

## Regular

Monday, November 4, 2019 6:30 PM

Teaching & Learning Center, Becker High School, 12000 Hancock Street, Becker, MN 55308

### 1. PROCEDURAL ITEMS

- A. Call to Order
- B. Pledge of Allegiance
- C. Agenda
- D. Recognition of Visitors and Public Forum
- I. Intermediate School Presentation

### 2. REPORTS

- A. Superintendent's Report
- B. Committee Reports
- C. Board & Administrator

### 3. CONSENT AGENDA

- A. Minutes
- B. Financial Report
- C. Disbursements
- D. Personnel
- E. Gifts
- F. Resolution Establishing Combined Polling Locations
- G. E-Learning Plan

### 4. ADOPT POLICIES

### 5. 19-20 SUPERINTENDENT GOALS

### 6. ADJOURN

# Becker Intermediate School

“INTERMEDIATE ROCKS”



# Agenda

## Overview of “INTERMEDIATE ROCKS” at Becker Intermediate School

- What is Intermediate Rocks?
- School-Wide Matrix
- Team ROCK Ceremony - Intermediate Rocks Monthly Recognition

# What is Intermediate Rocks?

The purpose of Intermediate Rocks is to provide our students and staff a platform for our school's response to behavior to encourage appropriate behavior and self-monitoring through classroom management, explicit teaching, modeling, communication, interventions, and restoration as needed.

Teachers manage their classrooms by creating a classroom community with rituals, routines, and procedures. We explicitly teach students to show respect to all adults in the community when a reasonable request is given, regardless if the adult is their direct teacher. Occasionally students may need support from the administration team.

# Some of the behaviors we may face:

- Cheating/Lying
- Defiance / Disrespect/Insubordination / Non-Compliance
- Disruption
- Inappropriate Language
- Name Calling
- Physical Aggression
- Physical Contact
- Property Damage
- Property Misuse
- Theft

# R.O.C.K.S.

**R** - Respect


**O** - Ownership

**C** - Choices that are right

**K** - Kindness

**S** - Safety

# INTERMEDIATE ROCKS!

	<b>R</b> <b>Respect</b>	<b>O</b> <b>Ownership</b>	<b>C</b> <b>Choices that are right</b>	<b>K</b> <b>Kindness</b>	<b>S</b> <b>Safety</b>
<b>Classroom and Specials</b>	<ul style="list-style-type: none"><li>• Be respectful of self and others</li><li>• Listen</li><li>• Respect your classroom</li></ul>	<ul style="list-style-type: none"><li>• Be on time</li><li>• Be ready and prepare to learn</li><li>• Be responsible for self &amp; work</li><li>• Be responsible for iPad &amp; charger.</li></ul>	<ul style="list-style-type: none"><li>• Do your best work</li><li>• Follow directions</li><li>• Be honest</li><li>• Use inside voices</li></ul>	<ul style="list-style-type: none"><li>• Show empathy towards others</li><li>• Help others in need</li></ul>	<ul style="list-style-type: none"><li>• Stay in the classroom (unless given a pass)</li><li>• Keep hands and feet to self</li><li>• Use materials and equipment appropriately</li></ul>
<b>Hallways</b>	<ul style="list-style-type: none"><li>• Quiet Voices</li><li>• Respect student work on the walls</li><li>• Give personal space</li></ul>	<ul style="list-style-type: none"><li>• Keep area clean</li><li>• Be responsible with your personal belongings</li></ul>	<ul style="list-style-type: none"><li>• Have a pass when alone</li><li>• Go directly to the classroom</li></ul>	<ul style="list-style-type: none"><li>• Be courteous</li><li>• Be helpful</li></ul>	<ul style="list-style-type: none"><li>• Walk at all times</li><li>• Stay on the right side</li><li>• Keep hands and feet to yourself</li></ul>

<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>● Allow for privacy</li> <li>● Keep bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>● Flush the toilet</li> <li>● Wash hands</li> <li>● Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Use the bathroom quickly and quietly.</li> <li>● Use a pass when not with your class</li> </ul>	<ul style="list-style-type: none"> <li>● Be courteous</li> </ul>	<ul style="list-style-type: none"> <li>● Return directly to class</li> <li>● Report unsafe behavior or conditions</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>● Be courteous</li> <li>● Use inside voices</li> <li>● Show calm body</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up your area</li> <li>● Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>● Raise hand if you need something</li> <li>● Use food for eating only</li> </ul>	<ul style="list-style-type: none"> <li>● Be helpful</li> <li>● Be friendly to those in need</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in seat until dismissed</li> <li>● Walk</li> <li>● Keep hands and feet to yourself</li> <li>● Respect allergy</li> </ul>

