

**BRECKENRIDGE SCHOOL BOARD MEETING  
INDEPENDENT SCHOOL DISTRICT #846  
TUESDAY, AUGUST 18, 2020  
REGULAR MEETING - 7:00 AM  
ELECTRONIC VIRTUAL SETTING  
810 BEEDE AVENUE  
BRECKENRIDGE, MN 56520**

**AGENDA**

1. **In accordance with Minnesota Statutes 13D.021, members of the public are not permitted to attend this meeting due to the current health pandemic. Persons may monitor this meeting from a remote location by conference call - Phone 1-919-525-2178 PIN: 350 526 640#**
2. **Call the Meeting to Order**
  - A. Pledge of Allegiance
3. **Approval of Agenda**
4. **Public Input**
  - A. Public comment for school board meetings may be submitted to [affieldc@breckenridge.k12.mn.us](mailto:affieldc@breckenridge.k12.mn.us) by 2:00 p.m. the day before the meeting
5. **Approval of Consent Agenda**
  - A. Minutes
  - B. Financials
    1. Financial Report & Bills
    2. Contingent Account
  - C. Hire
    1. Kandi Tetzloff, K-3 Literacy Tutor (MN Reading Corps)
  - D. Resignations
    1. Isabella Peterson, Para-Educator
    2. Mindi Bruce, Para-Educator
    3. Kristie Williams, ECFE Parent Educator
    4. Diane Christensen, Food Service Aide
6. **Communications**
  - A. Superintendent
  - B. Business Manager
  - C. Elementary Principal
  - D. High School Principal
  - E. Committee Reports
7. **Old Business**
  - A. Adopt Policies - 601, 602, 603, 604, 606, 607, 611, 612.1
  - B. Dairy Bids

- C. Fuel Bids
- D. Bread Contract

8. **New Business**

- A. Resolution Accepting Donations
- B. Name District Incident Command Coordinator
- C. Election Resolution
- D. High School Student Handbook
- E. Elementary Student Handbook
- F. Breckenridge Virtual Academy Update
- G. Permanent Daily Substitute
- H. Memorandum of Understanding
  - I. FAQ-Leave Related to COVID-19
  - J. Adopt Policy 808
- K. Policies First Reading - 422, 496, 522, 523

9. **Adjournment**

**The Regular Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Tuesday, July 21, 2020, at 7:00 AM via an electronic virtual setting.**

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

**Members Present:** Arnhalt, Ernst, Hasbargen, B. Johnson, E. Johnson, Mikkelson, Neppl (7:10AM) and Superintendent Cordes

Chairperson E. Johnson called the regular meeting to order virtually at 7:00 AM with the Pledge of Allegiance recited.

Superintendent Cordes reported on the \$2,500 grant that has been received from Bayer Fund's America's Farmers Grow Communities (formerly Monsanto) and thanked David Hasbargen who nominated the preschool program. She also recognized Arly Ohm for being named Honorable Mention as a valley's Best Teacher in the Daily News Best of the Valley publication.

**Motion** by Arnhalt to approve the agenda as presented. Ernst seconded the motion. Roll call vote – unanimous – 6-0

**CONSENT AGENDA:**

**Motion** by Mikkelson, seconded by Ernst to approve the consent agenda. Roll call vote 7-0

Previous month's minutes – June 16, 2020

Financial reports as presented including:

Checks #123761 - #123853 in the amount of \$395,375.76

Wire disbursements of \$325,913.84 (6/15/20 through 7/15/20)

Hires: Marijo Bjorlin, Special Ed Teacher; Christa Heisler, Special Ed Teacher; Kayla Mark, Administrative Assistant

Leave of Absence: Heather Robertsdahl, Special Ed Teacher

**COMMUNICATIONS:**

Superintendent – Diane Cordes – reported

♦ ag position still open ♦ COVID – safety & PPE equipment added costs to district – working with county for CARES dollars

