associated with Stevens Elementary. If a vehicle is parked illegally or needs to be moved for any reason, the student will be told to move the vehicle. If the student cannot be found, the vehicle may be towed at the owner's expense.

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations 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. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (*Appendix 5*).

## **Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [\*\*]**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see Appendix 10. Contact the building principal if you have questions or wish to report violations.

## **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. 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; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. 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. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the district office.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school nurse or building principals. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **Asbestos Management Plan [\*]**

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district's website.

### **Crisis Management**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **Emergency Contact Information**

It is the responsibility of the student's parent(s) to update emergency contact information so it is kept current. This can be updated in JMC via the Parent Portal or by contacting the school office.

### **Health Information**

#### **First Aid**

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the following locations:

- Infant/Toddler Daycare Room
- Commons (near food services)
- High School Blackjack Commons
- Weight Room/Fitness Center

Tampering with any AED is prohibited and may result in discipline.

#### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The Dawson-Boyd School District uses recommendations from the Minnesota Department of Health (MDH), Center for Disease Control (CDC) and uses the Hennepin County Child Care/School Manual as a reference for exclusion and handling of infectious disease.

Often an early morning decision that parents have to make is whether their child is well enough to go to school. Not only may the child feel too sick to learn very much on those days, but they are also infecting other students and staff. Below are some guidelines, which will help you decide whether to send them or keep them home.

**Fever:** If a student has a temperature of 100 degrees or more, parents should keep their children home. If they have 100 degrees or more fever at school, parents will be called to come to pick up their child. They need to be fever-free for 24 hours

[\*] Notice required by statute  
[\*\*] Notice required by policy

before returning to school. Tylenol, Ibuprofen, and other similar medications will bring a fever down, but it does not mean that the child is still not sick. They need to be fever free without taking medication for 24 hours.

Often the temperature rises during the day. A slight fever in the morning will get much higher by noon. Often with a borderline temperature (99-100), kids might feel quite ill. Use your judgment about sending them when their fever is less than 100.

**Vomiting and Diarrhea:** Keep them home! Vomiting and diarrhea are not considered “normal”. Often children will feel better after vomiting, but will quickly become ill again. Keep them home until they are free of symptoms for at least 24 hours after the last episode of vomiting and/or diarrhea.

**Influenza/COVID-19/RSV:** If your child comes down with symptoms of upper respiratory illness, they should be seen by a health care provider and remain out of school for the duration of time recommended by the physician. Symptoms include: fever, **cough, body aches, headache, extreme fatigue, and sore throat.**

**Antibiotic treatment:** If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc, keep them home until they have been on the antibiotics for 24 hours. The exception would be for pertussis (whooping cough). They need to stay home for 5 full days of antibiotic treatment before returning to school. If they are going to continue on antibiotic treatment at school, be sure to follow the school’s medication policy.

**Chicken pox:** Students with chickenpox need to stay home until all of the pox marks have scabbed over—generally for 7 days. If the student gets chicken pox from the vaccine, it is usually a mild case. But they need to stay home until the pox marks are all scabbed over. If you suspect your child has chicken pox, a physician's note will be needed before they can return to school.

**Pink Eye:** Your child may have redness, itching, pain, & drainage from the eyes. Your child may have a fever. Keep your child home from school if fever is present or your child is not healthy enough to participate in routine activities. Keep your child home if they cannot keep their hands off of their eyes, if there is a lot of discharge or if your child is complaining of pain. Antibiotics or a note from a health care provider is not required to return to school.

**Head lice:** The Dawson-Boyd School District follows the recommendations of the Minnesota Department of Health (MDH), Hennepin County Epidemiologists, the American Academy of Pediatrics (AAP), the Centers for Disease Control (CDC), and the National Association for School Nurses (NASN) regarding how to handle head lice in school.

Based on current evidence, the experts recommend that students identified as having eggs and/or head lice remain in school and not be excluded (sent home).

**If suspected lice or confirmed lice:** If a teacher or another staff member suspects a student may have head lice, they will send them to the health office to be checked. If active lice or nits (eggs) are found, the parent will be confidentially notified. The student can remain in school. The health office staff can help provide information to the parent/guardian about proper treatment. Head lice are very treatable. Everyone in the family and close contacts should be checked for head lice and treated if found. Many different treatment methods are available. Pamphlets on treatment are available in the school health office.

Head lice are a bother, but in the scheme of things, temporary. Anyone can get head lice, although head lice do not jump from one person to another. Encourage your children not to share combs, brushes, hats, headbands, or other hair clips. The best way to catch lice before it becomes an outbreak is to build regular head checks at home.

**Keeping healthy:** During the season of flu and colds, it is important to try to remain as healthy as possible. Adequate sleep and nutrition will help. Keeping sick children home when they are ill, will prevent others from becoming ill. Vital is encouraging good, frequent hand washing.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student’s attendance creates a significant risk of transmitting the illness to others.

## **Health Service**

The model of nursing services in Stevens Elementary and Dawson-Boyd High School uses a full time registered nurse who serves in the health office performing health office clerical functions, first aid and episodic care (caring for ill and injured students), medication administration as well as the below functions. The school nurse works with families, students and staff to promote a healthy and safe environment.

### **Functions of the School Nurse:**

- Coordinate, organize and manage all health services provided in the school district.
- Develop a system of first aid, illness, management, medication administration, emergency care and health related procedures.
- Assess and plan for students with health issues including training to teaching staff.
- Provide nursing care and care coordination for students with complex or chronic health needs.
- Provide care for students with mental health issues or severe mental illness that requires medical management and ongoing communication with school staff, health care providers and families.

[\*] Notice required by statute  
[\*\*] Notice required by policy

- Participate as part of a special education team, providing nursing services as needed.
- Plan and provide a screen for health problems that impact a student's ability to learn (asthma, ADHD, vision, hearing, scoliosis) do follow-up with referral.
- Serve as a resource to staff, students, families regarding health concerns and health education and connect with resources in the community as needed.
- Coordinate prevention and control of communicable diseases.
- Provide immediate first aid and comfort to injured students.
- Provide care to students who become ill or have health concerns during the school day.
- Maintain documentation of immunizations and other health records.
- Administer medications and provide routine nursing care for students according to physician's orders and parent/guardian requests.

### **Health Screenings:**

In Minnesota, no laws require periodic screening of students in the schools. We have determined that the health screenings offered to students will be hearing and vision, height, weight, color deficiency in boys, and scoliosis. These screenings will follow the guidelines recommended by the Minnesota Department of Health. The primary goal is to identify any difficulties that may impact a child's ability to learn with early detection and intervention. The purpose of periodic health screenings are to:

- Identify children who are not growing and developing normally
- Refer students with visual or hearing abnormalities that might interfere with their education or growth to health care professionals.
- Encourage parents to take responsibility for their child's growth, development, and follow up with referrals to health care professionals.

### **Screening Schedule:**

- Hearing, Vision, Heights and Weights for Students in grades K, 1, 2, 3, 5, 7, 8, 10 and 11 completed in the fall
- Boys in Kindergarten grade will be tested for color deficiency (color blindness) in the fall
- Scoliosis screening of girls in 5th grade and 6th grade will be completed in the spring
- All new transfer students K-6th grade will be screened shortly after entering school as needed
- Any screening can be completed at any time if there are concerns by parent, teacher or the student themselves

### **REQUIRED PAPERWORK**

Every year the following paperwork is required to start the school year. The forms can be found on the district website - teachers/staff - school nurse - website - forms:

- Annual School Health Information Form
- Seizure Action Plan - If you child has been diagnosed with seizures
- Asthma Action Plan - If your child has asthma
- Allergy Action Plan - If your child has a diagnosed allergy
- Diabetes Medical Management Plan - If you child has been diagnosed with diabetes
- Lactose Intolerance Form
- Authorization for Medication Administration - If your child need to take medication during the school day

Students who become sick at school should report to their teacher and see the school nurse. The school nurse and/or administrative assistant will arrange for students who get sick at school to go home early. Students should not contact their parents on their own.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. For more information call the school office or refer to the attendance section of the handbook.

### **Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse or office administrative assistant. Please visit the Minnesota Department of Health Immunization Site for more information.

[\*] Notice required by statute  
 [\*\*] Notice required by policy

### **Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

### **Medication Administration Guidelines for Students Attending Dawson-Boyd High School and Stevens Elementary**

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications during the regular school day. In those situations, the following procedure will be followed.

### **Parent/Guardian Needs to Bring the Medication to School**

If the parent/guardian is unable to bring the medication to school, they should make contact with the school nurse prior to sending the medication and also note the quantity of the medication being sent.

### **Physician Order for Medication and Parent/Guardian Authorization**

Before medication (including over-the-counter, herbal or food supplements) will be dispensed by the school nurse, the school health office must receive authorization from the student's physician and from the parent/guardian. These forms are available online and from the school health office. For those students that have specified health concerns (allergy, asthma, etc) an Emergency Care Plan must accompany the authorization form. Medication Authorization forms are required at the start of each school year and automatically expire at the end of that school year. Students are allowed to carry their inhalers and Epipens with physician and parent/guardian authorization.