<p><b>Bus</b></p>	<ul style="list-style-type: none"> <li>● Follow driver and staff directions</li> <li>● Use appropriate language</li> <li>● Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Be responsible for your personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>● Take care of yourself and siblings</li> <li>● Keep bus clean</li> </ul>	<ul style="list-style-type: none"> <li>● Be helpful</li> <li>● Be friendly to those in need</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands and feet to yourself</li> <li>● Stay seated</li> <li>● Eat and drink when off the bus</li> </ul>
<p><b>Playground</b></p>	<ul style="list-style-type: none"> <li>● Follow adult directions</li> <li>● Take turns and share</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriately language</li> <li>● Put trash in the garbage</li> </ul>	<ul style="list-style-type: none"> <li>● Resolve conflicts peacefully or seek adult help</li> <li>● Demonstrate good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>● Be a good friend</li> <li>● Include others in games</li> <li>● Take care of the equipment</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in play area</li> <li>● Line up when called</li> </ul>
<p><b>Assembly</b></p>	<ul style="list-style-type: none"> <li>● Listen to the speaker.</li> <li>● Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>● Listen and watch</li> <li>● Pay attention</li> </ul>	<ul style="list-style-type: none"> <li>● Voices off</li> <li>● Eyes on speaker</li> <li>● Listening ears</li> <li>● Bodies still</li> <li>● Ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>● Sit flat on the floor</li> <li>● Respect others personal space</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands and feet to yourself</li> <li>● Enter and exit in an orderly fashion</li> </ul>

# Classroom Recognition

Tickets are earned by students and collected by the classroom teacher.

Upon receiving tickets, students fill them out and hand them into a classroom bucket.

Each full week of school (it began in October of 2019) students are recognized in each of the grade level classrooms by teachers pulling a ticket out of the ticket bucket and students are randomly selected as INTERMEDIATE ROCKS winners for that week.

# 3rd Grade ROCKS

**THIRD GRADE  
ROCKS**

THIS ACKNOWLEDGES THAT

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HAS BEEN RECOGNIZED FOR SHOWING

**Grade** **3**

- Respect
- Ownership
- Choices that are right
- Kindness
- Safety

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NAME of TEACHER / PRESENTER



DATE

Becker Intermediate School

# 4th Grade Rocks

## FOURTH GRADE ROCKS

THIS ACKNOWLEDGES THAT

HAS BEEN RECOGNIZED FOR SHOWING

Grade

Respect  
Ownership  
Choices that are right  
Kindness  
Safety

4



NAME of TEACHER / PRESENTER

DATE

Becker Intermediate School

# 5th Grade Rocks

**FIFTH GRADE  
ROCKS**  
THIS ACKNOWLEDGES THAT


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HAS BEEN RECOGNIZED FOR SHOWING

**Grade** **5**

- Respect
- Ownership
- Choices that are right
- Kindness
- Safety

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NAME of TEACHER / PRESENTER  DATE

Becker Intermediate School

# Intermediate Rocks - School Recognition

Every week teachers empty the contents of their classroom buckets into a grade level bucket in the office.


At the end of each month, four (4) students tickets per grade level are randomly drawn by the administration.

These students are then recognized monthly during our Wednesday morning TEAM ROCK assembly as our INTERMEDIATE ROCKS recipients.

# Intermediate Rocks



# Intermediate Rocks

**R**  **O**

**INTERMEDIATE ROCKS**

THIS ACKNOWLEDGES THAT

\_\_\_\_\_

HAS BEEN RECOGNIZED FOR SHOWING

**Respect**  
**Ownership**  
**Choices that are right**  
**Kindness**  
**Safety**

**C** **S**

**K** \_\_\_\_\_

**Mr. Boyer**  
Mr. Boyer, Intermediate Principal

DATE

Becker Intermediate School

Thank You and Remember!