Business Manager – Neil Kusler – reported

♦ \$10,600 unemployment insurance bill

High School Principal – Craig Peterson – reported

♦ speed & strength protocol for student safety has been very efficient ♦ cancelled 2020 prom – invited 2020 seniors back for 2021 prom ♦ cancelled 2020 graduation reception originally scheduled for July 2020

Elementary Principal – Corinna Erickson – reported

♦ summer school for grades K-2 using CARES Act dollars for 12 days of school in August ♦ student handbook work in progress

Activities Committee – reported

♦ review and work through boys basketball program process ♦ St. Mary's students will be able to participate in hockey, gymnastics and swimming through a separate coop agreement directly with Wahpeton ♦ coaches/co-curricular advisors compensation

**OLD BUSINESS:**

**Motion** by Arnhalt to adopt Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases; Policy 421 Gifts to Employees and School Board Members; Policy 422 Policies Incorporated by Reference; Policy 424 License Status; Policy 425 Staff Development; Policy 510 School Activities; Policy 513 Student Promotion, Retention, and Program Design; Policy 524 Internet Acceptable Use and Safety Policy; Policy 533 Wellness Policy. B. Johnson seconded the motion. 7-0

Second reading was held for Policy 601 School District Curriculum and Instruction; Policy 602 Organization of School Calendar and School Day; Policy 603 Curriculum Development; Policy 604 Instructional Curriculum; Policy 606 Textbooks and Instructional Materials; Policy 607 Organization of Grade Levels; Policy 611 Home Schooling; Policy 612.1 Development of Parent and Family Engagement Policies for Title I Programs. Policies are available for public review in the District Office.

**NEW BUSINESS:**

**Motion** by Mikkelson to adopt the RESOLUTION ACCEPTING DONATIONS for the following:

*June donations received:* \$1,552.50 – \$500.00 Headway Marketing-Smith Motors (twin town baseball); \$282.50 Bethel Lutheran (angel funds); \$250.00 Jordan Christensen (teambuildr); \$250.00 Clayton Ernst (teambuildr); \$100.00 Cowgirl Volleyball (teambuildr); \$170.00 Gate City Bank

B. Johnson seconded the motion. Roll call vote 7-0 (copy on file)

**Motion** by Ernst to approve the Long-Term Facilities Maintenance Resolution which consists of the LTFM Ten-Year Revenue Projection, Ten-Year Expenditure Application and Statement of Assurances as well as submission of the plan to the Minnesota Department of Education. Arnhalt seconded the motion. 7-0 (copy on file)

**Motion** by Neppel, seconded by Arnhalt to approve the 2020/2021 Fee Schedule. Roll call vote 7-0 (copy on file)

**Motion** by Ernst, seconded by B. Johnson to advertise for dairy product bids and fuel (gas and diesel) bids for 2020/2021. Roll call vote 7-0

**Motion** by Mikkelson, seconded by Hasbargen to renew membership in the Minnesota State High School League for the 2020/2021 school year. Roll call vote 7-0

**Motion** by Arnhalt to approve the principal contract settlement for 2020/2021. B. Johnson seconded the motion. Roll call vote 7-0

B. Johnson left the meeting at 8:01AM.

Superintendent Cordes provided an update on the work being done on our District reopening plan. Planning includes frameworks for three scenarios including in-person classroom learning, distance learning, and a hybrid combination of in-person and distance learning. There are ten sub-committees made up of board members, administration, staff and community members. Guidance will coming out from the governor the week of July 27 regarding school districts reopening and which opening model will be utilized.

The board retreat will be scheduled for Wednesday, August 5 @ 8:00 AM in person in the elementary library with social distancing and requiring masks to be worn.

**Motion** by Arnhalt, seconded by Ernst to adjourn at 8:48 AM. 6-0

Next regular meeting date Tuesday, August 18, 2020 at 7:00 AM.