### **Prescription Medications**

Prescription medications must be supplied in the original prescription bottle and completely labeled with: date, student's name, name and dose of the medication, name of prescribing physician, route of administration, when to take, duration and expiration date of medication. Prescription medications brought to school in any other container will not be administered. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian, at the discretion of the school nurse. Medications will be administered after questions have been resolved.

### **Over-the-Counter Medications**

The school supplies a limited selection of over-the-counter medications such as acetaminophen, ibuprofen, Tums, cough syrup, anti-itch cream, cough drops and a few others. These items will only be administered to a student with parent/guardian permission found on the annual emergency contact form. All other over-the-counter preparations must be provided in the original labeled container. They will only be administered to the student according to physicians' orders and parent/guardian consent. Please forward any questions regarding specific over-the-counter medications and its use to the health office.

### **Sharing of Medications Prohibited**

Students may not share prescription or over-the-counter medications with other students. Appropriate disciplinary action may be taken if necessary, upon the determination by the principal or his/her designee, after investigation that a violation of this procedure has taken place.

### **Unused Medications**

When use of a medication has ceased or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Parents/guardians will receive a reminder that their student has medication left in the health office. If the parent/guardian does not come to pick up the medication, or call the health office to make other arrangements for the medication to be sent home, unused medications will be disposed of by the school. Medication will not be kept in the health office over the summer for the intent to be used the next school year.

[\*] Notice required by statute  
[\*\*] Notice required by policy

### **Dispensing of Medication by the School Nurse**

The Dawson-Boyd School District employs one full time RN. This RN is responsible for management of all medications and the administration. There will be a substitute if the employed RN is unavailable to work. The substitute will be trained by the school nurse in proper ways to administer medication. To give any medication in school, the parent/guardian must provide the school with a written order from a physician. The prescribing physician should have a copy of a form needed to send to the school. The parent/guardian must also sign a parent authorization form. Authorization must include:

Student's Name, Name of the medication, Dosage, Time of day it is to be taken, Physician's signature, Parent signature

If there is a medication of any kind found in a student's possession, the teacher will contact the school health office. The parent/guardian will be asked to come and pick it up. The school's guidelines (listed above) will then be explained.

### **Medication Changes or Termination**

It is the responsibility of the parent to notify the school when the medication changes or if the medication is terminated, and/or to obtain new orders.

### **Field Trips**

The school nurse does not routinely accompany students on field trips. Prior to leaving the building, the nurse, teachers, parents/guardians, and students share in the responsibility for communicating health issues that may need to be addressed while on the field trip. If medication is needed during the time of the field trip, another district employee will be designated to assume this responsibility after receiving appropriate medication administration instruction. The student's parent/guardian may also choose to chaperone the field trip and dispense their child's medication.

### **Suicide Prevention Information**

School district issued identification cards to students in middle school or high school must provide contact information for the 988 Suicide and Crisis Lifeline (988 Lifeline), the Crisis Text line, and the county mobile crisis services. The contact information must also be included in the school's student handbook.

The 988 Suicide & Crisis Lifeline is a national network of local crisis centers that provide free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. When a call is made to 988 you will hear an automated message featuring additional options while your call is routed to your local Lifeline network crisis center. A trained crisis worker at your local center will answer the phone. This person will listen to you, understand how your problem is affecting you, provide support, and get you the help you need.

National Suicide & Crisis Lifeline – 988 (call or text)

Woodland Centers Mobile Crisis Response – 1-800-432-8781

### **Leaving School Grounds**

Once here, a student is expected to remain at school until dismissed. Students are not allowed to return home for any reason once they have arrived at school except with parent permission. Students may not return home to get homework, swimsuits, etc. without the consent of an authorizing adult. A note and/or a telephone call to release the child from school are necessary. When the parent comes to pick up the child, it is necessary to sign the child out in the elementary office. This form must be completed in order for the child to be released. When picking up your child, please use the main entrance to the elementary building. WE NEED TO KNOW WHERE CHILDREN ARE AT ALL TIMES.

### **Pesticide Application Notice [\*]**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting *[insert here the location, title/position, or person]*.

### **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Visitors in District Buildings**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the elementary office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk and to wear a “visitors badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

# APPENDIX

- [2024-2025 Dawson-Boyd School Calendar](#)
- [Stevens Elementary E-Learning Plan](#)
- [Parent/Guardian Guide and Refusal Form for Student Participation in Statewide Assessments](#) [\*]
- [Pupil Fair Dismissal Act](#)
- [District Policies](#) (Policies noted in the handbook are in bold with direct links to the policy)
- **[School District Policy Cross Reference Table](#)**

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<b>Attendance.....</b>	<b>503</b>
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[\*] Notice required by statute  
 [\*\*] Notice required by policy

# DAWSON-BOYD SCHOOL DISTRICT

## STRATEGIC PLAN

### 2021-2026



#### BELIEF STATEMENTS

**We believe:**

- compassionate and curious minds are developed when students engage socially, emotionally, academically, and physically;
- collaboration between the home, the school, and the community has a positive impact on each student;
- in promoting a school community that appreciates the value of students, families, staff, and cultures;
- our District must embody a culture of respect and responsibility;
- in promoting Positive attitudes, balancing Accountability with Compassion, and always giving maximum Effort in everything we strive to do. (PACE);
- students and staff can, and will, rise to meet great expectations and rigor when provided adequate support, encouragement, and opportunities, and
- in challenging ourselves to create unique ideas and innovative solutions in a technology rich environment.

#### MISSION STATEMENT

**The mission of the Dawson-Boyd School District:**

The Dawson-Boyd School District provides students with a well-rounded education promoting academic achievement and creative artistic expression; nurtured through a caring community and dedicated staff committed to inspire all learners to excel, create, respect, and succeed.

#### VISION STATEMENT

**The vision of the Dawson-Boyd School District:**

Small School. Big Opportunities.

#### STRATEGIC PLAN FOCUS AREAS

**Student  
Achievement**

**Highly Qualified  
Teachers and Staff**

**Facilities**

**School Climate**

**Finance**

FOCUS AREAS	GOALS	OBJECTIVES
Student Achievement	<p><b>Goal 1:</b> We will achieve the goals of the World’s Best Workforce [WBWF] for all students in the school district.</p>	<p><b>Objective 1.1:</b> Ongoing, we will annually evaluate the success of meeting the five goals of the WBWF:</p> <ul style="list-style-type: none"> <li>• All students are kindergarten ready;</li> <li>• All students reading at grade level by third grade;</li> <li>• Closing the achievement gap for identified student groups;</li> <li>• All students graduating career and college ready; and</li> <li>• All students graduating on time.</li> </ul>
	<p><b>Goal 2:</b> Student Achievement</p>	<p><b>Objective 2.1:</b> Ongoing and staying with 7-year cycle MDE has in place, update curriculums.</p> <p><b>Objective 2.2:</b> Ongoing, identify/focus on 1-2 groups each year to close Achievement Gaps.</p> <p><b>Objective 2.3:</b> Ongoing, continue to press current course offerings, expand CTE offerings and those for Gifted and Talented Students.</p> <p>⇒ Review of these shall take place at least one time per school year over 2021-2026.</p>
Highly Qualified Teachers and Staff	<p><b>Goal 3:</b> Attract, Train, &amp; Retain Highly Qualified Teachers and Staff</p>	<p><b>Objective 3.1:</b> Ongoing, intentional/planned professional/staff development.</p> <p><b>Objective 3.2:</b> Ongoing, identify and support important/applicable staff development.</p> <p><b>Objective 3.3:</b> Ongoing, design and implement consistent mentoring and evaluation programs.</p> <p><b>Objective 3.4:</b> Ongoing, communicate/market district to attract highly qualified personnel.</p> <p>⇒ Review of these shall take place at least one time per school year over 2021-2026.</p>
Facilities	<p><b>Goal 4:</b> Facilities</p>	<p><b>Objective 4.1:</b> Ongoing, LTFM/Finances.</p> <p><b>Objective 4.2:</b> Ongoing, using data trends, identify space needs.</p> <p><b>Objective 4.3:</b> Ongoing, keep facilities updated and clean.</p> <p><b>Objective 4.4:</b> By December 2022, building project.</p> <p>⇒ Review of these shall take place at least one time per school year over 2021-2026.</p>
School Climate	<p><b>Goal 5:</b> School Climate</p>	<p><b>Objective 5.1:</b> Ongoing, environment of “all belong”/welcoming.</p> <p><b>Objective 5.2:</b> Ongoing, sense of ownership.</p> <p><b>Objective 5.3:</b> Ongoing, communication.</p> <p>⇒ Review of these shall take place at least one time per school year over 2021-2026.</p>

FOCUS AREAS	GOALS	OBJECTIVES
Finance	<b>Goal:</b> Finance	<b>Objective 6.1:</b> Ongoing, we will annually evaluate the budget to support the implementation of the strategic plan while maintaining a balanced budget <b>Objective 6.2:</b> Ongoing, we will make continual progress towards the restoration of our general fund balance to 15%



**PMA**<sup>TM</sup>  
SECURITIES

August 8, 2024

ISD 378,  
Dawson-Boyd Public Schools

Operating Referendum Discussion

**Michael Hart**

VP, Managing Director  
mhart@pmanetwork.com  
612-509-2569

**Steve Pumper**

Senior Vice President  
spumper@pmanetwork.com  
612-509-2565

# Operating Referendum



# 2021 Operating Referendum Authority

November 2, 2021

SCHOOL DISTRICT QUESTION 1 (ISD #378)