Date: October 31, 2019  
To: School Board  
From: Jeremy Schmidt  
RE: Meeting Notes, November 4, 2019

- 1D. Nathaniel Boyer from the Intermediate School will present to the board
  - I. Taylor Larson will be serving as the student representative on the school board this year. Welcome!
  - II. The website is live with information related to our upcoming operating levy renewal. There were public presentations on Monday, October 21<sup>st</sup> and Tuesday, October 29<sup>th</sup> at 6:00. Information has been shared with the newspaper, mailings went out to taxpayers, and were updated on the district website and school social media accounts. Voting takes place at Becker City Hall from 7:00 am-8:00 pm on November 5<sup>th</sup>. Absentee voting has closed on November 4<sup>th</sup>.
  - III. There is a school board meeting on November 12<sup>th</sup> at 5:30 pm to canvass the election votes.
  - IV. All School Board members are registered for the MSBA Conference Thursday, January 16<sup>th</sup> and Friday, January 17<sup>th</sup>. The theme this year is "Learning from the past; Leading into the future". This is an excellent professional development opportunity and I encourage board members to attend. We have signed up all board members who indicated they would like to attend. If you cannot attend, please notify me by Friday, December 6<sup>th</sup> so that we can cancel your room at no charge to the district. Also, we have submitted a School of Excellence presentation application for our B3: Build Better Bulldogs leadership program. We are waiting to hear back from MSBA.
  - V. Veteran's Day programs will be conducted in our schools on November 11<sup>th</sup>. The high school program will be at 8:30 a.m. middle school is at 9:30 a.m. in the PAC. The HS Robotics Team will provide a breakfast for Veterans before the program. Thanks to Becker Lions for their support. Thanks to the Becker American Legion Color Guard for presenting the colors. The intermediate school and primary school will also have their own programs.

#### Consent Agenda

- D. I recommend approving the personnel items as presented.
  - E. Policy 706 Acceptance of Gifts permits the school board to accept donations or gifts under the terms of the policy. I recommend accepting the gifts as presented.
  - F. I recommend approving the resolution to select Becker City Hall as our combined polling location for any special elections in 2020.
  - G. I recommend approving the Digital Learning Day Plan as presented.
4. I recommend the adoption of policies: 414 Mandated Reporting of Child Neglect and; 524 Internet Use.
  5. Proposed superintendent goals for the 2019-20 school year are attached. The format follows the goal-based Superintendent Evaluation Process developed by MSBA and MASA. The goals reflect school district goals and initiatives. I recommend school board approval of them.

# Board & Administrator

## FOR SCHOOL BOARD MEMBERS

November 2019 Vol. 33, No. 7

Editor: Jeff Stratton

## The board has 4 key responsibilities

While the definition of a board as policy-maker is certainly correct, and makes a very important point, it tells you little about what you actually do as a board member. Within your policy-making role, there are four specific areas of responsibility that you will oversee. They are:

**1. The board hires, supervises, evaluates, and, if necessary, fires the superintendent.**

The board's first responsibility, and some say most important one, is to hire a competent administrator to run the district by managing all aspects of its day-to-day affairs. The superintendent works for the board of education, while all other district employees work for the superintendent.

By hiring a superintendent, you are adding a competent education professional to your board team.

Most board members have little inclination, not to mention the time necessary, to manage the day-to-day business of the district. By hiring, and then supporting a professional who keeps things running smoothly, you ensure that the district is well managed, and in a position to fulfill its mission.

**2. The board is responsible for the school district's future.** Because the board delegates the management of the district to the superintendent, it frees itself up for giving the district a strategic direction that ensures its future is a healthy one.

Strategic, long-range planning is a key board responsibility.

Social, regulatory, and economic changes mean

that boards must anticipate and plan for what the future will bring.

Once the board approves a strategic plan for the district, it should monitor the progress the superintendent makes toward meeting the plan's goals and objectives. Short-term operational planning is necessary to achieve your plan, and this is the administrator's responsibility.

**3. The board monitors and evaluates.** A board cannot watch every detail and every activity that takes place in the school district, nor should it. That's called micromanagement and is interfering with the superintendent's responsibility.

But a board must monitor and evaluate bottom-line results.

You should monitor the district's performance in two key areas: financial health and progress toward the board's strategic, long-range educational plan for the district.

**4. The board serves as an advocate.** Because you are an elected official, you are in a unique position to advocate for your school system.

You're not being paid for your service, and you have a higher motive: service to the community at large. This gives you instant credibility, which is the key to any advocate's success.

As an advocate, you might lobby local, state, and federal lawmakers, or communicate your district's goals to constituents and the community.

Hiring a superintendent, planning, monitoring, and advocating are the four primary responsibilities of the board. ■

## Your superintendent has 5 key responsibilities

Your board hired the superintendent to oversee the district's daily operations. There's a lot that goes into this, so here's a more complete listing of the duties that make up the superintendent's job description:

**1. Managing staff and making personnel decisions.** Any decision affecting payroll, hiring, firing, evaluating, or promoting employees is the domain of the superintendent. After all, this is what you hired her to handle.