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Chair

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Clerk

**The Board Retreat of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota was held Wednesday, August 5, 2020, at 8:00 AM in the Elementary School, media center.**

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

**Members Present:** Ernst, E. Johnson, Mikkelson, Neppl and Superintendent Cordes, and virtually Arnhalt, Hasbargen, and B. Johnson

**Also present:** Corinna Erickson, Craig Peterson, Miriam Tobola, Neil Kusler, Cathy Affield, Chad Fredericksen, Arly Ohm

The board retreat was called to order by Chairperson E. Johnson at 8:00 AM with the Pledge of Allegiance recited.

**Motion** by Mikkelson, seconded by Arnhalt to approve the agenda as presented. Roll call vote – unanimous – 7-0

Superintendent Cordes provided an overview of the agenda for the day

Jacqui Coleman, Luke Pfothhauer, and Rochelle VanDenHueval of InGensa were in attendance virtually to present a strategic planning update. Jacqui reviewed a power point presentation including:

- Situation Overview – including building deficiencies, operating levy expiring December, 2022, and the negative impact that COVID-19 has had on the strategic planning process for the district.
- A two phase approach to introduce an operating levy renewal and bond election.
- Sample timeline to inform the public on the district needs and two phase approach to address needs. Included would be a task force meeting to discuss potential strategy, review facilities assessment and operating needs with the community to get direction from community participants.

Superintendent Cordes along with the principals reviewed the Breckenridge Safe Learning Plan 2020/2021/Return to School Framework document.

- Our goal is to provide the highest quality education possible for all students in a safe and healthy learning environment.
- The school will be following the Minnesota Department of Health and the Minnesota Department of Education guidelines along with local public health for a safe and healthy return to school and make adjustments necessary due to local COVID occurrences.
- There are three scenarios for content delivery:
  - Traditional-in-person instruction
  - Hybrid-mixture of in-person and distance learning instruction
  - Distance Learning-teacher led instruction at home
- Reviewed the requirement of face coverings, physical space distancing and sanitation in a healthy school environment
- Reviewed the decision tree for people with COVID-19 symptoms

- Examined the day to day scenarios and instructional models for students in the elementary, high school and preschool
- Reviewed transportation, food service and co- and extracurricular activities
- Communication with the community and families was discussed
- Any changes to the teacher contract will need a MOU with the teacher union.

Coach Ohm and Mr. Fredericksen attended the meeting to discuss the changes needed in the boys basketball program. Coach Ohm worked with the players over the month of July and Mr. Fredericksen followed up to gather feedback from the players which he reported to the board. Mr. Fredericksen noted that due to COVID, player/coach face to face interactions were more limited. Board members expressed community concerns shared with them over the loss of confidence and trust by the players and their parents with Coach Ohm and the basketball program.

Mr. Fredericksen reported that the Minnesota State High School League has postponed the football and volleyball seasons to the spring of 2021.

Discussed was the school calendar. Following are administration recommendations to adjust the school calendar:

- Add three early dismissals for COVID-19 planning, September 23, October 14 and November 4.
- Add an additional open house for 7<sup>th</sup> grade – Tuesday, August 25/5:30-6:45pm
- Add elementary individual orientation appointments to be scheduled on Tuesday, September 8 and Wednesday, September 9

Reviewed the 2019/2020 budget. The budget deficit is estimated to be at \$100,000 down from the previously projected deficit of \$200,000. The legislature has authorized schools to transfer funds internally which would need to be requested by the school as well as approved by the board.

Succession planning for the school board members was discussed. There are four seats up for election.

Succession planning for the superintendent was also discussed.

**Motion** by Mikkelson, seconded by B. Johnson to adjourn the retreat at 3:57 PM. 7-0

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Chair

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Clerk

**The Special Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Wednesday, August 5, 2020, at 4:00 PM via an electronic virtual setting.**

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

**Members Present:** Arnhalt, Ernst, Hasbargen, B. Johnson, E. Johnson, Mikkelson, Neppl and Superintendent Cordes

Chairperson E. Johnson called the special meeting to order at 4:08 PM with the Pledge of Allegiance recited.

**Motion** by Mikkelson to approve the agenda as presented. Ernst seconded the motion. Roll call vote – unanimous – 7-0

The Breckenridge Safe Learning Plan 2020/2021/Return to School Framework was reviewed and discussed in detail at the board retreat earlier in the day.