Approval of New School District Referendum Revenue Authorization

*The board of Independent School District No. 378 (Dawson-Boyd), Minnesota has proposed to increase the School District's general education revenue to \$460 per pupil, which is \$190.46 per pupil over the existing referendum levy authorization of \$269.54 per pupil that is scheduled to expire after taxes payable in 2021.*

*The proposed new referendum revenue authorization would be levied in 2021 for taxes payable in 2022 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law. Shall the increase in the general education revenue proposed by the board of Independent School District No. 378 (Dawson-Boyd), Minnesota be approved? BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE*

- ▶ Results
  - ▶ 381 Yes (72%)
  - ▶ 149 No (28%)
- ▶ Expires after taxes payable in 2031



## Current Operating Referendum (Pay 2024 / FY 2025)

**\$460 per Pupil**

X

605.20 Pupils

=

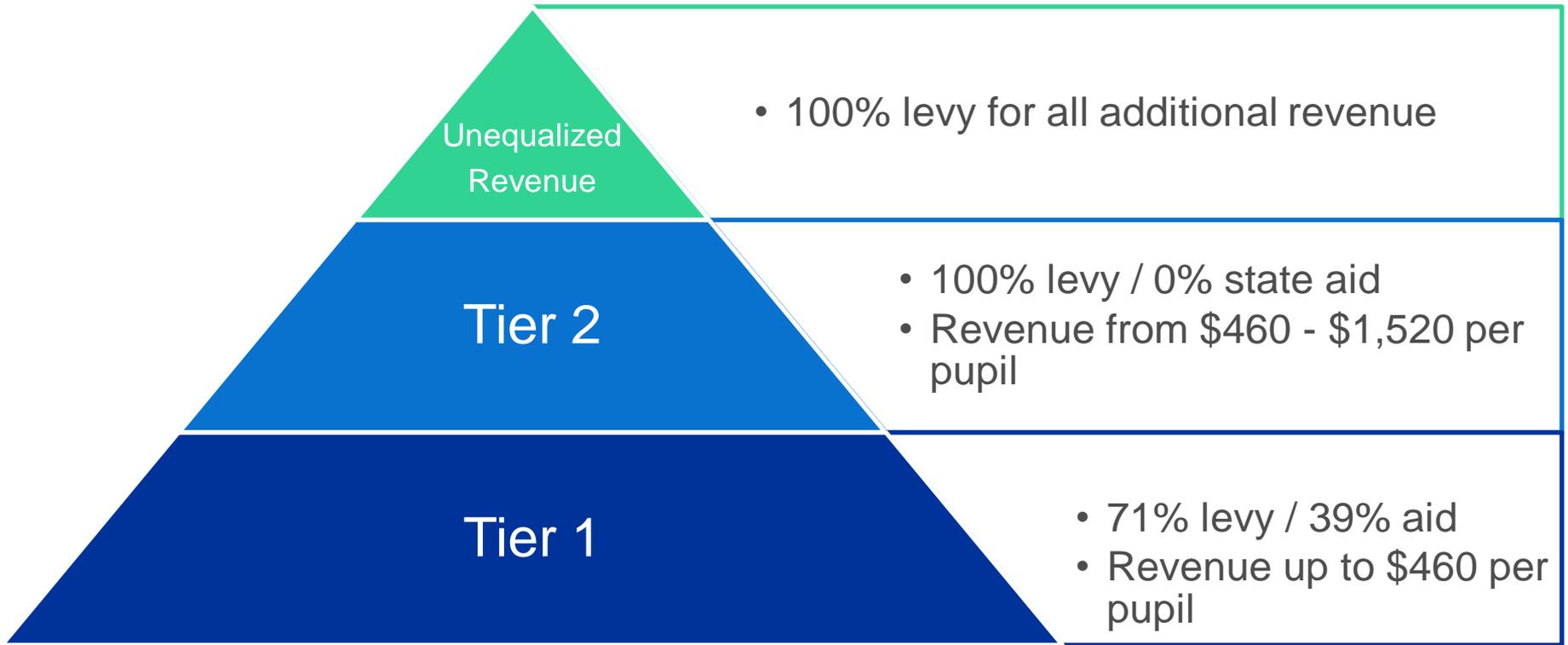
**\$278,392**

*Current Referendum Revenue prior to adjustments for taxes payable in 2024 for Fiscal Year 2025*



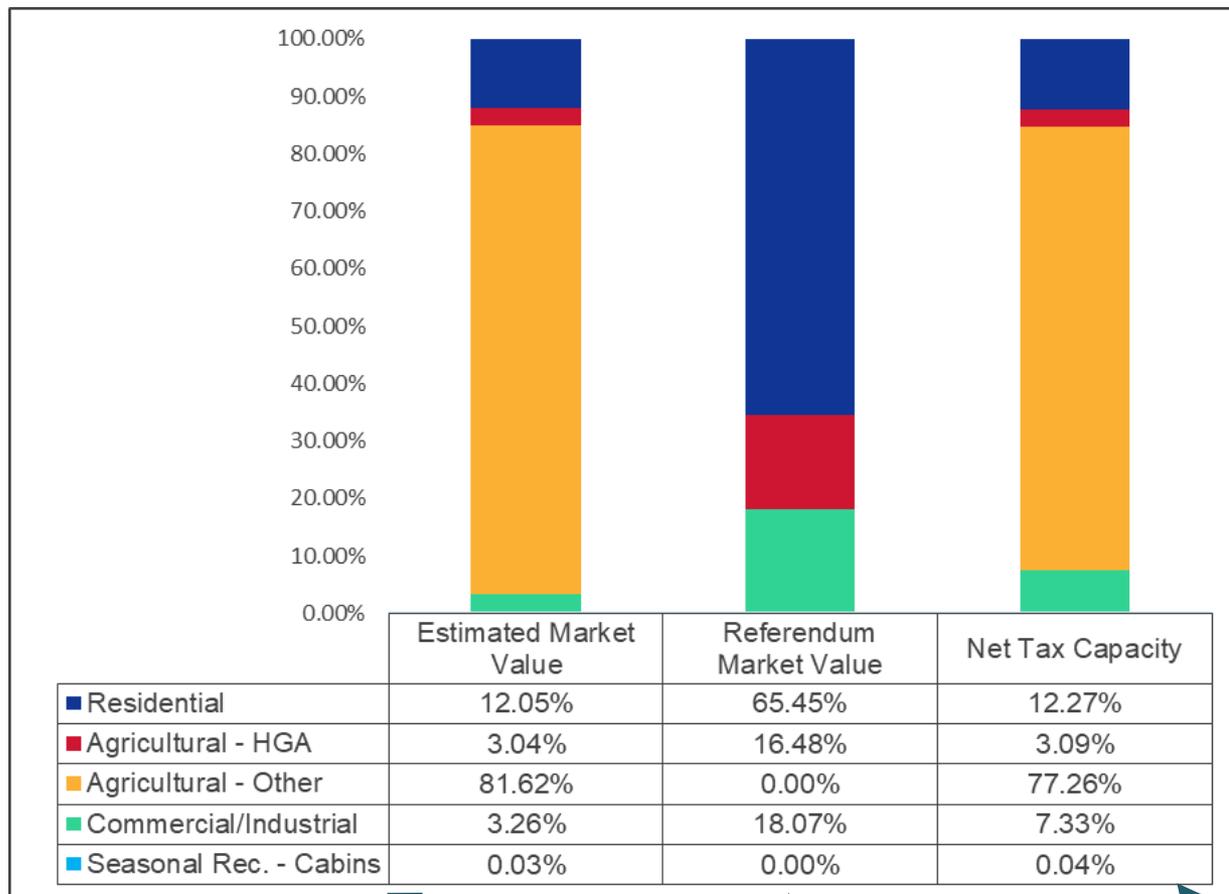
# Operating Referendum State Aid

Equalization based on ratio of  $\frac{\text{Referendum Market Value}}{\text{Resident Pupil Unit}}$