**2. Making day-to-day operating decisions.** You could say that this is the natural complement to the board member's job. Why? Because the board makes policy and the superintendent carries it out in the hundreds of day-to-day decisions that must be made in the school district. This can include anything from delegating to employees to work on the district's long-range goals to deciding whom to call to fix the heating system in a building to making spending decisions within the budget.

**3. Completing short-term objectives based on the board's long-range plan.** This is where close partnership and teamwork between the board and superintendent bear fruit. The superintendent is responsible for completing yearly objectives based on the district's three- to five-year plan's goals and is evaluated annually on how successfully he accomplishes this task. He is also responsible for giving the board regular progress reports on objectives.

**4. Working with the board to better the district.** Your superintendent is a professional whose expertise and experience are invaluable assets to the board. He will often serve as an in-house expert who analyzes, summarizes, and recommends action on complex issues. Be sure to include the superintendent in all board business.

**5. Developing a budget and spending within it.** The superintendent and his staff will submit a proposed budget to the board for approval. Board members should study it, ask questions in needed, before voting to approve it. ■

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## Case studies reinforce board's proper role

A Mississippi board heads off potential role confusion through the use of "cases studies."

During special "problem-solving" sessions, board members focus on cases studies from other districts that show what is and isn't appropriate board behavior.

"The board divides into three groups with each reviewing a different cases study," says a board member. "The groups decide what actions, if any,

the board needs to take in each case. They report back to the board on their decisions."

One case study involved a strained board-superintendent relationship caused by a board member who attempted to override the superintendent on a personnel matter. The group studying the case reported back to the board that the administrator alone has the authority to manage personnel. ■

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## Public censure is last step in discipline of a board member

Board members whose behavior is egregious have a lot to lose. They are subject to public censure by the full board (and the attendant embarrassment), using a process that starts with a meeting with the president of the board. Remember:

- Public censure requires a vote by the full board.
- The vote should be made in closed session.

- After the closed session, a statement should be made in public session to censure the offending board member.

*Editor's note: Censure should be the last step in the progressive discipline of a board member. Before censure, the board member should first meet with the board president to discuss how the member's conduct is harming the perception of the school board.* ■



Aho, Matt	New	Co-Head Wrestling Coach	HS	Season	BEA - Schedule C	n/a	11/18/19	\$4,971 Season
Battin, Jessica	Resignation	Server	IS	2 Hours, 30 Minutes Per Day	NonUnion	n/a	10/7/19	n/a
Battin, Jessica	New Assignment Change	Freeplay Supervisor	IS	3 Hours Per day	MultiUnit	Sandra Jundt	10/8/2019	\$16.41 Per Hour
Bernstrom, Patrick	New	Field House Supervisor	Field House	Varies	n/a	Mason Seeley	10/21/19	\$12.00 Per Hour
Berthiaume, Kelsey	Assignment Change	Paraprofessional	IS	6.5 Hours Per Day	MultiUnit	n/a	9/13/19	Use Current Wage
Bondhus, Melissa	New	Spanish Teacher	HS	.50 FTE	BEA	Melissa Baker	8/26/19	BA / Step 1 @ .5: \$20,380
Handeland, Kim	Assignment Change	Paraprofessional	IS	5 Hours Per Day	MultiUnit	Hannah McBride	10/7/19	Use Current Wage
Handeland, Kim	Assignment Change	Administrative Assistant	IS	1.25 Hours Per Day	MultiUnit	Hannah McBride	10/7/19	\$16.41 Per Hour
Handeland, Kim	Resignation	Paraprofessional	SR	3.25 Hours Per Day	MultiUnit	n/a	10/4/2019	n/a
Handeland, Kim	New	Paraprofessional	SR	3.25 Hours Per Day	MultiUnit	Kelsey Berthiaume	9/23/19 - 10/4/19	Use Current Wage
Handeland, Kim	Resignation	Freeplay Supervisor	IS	3 Hours Per Day	MultiUnit	n/a	9/20/2019	n/a
Hed, Brody	Resignation	Freeplay Supervisor	IS	3.25 Hours Per Day	MultiUnit	n/a	10/4/2019	n/a
Hed, Brody	Assignment Change	Paraprofessional	IS	6.5 Hours Per Day	MultiUnit	n/a	10/7/2019	Use Current Wage
Herrman, Karissa	New	Softball Coach	MS	Season	BEA - Schedule C	Brianna Totzke	3/30/2020	\$2,240 Per Season
Jarvi, Curt	New	Van Driver	Bus Garage	2 Routes Per Day	Transportation	Harry Wells	9/16/2019	\$15.40 Per Hour