Chairperson E. Johnson read the Resolution titled “Adoption of Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters” which has school opening under the base learning model of In-Person Learning (grades PK-12) at the start of the 2020-2021 school year based on approval from Wilkin County Public Health and Minnesota Department of Health.

**Motion** to by Neppl to approve the Breckenridge Safe Learning Plan 2020/2021/Return to School Framework and adopt the Resolution titled “Adoption of Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters”. Hasbargen seconded the motion. Roll call vote 7-0. (copies on file)

**Motion** by Arnhalt to approve the recommendations made by administration to adjust the school calendar due to COVID-19 as follows:

- Add three early dismissals for COVID-19 planning: September 23, October 14 and November 4.
- Add another open house for 7<sup>th</sup> grade – Tuesday, August 25/5:30-6:45pm
- Add elementary individual orientation appointments to be scheduled on Tuesday, September 8 and Wednesday, September 9

Mikkelson seconded the motion. Roll call vote 7-0. (copy on file)

Discussion was held at the board retreat earlier in the day in regard to the boys basketball program. **Motion** by Hasbargen to non-renew Coach Arly Ohm as Head Boys Basketball Coach, seconded by Mikkelson. Roll call vote 7-0.

**Motion** by Mikkelson, seconded by Ernst to adjourn at 4:31 PM. 7-0

Next regular meeting date Tuesday, August 18, 2020 at 7:00 AM.

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Chair

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Clerk

**Reconciliation of Ledger Balances with Bank Statement  
Independent School District NO. 846  
Breckenridge, Minnesota**

Date of Report: August 5, 2020

For the Month of July 2020

**General Ledger Balances**

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	\$151,379.88	938,333.51	1,208,329.55	(\$118,616.16)
Food Service	20,867.99	115.80	14,801.46	\$6,182.33
Comm. Serv.	119,094.40	68,489.33	23,763.20	\$163,820.53
Cap. Exp.	(165,907.88)	328,090.07	16,710.65	\$145,471.54
Debt. Redemption	384,144.18	52,630.60	124,912.50	\$311,862.28
Trust Fund	3,012.29	76.24	0.00	\$3,088.53
Student Activities	45,299.62	370.19	203.18	\$45,466.63
TOTALS:	\$557,890.48	\$1,388,105.74	\$1,388,720.54	\$557,275.68

**Bank Balances**

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Bremer	\$577,677.20	28,851.52	0.00	\$548,825.68
The 'Barn" Cash Box		.		50.00
Bank of the West (Contingent)				8,000.00
Petty Cash				400.00
TOTALS:				\$557,275.68

**Investments**

Minn. School District Liquid Asset Fund	0.11%	\$13,843.43
Minn. School District "MAX" Fund	0.20%	\$1,827,124.31
Bremer Money Market	0.17%	\$103,488.40
MSDLAF Net Interest Rate 1.90%	Matures 10/23/2020	\$244,000.00
MSDLAF Net Interest Rate 1.80%	Matures 12/21/2020	\$245,000.00
TOTALS:		\$2,433,456.14

TOTAL CASH AND INVESTMENTS:	\$2,990,731.82
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**Breckenridge Public School**  
**Receipts for the Month of July 2020**