# ISD 378 Valuations – Tax Base Differences



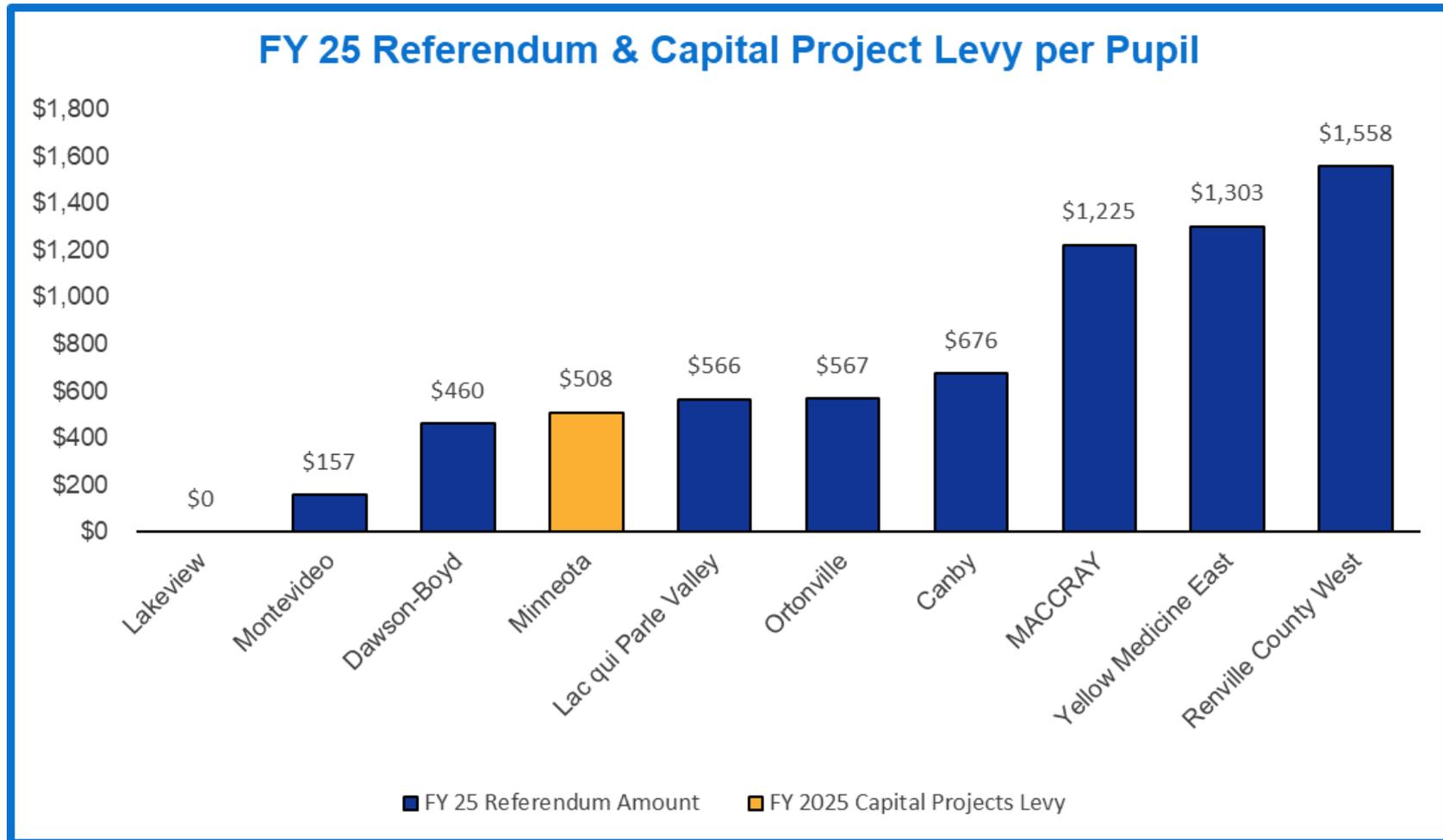
Value set by county based on market value

Tax base for operating referendum

Tax base for capital project levy & bonds



# Operating Referendum & Capital Project Levy Comparison





# Potential November Referendum

- ▶ Need to determine two key aspects if board want to proceed:
  1. Amount of new referendum
  2. Structure of the Ballot Language



# Tax Impacts

## Tax Impact Analysis - Operating Referendum

		Scenario A	Scenario B	Scenario C			
	New Referendum	\$1,160	\$1,330	\$1,500			
	Referendum Increase	\$700	\$870	\$1,040			
	Additional Referendum Levy	\$423,640	\$526,524	\$629,408			
	Change in Equity Levy	-\$18,663	-\$23,194	-\$27,724			
	Change in Equity Aid	-\$1,407	-\$1,748	-\$2,090			
	Net Change in Revenue	\$403,570	\$501,582	\$599,594			
	Additional Levy	\$404,977	\$503,330	\$601,684			
	RMV (Pay 2024+3%)	224,799,792	224,799,792	224,799,792			
	Tax Rate Increase	0.180150%	0.223901%	0.267653%			
Estimated Tax Impact							
		Annual	Monthly	Annual	Monthly	Annual	Monthly
Referendum Market Value	\$50,000	\$90	\$8	\$112	\$9	\$134	\$11
	\$75,000	\$135	\$11	\$168	\$14	\$201	\$17
	\$100,000	\$180	\$15	\$224	\$19	\$268	\$22
	\$125,000	\$225	\$19	\$280	\$23	\$335	\$28
	\$150,000	\$270	\$23	\$336	\$28	\$401	\$33
	\$175,000	\$315	\$26	\$392	\$33	\$468	\$39
	\$200,000	\$360	\$30	\$448	\$37	\$535	\$45
	\$250,000	\$450	\$38	\$560	\$47	\$669	\$56
	\$300,000	\$540	\$45	\$672	\$56	\$803	\$67
	\$400,000	\$721	\$60	\$896	\$75	\$1,071	\$89

\*Additional Revenue, Aid and Levy is based on changes to the operating referendum and equity revenues.

\*Assumes APU of 605.20 & 3% increase in districtwide RMV from Pay 2024 to Pay 2025 taxes



## Operating Referendum Question

- ▶ Revoke current referendum and replace with new referendum for 10 years
- ▶ Include inflationary increase?



# Sample Question

## **School District Question Revoking Existing Referendum Revenue Authorization; Approving New Authorization**

The board of Independent School District No. 378 (Dawson-Boyd), Minnesota has proposed to revoke the School District's existing referendum revenue authorization of \$460 per pupil and replace that authorization with a new authorization of \$1,330 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2024 for taxes payable in 2025 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES**      Shall the revocation of the existing referendum authorization and the new authorization proposed by the Board of Independent School District No. 378 (Dawson-Boyd), Minnesota be approved?
- NO**

**PASSAGE OF THIS REFERENDUM WILL RESULT IN AN INCREASE IN YOUR PROPERTY TAXES.**



## Process/Timeline

- ▶ August 8 – Board discussion at retreat
- ▶ August 12 – School Board Action calling for election
- ▶ August 13 – Notify counties and commissioner of education of election
- ▶ September 20 – Voting Begins