Johnson, Amy	New	Server	IS	2.5 Hours Per Day	NonUnion	Jessica Battin	10/14/2019	\$13.75 Per Hour
Johnson, Lisa	Resignation	Server	PS	2 Hours, 40 Minutes Per Day	NonUnion	n/a	9/26/2019	n/a
Jundt, Sandra	Resignation	Freeplay Supervisor	IS	3 Hours Per Day	MultiUnit	n/a	9/23/19	n/a
Keller, Desiree	Resignation	Van Paraprofessional, AM	Bus Garage	2 Hours Per Day	NonUnion	n/a	10/15/2019	n/a
Kragerud, Randy	New	9th Grade Boys Basketball Coach	HS	Season	BEA - Schedule C	Marcus McGlothlan	11/11/19	\$3,708 Season
Laurence, Nathan	Additional Assignment	Freeplay Supervisor	IS	2 Hours, 25 Minutes Per Day	MultiUnit	Kim Handeland	9/23/2019	Use Current Wage
McBride, Hannah	Assignment Change	Administrative Assistant	IS	8 Hours Per Day	MultiUnit	Heidi Severson	10/2/19	Use Current Wage
Parrish, Stefani	End of Assignment	Server	HS	2 Hours, 25 Minutes Per Day	NonUnion	n/a	End of 18-19 School Year	n/a
Peterson, Kelly	Additional Assignment	Van Paraprofessional, PM	Bus Garage	1 Hour Per Day	MultiUnit	n/a	9/9/2019	\$16.41 Per Hour
Pursley, Eileen	Resignation	Paraprofessional	HS	7.5 Hours Per Day	MultiUnit	n/a	10/25/2019	n/a
Scheideman, Brent	New	9th Grade Football Coach	HS	Season	BEA - Schedule C	Paul Schmidt	2019-20 Season	\$2,971 per Season
Severson, Heidi	Resignation	Administrative Assistan	IS	8 Hours Per Day	MultiUnit	n/a	10/1/19	n/a
Smith, Michael	New	Assistant Principal	IS	1 FTE	Administrator	Joey Waters	9/26/19	\$103,724 Pro-Rated
Spear, Jessica	Additional Assignment	Safety Patrol	IS	1 Hour Per Day	MultiUnit	Kirsten Doucette	9/3/19	Use Current Wage
Spencer, Jennifer	New	Paraprofessional, Temporary	PS	6.5 Hours Per Day	NonUnion	n/a	9/16/19	\$14.00 Per Hour

St. Pierre, Charles	New	Custodian	HS	4 Hours Per Day	MultiUnit	Natalie Verwey	10/14/19	\$16.41 Per Hour
St. Pierre, Erika	New	Server	IS	2.5 Hours Per Day	NonUnion	Stephanie Parrish	9/16/19	\$13.75 Per Hour
Starry, Joni	Increase in Hours	Paraprofessional, Media	IS	1 Hour	MultiUnit	n/a	9/3/2019	Use Current Wage
Tschida, Riley	New	School Nurse	PS	7 Hours Per Day	MultiUnit	Mary Weaver	9/11/19	\$17.38 Per Hour
VanVoorhis, JoDee	New (Increase in Hours)	Paraprofessional	MS	7 Hours Per Day (was 6.5)	MultiUnit	n/a	10/14/2019	Use Current Wage
Verwey, Natalie	Resignation	Custodian	HS	4 Hours Per Day	MultiUnit	n/a	9/18/2019	n/a
Villeneuve, Shari	New	Paraprofessional	ECSE	3.75 Hours Per Day x 3 Days Per Week	NonUnion	Kelsey Berthiaume	9/25/2019	\$13.75 Per Hour
Zimmer, Jeff	New	Co-Head Wrestling Coach	HS	Season	BEA - Schedule C	n/a	11/18/2019	\$4,971 Season

**GIFTS**

Donor Name	Description of Gift	Purpose of Gift
Dylan's Hope Foundation	\$25,000.00	Mental Health Programs

**MSHSL FOUNDATION RESOLUTION, as presented**

**MSHSL APPLICATION FOR COOPERATIVE SPONSORSHIP, as presented**

Motion by Mark Swanson, seconded by Lori Molus, to **Approve the 19-20 Fundraisers**, as presented. Motion carried unanimously.

Motion by Mark Swanson, seconded by Jason Kindred, to **Approve the Following Policy Recommendation**:

**223 Revised Strategic Goals**

Motion carried unanimously.