Bank	Date	Received From	Amount	Description	Fund
LAF	7/2/2020	MSDMAX	244,000.00	Investments	General
LAF	7/2/2020	MSDMAX	5,978.00	Interest Income	General
LAF	7/2/2020	MSDMAX	150,000.00	Minn. Sch. District "max" Fund	General
LAF	7/2/2020	MSDMAX	-150,000.00		General
			249,978.00		
FAB	7/13/2020	REGION 1 - ESV	1,834.46	Internet	General
FAB	7/13/2020	ST. MARY'S CHURCH	2,206.65		General
FAB	7/13/2020	BELL BANK	40.00	Misc. Revenue	General
FAB	7/13/2020	ISD 852	8,400.00		General
FAB	7/13/2020	CROSS COUNTRY/ TRACK BOOSTERS	100.00	TEAMBUILDR	General
FAB	7/13/2020	LIONS CLUB	100.00	Easter Egg Hunt Dona	Community Service
FAB	7/13/2020	LIONS CLUB	200.00	Misc. Revenue	Community Service
FAB	7/13/2020	WRESTLING BOOSTERS	100.00	TEAMBUILDR	General
FAB	7/13/2020	Misc	40.00	Tuition from Patron	Community Service
			13,021.11		
FAB	7/15/2020	MSDMAX	150,000.00	Minn. Sch. Dist Liquid Asset	General
			150,000.00		
MAX	7/15/2020	STATE OF MINNESOTA	65,665.37	2021 GEN ED AID	General
MAX	7/15/2020	STATE OF MINNESOTA	1,189.98	2020 INDIAN ED DISTRICT	General
			66,855.35		
LAF	7/16/2020	STATE OF MINNESOTA	44,034.49	SFSP	Food Service
			44,034.49		
FAB	7/20/2020	OTTERTAIL COUNTY	0.90	County Apportionment	General
			0.90		
FAB	7/21/2020	MSDMAX	175,000.00	Minn. Sch. Dist Liquid Asset	General
			175,000.00		
FAB	7/23/2020	US DEPT OF EDUCATION	12,615.00	REAP	General
			12,615.00		
FAB	7/24/2020	COMMUNITY EDUCATION	40.00	BASEBALL	Community Service
			40.00		
FAB	7/24/2020	ISD 850	11,955.11		General
FAB	7/24/2020	Misc	500.00	Misc. Revenue	Community Service
FAB	7/24/2020	Misc	55.42	SCHOOL SPECIALTY WEB REBATE	General
			12,510.53	9	
FAB	7/24/2020	MSDMAX	226,767.51	Minn. Sch. District "max" Fund	General
FAB	7/24/2020	MSDMAX	48,232.49	Minn. Sch. District "MAX" Fund	Debt Service

**Breckenridge Public School  
Receipts for the Month of July 2020**

			275,000.00		
MAX	7/30/2020	STATE OF MINNESOTA	163,668.97	2021 GEN ED AID	General
MAX	7/30/2020	STATE OF MINNESOTA	1,198.76	2021 AG HMSTD CREDIT	Debt Service
MAX	7/30/2020	STATE OF MINNESOTA	38,511.85	2021 SCH BLDG BOND	Debt Service
MAX	7/30/2020	STATE OF MINNESOTA	1,805.89	2021 DISPARITY	Debt Service
MAX	7/30/2020	STATE OF MINNESOTA	6,715.99	2021 LTFM	Debt Service
MAX	7/30/2020	STATE OF MINNESOTA	50,092.29	2020 FINANCE 401	General
MAX	7/30/2020	STATE OF MINNESOTA	8,480.48	2020 FINANCE 414	General
MAX	7/30/2020	STATE OF MINNESOTA	11,715.96	2020 FINANCE 406	General
MAX	7/30/2020	STATE OF MINNESOTA	7,025.00	2020 FINANCE 433	General
MAX	7/30/2020	STATE OF MINNESOTA	2,921.38	2020 FINANCE 433	General
			292,136.57		
FAB	7/31/2020	COMMUNITY EDUCATION	40.00	SCHOOL READINESS	Community Service
			40.00		
FAB	7/31/2020	BAYER/ MONSANTO FUND	2,500.00	AMERICA'S FARMERS GROW	Community Service
FAB	7/31/2020	IPS REBATES	115.80	Food	Food Service
FAB	7/31/2020	Life Insurance Payment	12.00	Life & Disability Payable	General
FAB	7/31/2020	Health Insurance Payment	582.33	Group Health Payable	General
			3,210.13		
LAF	7/31/2020	MSDMAX	17.70	Interest Income	General
			17.70		
MAX	7/31/2020	MSDMAX	325.55	Interest Income	General
			325.55		
FAB	7/31/2020	MSDMAX	150,000.00	Minn. Sch. District "max" Fund	General
			150,000.00		
FAB	7/31/2020	CREDIT CARD DEPOSIT	250.00	Fees	Community Service
FAB	7/31/2020	CREDIT CARD DEPOSIT	145.00	Fees	Community Service
FAB	7/31/2020	CREDIT CARD DEPOSIT	3,800.00	Fees	Community Service
FAB	7/31/2020	CREDIT CARD DEPOSIT	15.00	Fees	Community Service
FAB	7/31/2020	CREDIT CARD DEPOSIT	-50.00	Fees	Community Service
FAB	7/31/2020	CREDIT CARD DEPOSIT	-80.00	Fees	Community Service
FAB	7/31/2020	CREDIT CARD DEPOSIT	-30.00	Fees	Community Service
			4,050.00		
BREM	7/31/2020	BREMER BANK	18.57	Interest Income	General
			18.57	10	
			1,448,853.90		