# Other Background Info

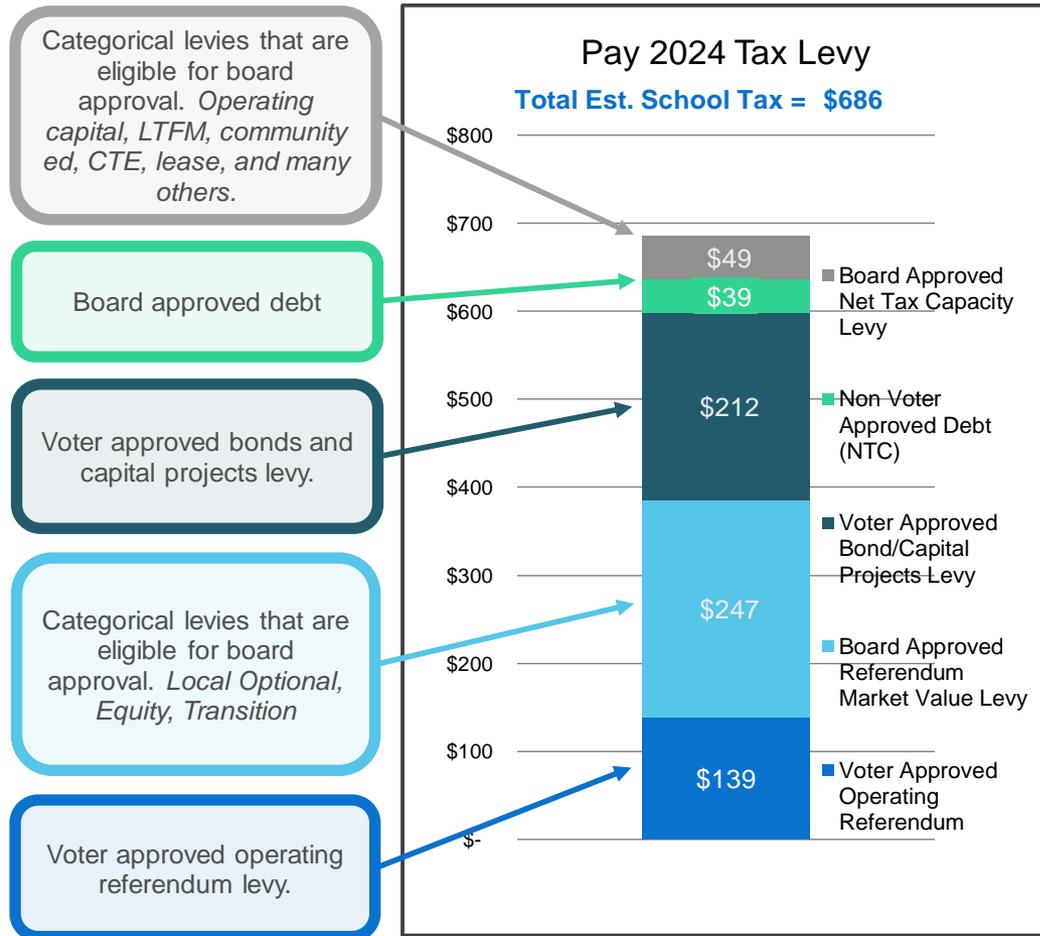


# Pay 2024 School Taxes

## Dawson-Boyd Public School District

Pay 2024 Tax Levies for Residential Homestead

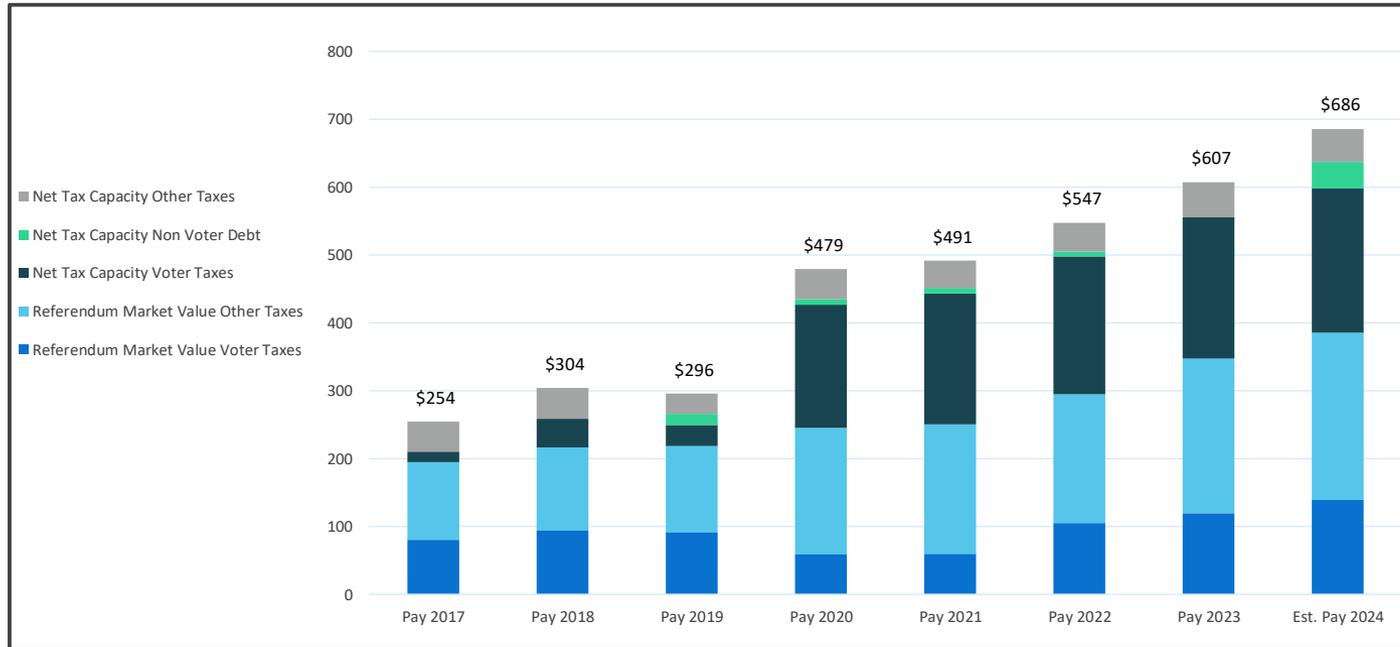
Home Value = \$150,000





# School Taxes Trend

## Dawson-Boyd Public School District Residential Homestead School Tax Trend



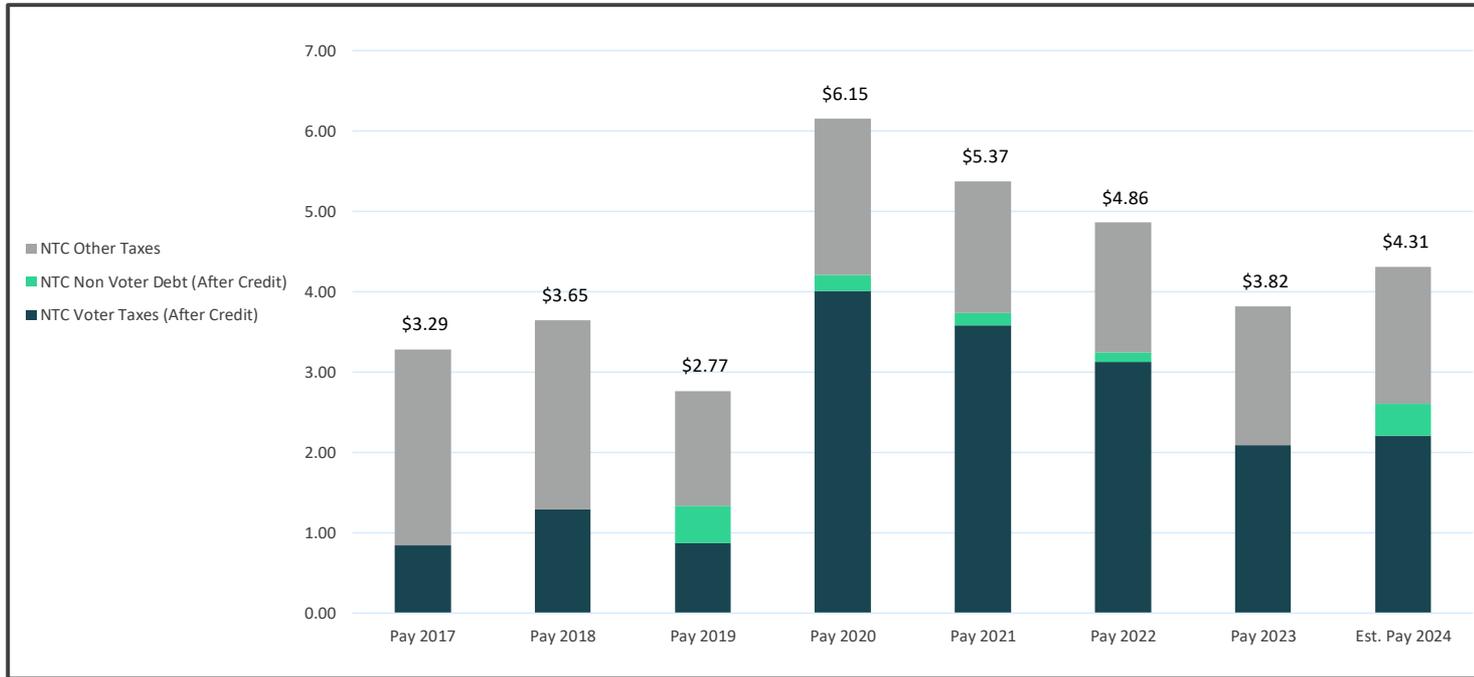
	Pay 2017	Pay 2018	Pay 2019	Pay 2020	Pay 2021	Pay 2022	Pay 2023	Est. Pay 2024
Home Value*	92,071	96,675	101,509	106,584	111,913	117,509	130,000	150,000
Referendum Market Value Voter Taxes	80	94	92	59	60	106	120	139
Referendum Market Value Other Taxes	115	122	127	187	191	189	228	247
Net Tax Capacity Voter Taxes	15	42	31	181	193	203	208	212
Net Tax Capacity Non Voter Debt	0	0	16	9	8	8	0	39
Net Tax Capacity Other Taxes	44	46	30	44	40	42	52	49
<b>Total School Taxes</b>	<b>\$ 254</b>	<b>\$ 304</b>	<b>\$ 296</b>	<b>\$ 479</b>	<b>\$ 491</b>	<b>\$ 547</b>	<b>\$ 607</b>	<b>\$ 686</b>

\*The chart assumes a 5% annual increase in the home value for taxes payable from 2017 to 2022. A 15% increase in value is assumed for taxes payable in 2023 and a 15% increase in 2024.



# School Taxes Trend

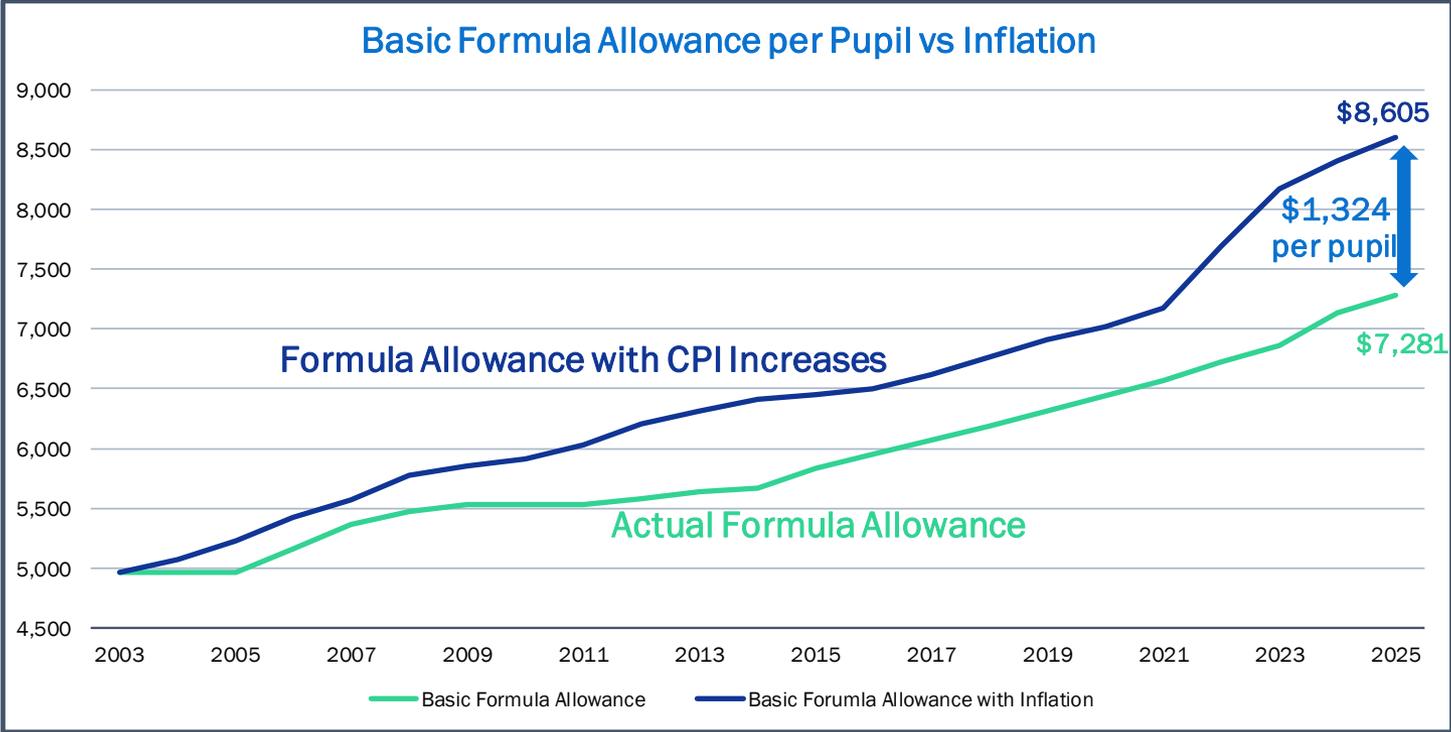
## Dawson-Boyd Public School District Agricultural Homestead Land School Tax Trend