A **First Reading** was held on the following policies:

- 414 Revised Mandated Reporting**
- 524 Revised Internet Acceptable Use and Safety**

A **Second Reading** will be held at the November school board meeting.

Superintendent Schmidt **Reviewed his Proposed 2019-20 goals**. A timeline for achieving the goals will be added and brought back to the school board next month for approval.

The meeting was **adjourned** at 7:32 p.m.

\_\_\_\_\_  
Connie Robinson, Vice Chair

\_\_\_\_\_  
Mark Swanson, Clerk

Recorder: Angela Oswald

**BECKER PUBLIC SCHOOLS  
MONTHLY FINANCIAL REPORT  
October 2019**

**EXPENDITURES**

<b>Fund</b>	<b>2019-20 Budget</b>	<b>October 2019</b>	<b>2019-20 Year-to-Date</b>	<b>Remaining Budget</b>	<b>% Spent</b>
General	34,110,854	2,895,034	7,806,134	26,304,720	22.88%
Food Service	1,474,468	154,385	253,785	1,220,683	17.21%
Community Service	1,400,466	129,073	394,270	1,006,196	28.15%
Debt Service	3,428,903	-	342,751	3,086,152	10.00%
	<b>\$ 40,414,691</b>	<b>\$ 3,178,492</b>	<b>\$ 8,796,940</b>	<b>\$ 31,617,751</b>	<b>21.77%</b>

**November 2019 Personnel**

**I recommend approving the personnel items as presented (sorted by last name):**

<b>Name</b>	<b>Status</b>	<b>Job Title</b>	<b>Location</b>	<b>Hrs Per Day/FTE</b>	<b>Group</b>	<b>Replacing</b>	<b>Effective</b>	<b>Wage</b>
Babler, Jillian	New	Transportation Paraprofessional	Bus Garage	2	n/a	Desiree Keller	10/21/19	\$13.75 Per Hour
Bass, Gerry	New	Girls Basketball Coach	MS	Season	BEA - Schedule C	Scott Brake	10/28/19	\$2,240 Per Season
Battin, Jessica	Resignation	Freeplay Supervisor	IS	3	MultiUnit	n/a	11/13/19	n/a
Berthiaume, Kelsey	Resignation	Paraprofessional	SR/EC	27.5 Hours Per Week	MultiUnit	n/a	9/12/19	n/a
Goenner, Breann	Change in Assignment	Special Education Paraprofessional	PS	6.5 Hours Per Day	MultiUnit	n/a	10/28/19	Use Current Wage
McBride, Hannah	Resignation	Paraprofessional	IS	5 Hours Per Day	MultiUnit	n/a	10/1/19	n/a
Pishney, Jessica	Additional Assignment	Freeplay Supervisor	IS	3 Hours Per Day	MultiUnit	Rachel Wright	10/21/19	\$16.41 Per Hour
Sommerdorf, DeWayne	Change in Assignment	Special Education Paraprofessional	HS	7 Hours Per Day	MultiUnit	Eileen Pursley	10/28/19	Use Current Wage
Valento, Nicole	Resignation	Asst. Gymnastics Coach	MS	Season	BEA - Schedule C	n/a	10/14/19	n/a
Villeneuve, Shari	New	School Readiness Paraprofessional	PS	3.25 Hours Per Day	MultiUnit	Kim Handeland	10/15/19	\$16.41 Per Hour
Wilhelm, Amanda	Change in Assignment	Special Education Paraprofessional	MS	6.5 Hours Per Day	MultiUnit	JoDee Vanvoorhis	10/28/19	Use Current Wage
Wright, Rachel	Resignation	Freeplay Supervisor	IS	3 Hours Per day	MultiUnit	n/a	10/18/19	n/a

November 1, 2019

Policy 706 Acceptance of Gifts permits the school board to accept donations or gifts under the terms of the policy. I recommend accepting the gifts as described below.