**Breckenridge Public School**  
**Receipts for the Month of July 2020**

<b>Fund Summary</b>			
	General Fund	1,300,768.63	
	Food Service Fund	44,150.29	
	Community Service Fund	7,470.00	
	Capital Fund	0.00	
	Debt Service Fund	96,464.98	
	Trust Fund	0.00	
	Student Activities Fund	0.00	

Breckenridge Public School

Payment Register

Check #	Vendor #	Vendor Name	Date	Amount	Description	Fund
	39	MN DEPT OF REVENUE (EFT)	6/15/2020	6,633.56	MN State Withholding Payable	General
		<b>MN DEPT OF REVENUE (EFT) Total</b>		6,633.56		
	599	P.E.R.A.	6/15/2020	9,200.07	PERA Payable	General
		<b>P.E.R.A. Total</b>		9,200.07		
	600	TEACHERS RETIREMENT ASSN.	6/15/2020	22,849.24	TRA Payable	General
		<b>TEACHERS RETIREMENT ASSN. Total</b>		22,849.24		
	1233	EFPTS	6/15/2020	33,622.26	FICA Payable	General
	1233	EFPTS	6/15/2020	17,938.65	Federal Withholding Payable	General
		<b>EFPTS Total</b>		51,560.91		
	1753	MN STATE RETIREMENT SYSTEM	6/15/2020	200.27	HCSP Payable	General
		<b>MN STATE RETIREMENT SYSTEM Total</b>		200.27		
	2251	FURTHER (FSA/ HSA)	6/15/2020	7,940.31	HSA Deductions	General
		<b>FURTHER (FSA/ HSA) Total</b>		7,940.31		
	2277	EDUCATORS BENEFIT ACH	6/15/2020	1,777.39	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	6/15/2020	1,110.87	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	6/15/2020	537.09	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	6/15/2020	1,150.86	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	6/15/2020	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	6/15/2020	6,912.08	Tax Shelter Payable	General
		<b>EDUCATORS BENEFIT ACH Total</b>		12,146.21		
	39	MN DEPT OF REVENUE (EFT)	6/30/2020	4,824.35	MN State Withholding Payable	General
		<b>MN DEPT OF REVENUE (EFT) Total</b>		4,824.35		
	599	P.E.R.A.	6/30/2020	4,413.61	PERA Payable	General
		<b>P.E.R.A. Total</b>		4,413.61		
	600	TEACHERS RETIREMENT ASSN.	6/30/2020	20,632.55	TRA Payable	General
		<b>TEACHERS RETIREMENT ASSN. Total</b>		20,632.55		
	1233	EFPTS	6/30/2020	24,265.44	FICA Payable	General
	1233	EFPTS	6/30/2020	13,305.44	Federal Withholding Payable	General
		<b>EFPTS Total</b>		37,570.88		
	1753	MN STATE RETIREMENT SYSTEM	6/30/2020	214.42	HCSP Payable	General
		<b>MN STATE RETIREMENT SYSTEM Total</b>		214.42		
	2251	FURTHER (FSA/ HSA)	6/30/2020	7,214.69	HSA Deductions	General
		<b>FURTHER (FSA/ HSA) Total</b>		7,214.69		
	2277	EDUCATORS BENEFIT ACH	6/30/2020	12,570.95	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	6/30/2020	1,110.87	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	6/30/2020	537.09	Tax Shelter Payable	General