	Pay 2017	Pay 2018	Pay 2019	Pay 2020	Pay 2021	Pay 2022	Pay 2023	Est. Pay 2024
Value per Acre	7,000	7,000	7,000	7,000	7,000	7,000	7,000	8,750
NTC Voter Taxes (After Credit)	0.85	1.29	0.88	4.01	3.58	3.13	2.09	2.21
NTC Non Voter Debt (After Credit)	0.00	0.00	0.46	0.19	0.15	0.12	0.00	0.40
NTC Other Taxes	2.44	2.36	1.43	1.95	1.64	1.61	1.73	1.70
<b>Total School Taxes</b>	<b>\$ 3.29</b>	<b>\$ 3.65</b>	<b>\$ 2.77</b>	<b>\$ 6.15</b>	<b>\$ 5.37</b>	<b>\$ 4.86</b>	<b>\$ 3.82</b>	<b>\$ 4.31</b>



# Basic Formula Allowance Trends



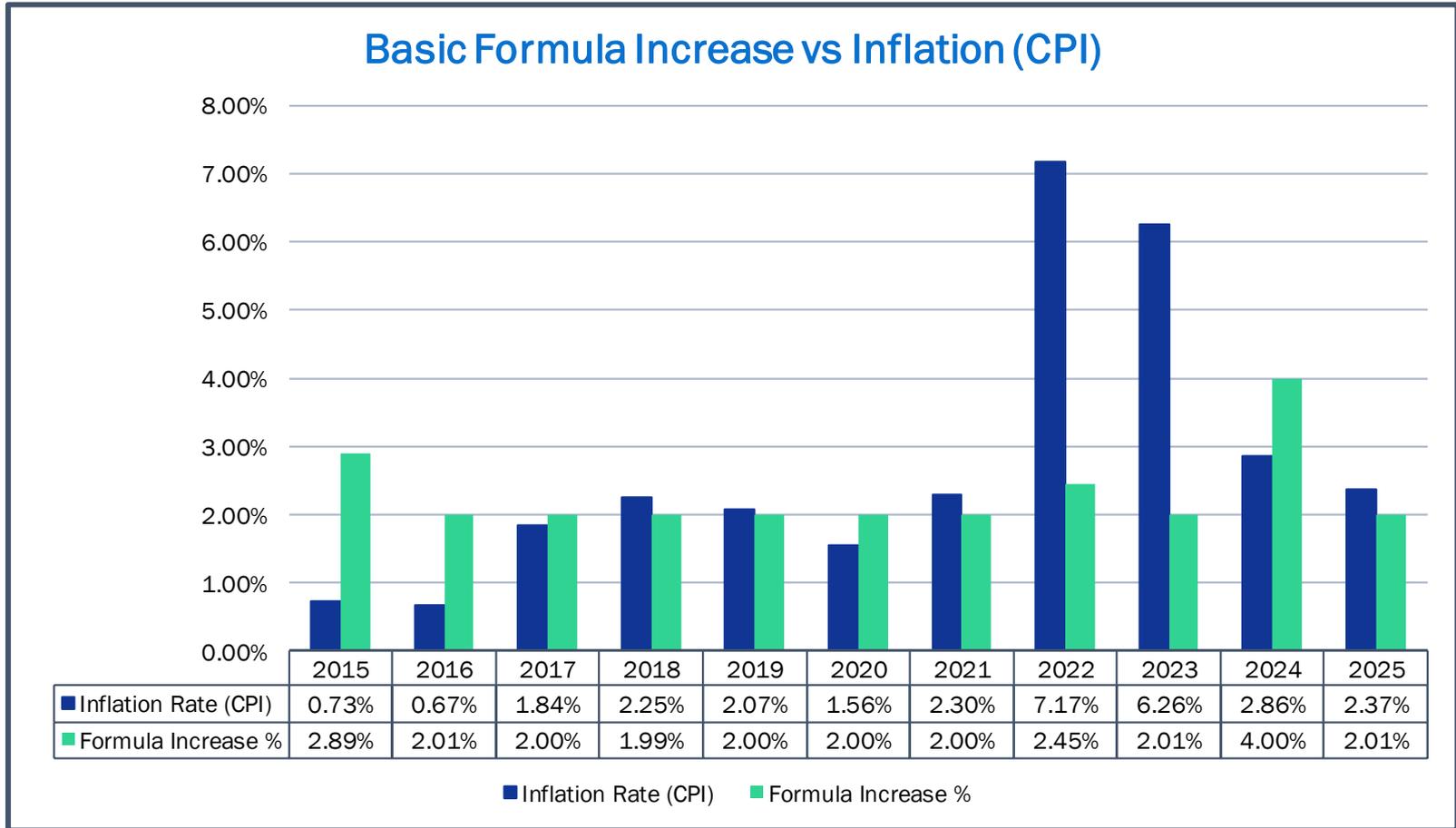
<sup>1</sup> Inflation is based on consumer price index

<sup>2</sup> Basic formula allowance includes changes made by legislature in 2023 and is adjusted for FY 2014 and earlier due to pupil weight changes

<sup>3</sup> FY 2023-25 are based on estimated inflation forecasts updated in September 2023 by the State of Minnesota



# Formula Increase vs Inflation



<sup>1</sup> Inflation is based on consumer price index

<sup>2</sup> FY 2023-25 are based on estimated inflation forecasts updated in September 2023 by the State of Minnesota



## Formula Impact for ISD 378

$$\begin{aligned} & \$1,324 \text{ inflation adjusted decrease in formula} \\ & \quad \times \\ & \quad 605 \text{ Pupil Units} \\ & \quad = \\ & \quad \$801,020 \end{aligned}$$



# Statewide Operating Referendum

FY 2025

- ▶ 329 public school districts
  - ▶ 72% with voter approved referendum
  - ▶ 28% without voter approved referendum
- ▶ State Average Referendum = \$739
- ▶ State Median Referendum = \$523



# Contact Us



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Website:

[www.pmanetwork.com](http://www.pmanetwork.com)



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Quote #21531

**QUOTE**

JR HIGH FOOTBALL JERSEYS

Thank you for your business!



**Jim's Clothing & Sporting Goods**  
789 6th Street  
Dawson, Minnesota 56232  
320-769-2317  
<https://jimsclothing.com>  
kevin@jimsclothing.com

Created July 31, 2024  
Production Due August 14, 2024  
Date  
Customer Due August 14, 2024  
Date  
Invoice Date August 14, 2024  
Payment Due Date August 14, 2024  
Total \$1,760.00  
Outstanding \$1,760.00

**Customer Billing**

CLINT SCHLINDLER  
CLINT  
1594 295th Avenue  
Dawson, Minnesota 56232

**Customer Shipping**

CLINT SCHLINDLER  
CLINT  
1594 295th Avenue  
Dawson, Minnesota 56232

Category	Item #	Color	Description	S	M	L	XL	2XL	3XL	Qty	Items	Price	Total
Sporting Goods		GOLD	JR HIGH FOOTBALL JERSEYS							44	44	\$40.00	\$1,760.00

**Total Quantity** 44  
**Item Total** \$1,760.00  
**Fees Total** \$0.00  
**Sub Total** \$1,760.00  
**Tax** \$0.00  
**Total Due** \$1,760.00  
**Paid** \$0.00  
**Outstanding** \$1,760.00

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Independent School District No. 378  
Dawson-Boyd Public Schools

# FUNDRAISER APPLICATION

Today's Date:

July 25, 2024

Person Completing Form:

Nichole Andrews

Organization Represented:

Dawson-Boyd High School  
Robotics Booster Club

Describe Fundraiser Activity: [i.e. varsity hockey team selling candy door-to-door]

Selling Subway Sandwiches at Dawson Block Party Sponsored by Subway

Start Date & End Date:

August 14, 2024

Estimated Revenue From Activity:

\$200

Who Will Collect/Receipt Revenue:

Kristal Knopp

How Will Revenue Be Used:

Robotics equipment and marketing

Who Makes Decisions On How Revenue Will Be Disbursed:

DBHS Robotics Booster Club



Signature of Advisor / or /  
Organization Representative

► For Office Use Only ◀  
► Fundraiser ◀  
► \_\_\_\_\_ Authorized ◀  
\_\_\_\_\_ Not Authorized

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 205

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2022

## **205 OPEN MEETINGS AND CLOSED MEETINGS**

***[Note: The provisions of this policy accurately reflect Minnesota's Open Meeting Law statutes and are not discretionary in nature.]***

### **I. PURPOSE**

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

### **II. GENERAL STATEMENT OF POLICY**

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

### **III. DEFINITION**

"Meeting" means a gathering of at least a quorum of school board members—or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### **IV. PROCEDURES**

#### **A. Meetings**

##### **1. Regular Meetings**

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.