Donor Name	Description of Gift	Purpose of Gift
Becker Lions Club	\$4,000.00	Pay Outstanding Lunch Balances
Eagle Electric Service, Inc.	\$500.00	Archery Team
Township of Palmer / Palmer Days	\$100.00	Archery Team
Veterans of Foreign Wars / East Side Post 4847	\$500.00	Archery Team

RESOLUTION ESTABLISHING COMBINED POLLING PLACES  
FOR MULTIPLE PRECINCTS AND  
DESIGNATING HOURS DURING WHICH THE POLLING  
PLACES WILL REMAIN OPEN FOR VOTING  
FOR SCHOOL DISTRICT ELECTIONS NOT HELD  
ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No.726, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated for use as a polling place by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election in the calendar year following the adoption of this resolution:

Combined Polling Place:

Becker City Hall, 12060 Sherburne Avenue, Becker, MN 55308

This combined polling place serves all territory in Independent School District No.726 located in Sherburne County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

*Becker Public Schools: Digital Learning Day Plan*

School	IS and PS (School Readiness/Small Wonders & K -5)	MS (6-8)	HS (9-12)
<b>Students</b>	<p><b>Students will:</b></p> <ul style="list-style-type: none"> <li>Complete flexible learning activities and assignments.</li> </ul>	<p><b>Students will:</b></p> <ul style="list-style-type: none"> <li>Access their courses in Google Classroom at 9:30 am.</li> <li>Complete flexible learning activities and assignments.</li> <li>Communicate with teachers via email or other appropriate digital media.</li> <li>Meet attendance requirements per teacher instructions.</li> <li>Students who have been reported as absent by their parent will follow the school's make-up policy to complete the work missed.</li> </ul> <p><b>In advance, students will:</b></p> <ul style="list-style-type: none"> <li>Be able to access their courses in Google Classroom.</li> </ul>	<p><b>Students will:</b></p> <ul style="list-style-type: none"> <li>Access their courses in Google Classroom at 9:30 am.</li> <li>Complete flexible learning activities and assignments.</li> <li>Communicate with teachers via email or other appropriate digital media.</li> <li>Meet attendance requirements per teacher instructions.</li> <li>Students who have been reported as absent by their parent will follow the school's make-up policy to complete the work missed.</li> </ul> <p><b>In advance, students will:</b></p> <ul style="list-style-type: none"> <li>Be able to access their courses in Google Classroom.</li> </ul>
<b>Teachers</b>	<p><b>Teachers will:</b></p> <ul style="list-style-type: none"> <li>Post assignments by 9:00 am.</li> <li>Be available digitally for questions and support.</li> <li>Take attendance.</li> </ul>	<p><b>Teachers will:</b></p> <ul style="list-style-type: none"> <li>Post assignments in Google Classroom by 9:00 am.</li> <li>Be available via Google Classroom or email for questions and support.</li> <li>Take attendance.</li> </ul>	<p><b>Teachers will:</b></p> <ul style="list-style-type: none"> <li>Post assignments in Google Classroom by 9:00 am.</li> <li>Be available via Google Classroom or email for questions and support.</li> <li>Take attendance.</li> </ul>
<b>Parents</b>	<p><b>Parents will:</b></p> <ul style="list-style-type: none"> <li>Monitor and support student progress in accessing and completing activities and assignments, as appropriate.</li> <li>Communicate questions for teachers via email, phone, or other appropriate digital means.</li> <li>Report students as absent if they are unable to complete the activities and assignments.</li> </ul>	<p><b>Parents will:</b></p> <ul style="list-style-type: none"> <li>Monitor and support student progress in accessing and completing activities and assignments, as appropriate.</li> <li>Communicate questions for teachers via email, phone, or other appropriate digital means.</li> <li>Report students as absent if they are unable to complete the activities and assignments.</li> </ul>	<p><b>Parents will:</b></p> <ul style="list-style-type: none"> <li>Monitor and support student progress in accessing and completing activities and assignments, as appropriate.</li> <li>Communicate questions for teachers via email, phone, or other appropriate digital means.</li> <li>Report students as absent if they are unable to complete the activities and assignments.</li> </ul>
<b>Communication</b>	<p><b>Communication regarding the Flexible Learning Day plan will:</b></p> <ul style="list-style-type: none"> <li>Be sent via district emergency closure SkyLert messages on the day of the Digital Learning Day.</li> <li>Utilize Google Classroom, SeeSaw, and email.</li> </ul>		

*Thank you to superintendents, principals, and staff who shared their experiences and agreed to let us use parts of their plans which include Belle Plaine Public Schools, Stewartville Public Schools, Farmington Public Schools, Kingsland Public Schools, and Rushford-Peterson Public Schools.*

*Adopted: May 3, 2004*

*Revised: July 3, 2017*

#### **414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

##### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

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

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

##### **III. DEFINITIONS**

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to

believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
  3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
  4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
  5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
  6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);
  7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
  8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease

where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a

violation under Minn. Stat. § 121A.58.

- H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a **current or recent** position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, **solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children**. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect

a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.

- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

## V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

## **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

## **VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:*** Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

*Adopted:* June 21, 2004

*Revised:* September 11, 2017

## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

### **I. PURPOSE**

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

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

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

### **III. LIMITED EDUCATIONAL PURPOSE**

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

### **IV. USE OF THE SYSTEM AS A PRIVILEGE**

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

expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

## **V. UNACCEPTABLE USES**

- A. The following uses of the school district system, devices, and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    - d. information or materials that could cause damage or danger of disruption to the educational process;
    - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not

use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
    - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as ~~“MySpace” and “Facebook,”~~ “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.
  7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Policy 514 Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such

violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

- A. With respect to any of its computers or devices with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted

sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
  - D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
  - E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

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

## **VII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of a child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be

subject to review, disclosure or discovery under Minn Stat Ch. 13 (Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

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

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
2. Disclaimers limiting the school district's liability relative to:
  - a. Information stored on school district diskettes, hard drives, or servers.
  - b. Information retrieved through school district computers, networks, or online resources.
  - c. Personal property used to access school district computers, networks, or online resources.
  - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT**

## **INTERNET USE**

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

## **XIII. IMPLEMENTATION; POLICY REVIEW**

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

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
47 U.S.C. § 254 (Children's Internet Protection Act of 2000)

(CIPA))  
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
 Minn. Stat. § 121A.031 (School Student Bullying Policy)  
 Minn. Stat. § 125B.15 (Internet Access for Students)  
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Kowalski v. Berkeley County Sch.*, 652 F.3d ~~656~~ 565 (4<sup>th</sup> Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)  
~~*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)~~

**Cross References:** Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 Policy 406 (Public and Private Personnel Data)  
 Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
 Policy 506 (Student Discipline)  
 Policy 514 (Bullying Prohibition Policy)  
 Policy 515 (Protection and Privacy of Pupil Records)  
 Policy 519 (Interviews of Students by Outside Agencies)  
 Policy 521 (Student Disability Nondiscrimination)  
 Policy 522 (Student Sex Nondiscrimination)  
 Policy 603 (Curriculum Development)  
 Policy 604 (Instructional Curriculum)  
 Policy 606 (Textbooks and Instructional Materials)  
 Policy 806 (Crisis Management Policy)  
 Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

## Superintendent Goals 2019-2020

	Pertinent MN Rule 3512.0510	Measurable Progress Indicator 1	Measurable Progress Indicator 2	Measurable Progress Indicator 3	Timeline for Achieving the Goal
School District-Goal One: Goal: Grades 1, 8, 10 and 11 will increase achievement by a positive Z Score in reading and math comparing the actual to expected growth as determined by testing in the Fall of 2019 for NWEA to the Spring of 2020 and Spring of 2019 to Spring of 2020 for MCA.	Instructional management for the success of all learners: describing and applying research and best practices on integrating curriculum and resources to help all learners achieve at high levels.	Grades 1,2, 4-8, 10 and 11 will increase achievement by a positive Z Score in reading and math comparing the actual to expected growth as determined by testing in the Fall of 2019 to the Spring of 2020 for NWEA and the Spring of 2019 to Spring of 2020 for MCA.			June 1, 2020 Data will be available in August 2020
School District-Goal Two: Develop a long-term facilities plan, which considers student enrollment projections and bond debt levies.	B. Organizational management by: (6). Demonstrating an understanding of facilities development, planning, and management;	The superintendent and/or appropriate staff will report the programs and/or systems, which have been developed throughout the district.			June 30, 2020
Goal Three: Develop a communication plan that outlines and identifies promotional opportunities for Becker School District.	F. Communication by: (1) formulating and carrying out plans for internal and external communications. (8) communicating appropriately, speaking, listening, and writing, for different audiences such as students, teachers, parents, community, and other stakeholders; and (9) understanding and utilizing appropriate communication technology. G. Community relations by: (1) articulating organizational purpose and priorities to the community and media; (7) promoting a positive image of schools and the school district;	Opportunities for interaction with students, support staff, teachers, and administrators within the school buildings, in addition important school district stakeholder groups including, but not limited to, parents, taxpayers, community leaders. At least 4 mediums will be utilized to communicate with these groups. Identification of stakeholder groups and available mediums will be available by January 15, 2020	Identify the opportunities for engagement with the core groups listed and determine the "reach" of each medium. A survey will be developed and shared with identified stakeholder groups by March 15, 2020	Increased opportunities with staff to provide community relations through enhanced and increased communication via the three largest opportunities for connecting with those associated with the school. Create an action plan for school district communication with stakeholders based on the response from surveys by June 1, 2020.	June 30, 2020