***[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]***

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.

- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minnesota Statutes chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices.

C. Written Materials

- 1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the

meeting room for inspection by the public while the school board considers their subject matter.

2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is

reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of

receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.

- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05 to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:
  - (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
  - (2) active investigative data collected or created by a law enforcement agency;
  - (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or
  - (4) an individual's personal medical records.
- b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) to determine the asking price for real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and
  - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.

- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)  
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)  
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)  
Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)

Minn. Rules Part 5510.2810 (Petition for Mediation)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)  
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)  
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)  
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)  
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)  
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

**Cross References:** MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 522

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2024

## **522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**

**[NOTE: In 2024, the U.S. Department of Education, Office of Civil Rights (OCR), released the latest version of the Final Rule amending Title IX regulations at 34 Code of Federal Regulations, part 106. These regulations have an effective date of August 1, 2024.]**

### **I. GENERAL STATEMENT OF POLICY**

- A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.
- C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and

which receives Federal financial assistance.

- G. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district's grievance procedures for complaints of sex discrimination.
- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

**[INSERT:  
Rebecca Mortenson  
School Counselor  
848 Chestnut St  
Dawson, MN 56232  
320-769-2955 x227  
[rebeccam@dwby.k12.mn.us](mailto:rebeccam@dwby.k12.mn.us)**

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education's Office for Civil Rights, or both.

- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to **[INSERT: LINK TO LOCATION(S) ON WEBSITE OR OTHERWISE DESCRIBE LOCATION(S)]**
- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

## **II. DEFINITIONS**

- A. "Admission" means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the school district.
- B. "Complainant" means
  - 1. a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or

2. a person other than a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.
- C. "Complaint" means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.
1. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).
  2. The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:
    - a. a complainant;
    - b. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
    - c. the school district's Title IX Coordinator.

**[NOTE: When a Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process), the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination as required under Title IX. The requirements for such a fact-specific determination are set forth in 34 Code of Federal Regulations, section 106.44(f)(1)(v).]**
  3. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:
    - a. any school district student or employee; or
    - b. any person other than a school district student or employee who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.
- D. "Confidential employee" means
1. A school district employee whose communications are privileged or confidential under Federal or Minnesota law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
  2. A school district employee whom the school district has designated as confidential under this part for the purpose of providing services to persons

related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services.

- E. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- F. "Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the school district's prohibition on sex discrimination.
- G. "Parental status" as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:
  - 1. A biological parent;
  - 2. An adoptive parent;
  - 3. A foster parent;
  - 4. A stepparent;
  - 5. A legal custodian or guardian;
  - 6. In loco parentis with respect to such a person; or
  - 7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- H. "Party" means a complainant or respondent.
- I. "Peer retaliation" means retaliation by a student against another student.
- J. "Pregnancy or related conditions" means:
  - 1. Pregnancy, childbirth, termination of pregnancy, or lactation;
  - 2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
  - 3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- K. "Program or activity" and "program" means all of the operations of a local education agency as defined in 20 United States Code, section 8801, a special purpose district, a system of vocational education, or other school system.
- L. "Relevant" means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- M. "Remedies" means measures provided, as appropriate, to a complainant or any other person the school district identifies as having had their equal access to the school

district's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the school district's education program or activity after a school district determines that sex discrimination occurred.

- N. "Respondent" means a person who is alleged to have violated the school district's prohibition on sex discrimination.
- O. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the school district to provide aid, benefit, or service under the school district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
- P. "Sex-based harassment" prohibited by Title IX and its regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- 1. *Quid pro quo harassment.*

An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

- 2. *Hostile environment harassment.*

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- a. The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- b. The type, frequency, and duration of the conduct;
- c. The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- d. The location of the conduct and the context in which the conduct occurred; and
- e. Other sex-based harassment in the school district's education program or activity; or

- 3. *Specific offenses.*

- a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

- b. Dating violence meaning violence committed by a person:
  - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - (a) The length of the relationship;
    - (b) The type of relationship; and
    - (c) The frequency of interaction between the persons involved in the relationship;
- c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
  - i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;
  - ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
  - iii. shares a child in common with the victim; or
  - iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - i. Fear for the person's safety or the safety of others; or
  - ii. Suffer substantial emotional distress.
- Q. "Student" means a person who has gained admission.
- R. "Student with a disability" means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.
- S. "Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:
  - 1. Restore or preserve that party's access to the school district's education program or activity, including measures that are designed to protect the safety of the parties or the school district's educational environment; or
  - 2. Provide support during the school district's grievance procedures or during the informal resolution process.

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the school district's education program or activity or provide support during the school

district's Title IX grievance procedures or during the informal resolution process.

T. "Title IX" means Title IX of the Education Amendments of 1972, as amended.

### **III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES**

A. The school district must designate and authorize at least one employee, referred to as a Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations. If a school district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over the responsibilities and ensure the school district's consistent compliance with its responsibilities under Title IX and its regulations.

B. As appropriate, the school district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

### **IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS**

#### **A. Status Generally**

The school district must not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

#### **B. Pregnancy or Related Conditions**

##### **1. Nondiscrimination**

The school district must not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The school district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the school district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

##### **2. Responsibility to Provide Title IX Coordinator Contact and Other Information**

The school district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school district's education program or activity.

##### **3. Specific Actions to Prevent Discrimination and Ensure Equal Access**

The school district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the school district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

###### **a. Responsibility to provide information about school district obligations.**

The school district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the school district's obligations under 34 Code of Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the school district's notice of nondiscrimination under section 106.8(c)(1)

b. Reasonable modifications

- i. The school district must make reasonable modifications to the school district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the school district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the school district must consult with the student. A modification that a school district can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.
- ii. The student has discretion to accept or decline each reasonable modification offered by the school district. If a student accepts the school district's offered reasonable modification, the school district must implement it.
- iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

c. Voluntary access to separate and comparable portion of program or activity

The school district must allow the student to voluntarily access any separate and comparable portion of the school district's education program or activity under Paragraph A. above.

d. Voluntary leaves of absence

The school district must allow the student to voluntarily take a leave of absence from the school district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the school district that allows a greater period of time than the medically necessary period, the school district must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the school district's education program or activity, the student must be reinstated to the academic status

and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

e. Lactation space

The school district must ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The school district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the school district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the school district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4. Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the school district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the school district administers, operates, offers, or participates in with respect to students admitted to the school district's education program or activity.

5. Certification to Participate

The school district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the school district's class, program, or extracurricular activity unless:

- a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- b. The school district requires such certification of all students participating in the class, program, or extracurricular activity; and
- c. The information obtained is not used as a basis for discrimination prohibited by this part.

**V. REPORTING PROHIBITED CONDUCT**

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. The school district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.
- C. Confidential Employee Requirements
  - 1. The school district must notify all participants in the school district's education program or activity of how to contact its confidential employees, if any.
  - 2. The school district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:
    - a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;
    - b. How to contact the school district's Title IX Coordinator and how to make a complaint of sex discrimination; and
    - c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.
- D. Any employee of the school district who has experienced, has knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- F. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

## **VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT**

### **A. General**

Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the school district must respond promptly and effectively. The school district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.

B. Barriers to Reporting

The school district must require its Title IX Coordinator to:

1. Monitor the school district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and
2. Take steps reasonably calculated to address such barriers.

C. Title IX Coordinator Requirements

1. The Title IX Coordinator is responsible for coordinating the school district's compliance with its obligations under Title IX and its regulations. The school district must require its Title IX Coordinator, when notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations, to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:
  - a. Treat the complainant and respondent equitably;
  - b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the school district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;
  - c. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;
  - d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;
  - e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.
    - i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:
      - [a] The complainant's request not to proceed with initiation of a complaint;
      - [b] The complainant's reasonable safety concerns regarding initiation of a complaint;
      - [c] The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
      - [d] The severity of the alleged sex discrimination,

including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;

- [e] The age and relationship of the parties, including whether the respondent is an employee of the school district;
- [f] The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- [g] The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- [h] Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the school district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint

f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and

g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

2. The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

D. Supportive Measures

Under the *Title IX Coordinator Requirements* above, the school district must offer and coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the school district's provision of supportive measures does not require the school district, its employee, or any other person authorized to provide aid, benefit, or service on the school district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

1. Supportive measures may vary depending on what the school district deems to be reasonably available. These measures may include but are not limited

to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.

2. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment, or to provide support during the school district's grievance procedures, or during the informal resolution process. The school district must not impose such measures for punitive or disciplinary reasons.
3. The school district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the school district may continue them beyond that point.
4. The school district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school district's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The school district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.
5. The school district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.
6. The school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the school district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the school district from removing a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the school district from placing an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The school district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

1. When the school district has obtained prior written consent from a person with the legal right to consent to the disclosure;
2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
3. To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the school district's education program or activity;
4. As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or
5. To the extent such disclosures are not otherwise in conflict with Title IX or its regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

**VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION**

A. General

The school district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

B. Basic Requirements for Grievance Procedures

The school district's grievance procedures must:

1. Treat complainants and respondents equitably;
2. Require that any person designated as a Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker may be the same person as the Title IX Coordinator or investigator;
3. Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school district's grievance procedures for complaints of sex discrimination;
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation (i.e., the school district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;

**[NOTE: The Title IX regulations require reasonably prompt timeframes for major stages of the grievance procedures, but do not specify any particular timeframes. School districts may establish their own district-specific timeframes. A sample set of provisions is offered below.]**

- a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
- b. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
- c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
- d. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
- e. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

- f. The school district has established the following process for reasonable extension of timeframes on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay:

**[NOTE: The school district should set forth its process for determining a reasonable extension of a timeframe.]**

5. Require the school district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the school district's grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures;
6. Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person's status as a complainant, respondent, or witness;
7. Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the school district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless of whether they are relevant:
  - a. Evidence that is protected under a privilege as recognized by federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
  - b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the school district's grievance procedures; and
  - c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and
8. If the school district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the school district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the school district's grievance procedures, the school district must provide notice of the allegations to the parties whose identities are known.

1. The notice must include:
  - a. The school district's grievance procedures, and if applicable, any informal resolution process;
  - b. Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the school district;
  - c. A statement that retaliation is prohibited; and
  - d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise impermissible evidence upon the request of any party.
2. If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the school district must provide notice of the additional allegations to the parties whose identities are known.

D. Notice

Upon initiation of the school district's Title IX grievance procedures, the school district will notify the parties of the following:

1. The school district's Title IX grievance procedures and any informal resolution process;
2. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
3. Retaliation is prohibited; and
4. The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence.

**[NOTE: If the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.]**

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

E. Consolidation

The school district may consolidate complaints of sex discrimination against more

than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

F. Complaint Investigation

- A. The school district must provide for adequate, reliable, and impartial investigation of complaints. To do so, the school district must:
1. Ensure that the burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
  2. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
  3. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and
  4. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:
    - a. The school district must provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
    - b. The school district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
    - c. The school district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

G. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

The school district must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

H. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise

impermissible evidence, the school district must:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the school district uses the clear and convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case the school district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must not determine that sex discrimination occurred.
2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
3. If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity. The school district may not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the school district's grievance procedures that the respondent engaged in prohibited sex discrimination;
4. Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and
5. Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

I. Additional Provisions

If the school district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

J. Informal Resolution

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) if provided by the school district consistent with that paragraph.

K. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

1. Describe the range of supportive measures available to complainants and

respondents; and

2. List, or describe the range of, the possible disciplinary sanctions that the school district may impose and remedies that the school district may provide following a determination that sex-based harassment occurred.

#### **VIII. INFORMAL RESOLUTION OF A COMPLAINT**

**[NOTE: The 2024 Title IX amendments do not require a school district to offer an informal resolution process. However, a school district is free to provide such a process in some circumstances, as long as it complies with certain regulatory requirements. Requirements related to informal resolution are set forth in 34 Code of Federal Regulations, section 106.44(k).]**

- A. At any time prior to determining whether sex discrimination occurred, the school district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A school district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
  1. Subject to the limitations in Paragraph A. above, the school district has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal resolution despite one or more of the parties' wishes.
  2. In addition to the limitations in Paragraph A. above, circumstances when the school district may decline to allow informal resolution include but are not limited to when the school district determines that the alleged conduct would present a future risk of harm to others.
- B. The school district must not require or pressure the parties to participate in an informal resolution process. The school district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or exercise of any other right.
- C. Before initiation of an informal resolution process, the school district must provide to the parties notice that explains:
  1. The allegations;
  2. The requirements of the informal resolution process;
  3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the school district's grievance procedures;
  4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
  5. The potential terms that may be requested or offered in an informal

resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and

6. What information the school district will maintain and whether and how the school district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.
- D. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Any person designated by the school district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.
  - E. Potential terms that may be included in an informal resolution agreement include but are not limited to:
    1. Restrictions on contact; and
    2. Restrictions on the respondent's participation in one or more of the school district's programs or activities or attendance at specific events, including restrictions the school district could have imposed as remedies or disciplinary sanctions had the school district determined at the conclusion of the school district's grievance procedures that sex discrimination occurred.

#### **IX. DISMISSAL OF A COMPLAINT**

- A. The school district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:
  1. The school district is unable to identify the respondent after taking reasonable steps to do so;
  2. The respondent is not participating in a school district education program or activity and is not employed by the school district;
  3. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
  4. The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.
- B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The school district must notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed on the bases set out in 34 Code of Federal Regulations, section

106.46(i)(1). If the dismissal is appealed, the school district must:

1. Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously provided to the respondent;
  2. Implement appeal procedures equally for the parties;
  3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
  4. Ensure that the decisionmaker for the appeal has been trained as set out in this policy;
  5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
  6. Notify the parties of the result of the appeal and the rationale for the result.
- D. When the school district dismisses a complaint, it must, at a minimum:
1. Offer supportive measures to the complainant as appropriate;
  2. For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate under 34 Code of Federal Regulations, section 106.44(g); and
  3. Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- E. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

**[NOTE: For example, school districts are reminded of the obligation under Minnesota Statutes, section 122A.20, subdivision 2, to make a mandatory report to the Minnesota Professional Educator Licensing and Standards Board concerning any teacher who resigns during the course of an investigation of misconduct.]**

## **XI. APPEAL OF DETERMINATION**

**[NOTE: Regarding an appeal of a determination, the 2024 Title IX Final Rule states that the school district must offer the parties an appeal process that, at a minimum, is the same as it offers in all other comparable proceedings, if any, including proceedings relating to other discrimination complaints.]**

**This section provides sample text a school district may elect to include in its grievance procedures, but school districts are not required to use the text provided.]**

- A. The school district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the

appellate decisionmaker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

- C. After reviewing the parties' written statements, the appellate decisionmaker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the appellate decisionmaker is final. No further review beyond the appeal is permitted.

## **XII. SANCTIONS AND REMEDIES**

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions, which may include **[INSERT LIST OR DESCRIBE RANGE]**. The school district may also provide remedies, which may include **[INSERT LIST OR DESCRIBE RANGE]**.

**[NOTE: The school district may choose to consult its legal counsel for district-specific sanctions and remedies. The following sample language may be considered:**

- 1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.**
- 2. If the decisionmaker determines a respondent is responsible for violating this policy, the decisionmaker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.]**

## **XIII. RETALIATION**

The school district must prohibit retaliation, including peer retaliation, in its education program or activity. When the school district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the school district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the school district must initiate its grievance procedures or, as appropriate, an informal resolution process.

## **XIV. TRAINING**

**[NOTE: Training requirements are set forth in 34 Code of Federal Regulations, section 106.8(d).]**

A. The school district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.

1. *All employees* must be trained on:

- a. The school district's obligation to address sex discrimination in its education program or activity;
- b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based harassment; and
- c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.

2. *Investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures.*

In addition to the training requirements for all employees described in Paragraphs 1 and 2 above, all investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:

- a. The school district's obligations under 34 Code of Federal Regulations, section 106.44;
- b. The school district's grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;
- c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
- d. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.

3. *Facilitators of informal resolution process*

In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the school district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. *Title IX Coordinator and Title IX Personnel*

In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a),

section 106.40(b)(3), section 106.44(f) and (g), the school district's recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the school district's compliance with Title IX. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions.

## **XV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. Notice of Nondiscrimination
  - 1. The school district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district.
  - 2. Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

- a. A statement that the school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;
  - b. A statement that inquiries about the application of Title IX and its regulations to the school district may be referred to the school district's Title IX Coordinator, the federal Office for Civil Rights, or both;
  - c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;
  - d. How to locate the school district's nondiscrimination policy and the school district's grievance procedures; and
  - e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.
- 3. The school district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.
  - 4. If necessary, due to the format or size of any publication, the school district may instead include in those publications the information covered in the following statement: "**[INSERT NAME OF SCHOOL DISTRICT]** prohibits

sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at **[INSERT WEBSITE ADDRESS]**.”

5. The school district must not use or distribute a publication stating that the school district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

## **XVI. RECORDKEEPING**

The school district must create, and maintain for a period of seven years:

- A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.
- B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the school district took to meet its obligations under section 106.44
- C. All materials used to provide training under this policy. The school district must make these training materials available upon request for inspection by members of the public.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)  
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)  
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)