Breckenridge Public School

Payment Register

	2277	EDUCATORS BENEFIT ACH	6/30/2020	833.20	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	6/30/2020	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	6/30/2020	4,636.62	Tax Shelter Payable	General
		<b>EDUCATORS BENEFIT ACH Total</b>		9,346.65		
	3459	AMERITAS LIFE INSURANCE	6/30/2020	120.48	Vision Insurance	General
	3459	AMERITAS LIFE INSURANCE	6/30/2020	187.80	Vision Insurance	General
	3459	AMERITAS LIFE INSURANCE	6/30/2020	-125.20	Vision Insurance	General
		<b>AMERITAS LIFE INSURANCE Total</b>		183.08		
	3460	SUN LIFE ASSURANCE COMPANY OF CANADA	6/30/2020	511.23	Dental Insurance	General
	3460	SUN LIFE ASSURANCE COMPANY OF CANADA	6/30/2020	-426.03	Dental Insurance	General
	3460	SUN LIFE ASSURANCE COMPANY OF CANADA	6/30/2020	351.80	Dental Insurance	General
		<b>SUN LIFE ASSURANCE COMPANY OF CANADA Total</b>		437.00		
	14	ND STATE TAX COMMISSIONER	6/30/2020	1,806.11	Nd State Withholding Payable	General
		<b>ND STATE TAX COMMISSIONER Total</b>		1,806.11		
	2267	WASTE MANAGEMENT OF ND	7/1/2020	331.10	Garbage	General
	2267	WASTE MANAGEMENT OF ND	7/1/2020	309.15	Garbage	General
	2267	WASTE MANAGEMENT OF ND	7/1/2020	96.97	Garbage	General
		<b>WASTE MANAGEMENT OF ND Total</b>		737.22		
	2274	APPLE COMPUTER, INC.	7/1/2020	10.68	Apple Music Membership	Student Activities
		<b>APPLE COMPUTER, INC. Total</b>		10.68		
	3359	WALMART STORE	7/1/2020	19.13	General Supply	General
		<b>WALMART STORE Total</b>		19.13		
	1454	702 COMMUNICATIONS	7/1/2020	30.58	Telephone	General
	1454	702 COMMUNICATIONS	7/1/2020	35.99	Telephone	General
	1454	702 COMMUNICATIONS	7/1/2020	350.67	Telephone	General
	1454	702 COMMUNICATIONS	7/1/2020	350.67	Telephone	General
		<b>702 COMMUNICATIONS Total</b>		767.91		
	2727	AMERICAN EXPRESS	7/1/2020	790.20	15TH EDIITON STUDENT DRIVER ED TEXTBOOK - S	General
	2727	AMERICAN EXPRESS	7/1/2020	94.70	SHIPPING/ HANDLING	General
	2727	AMERICAN EXPRESS	7/1/2020	525.82	General Supply	General
		<b>AMERICAN EXPRESS Total</b>		1,410.72		
	3180	ISTE	7/1/2020	20.00	Travel	General
	3180	ISTE	7/1/2020	60.00	Travel	General
		<b>ISTE Total</b>		80.00		
	1015	NASSP	7/1/2020	13 35.00	National Honor Society Supplies	Student Activities
		<b>NASSP Total</b>		35.00		
	2188	P-CARD, HARRIS BANK	7/1/2020	4.72	Supply	General

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2188	P-CARD, HARRIS BANK	7/1/2020	24.87	General Supply	Community Service
	<b>P-CARD, HARRIS BANK Total</b>		29.59		
2397	THE FORUM	7/1/2020	273.00	Online and Print Subscription #102144760 Accour	General
	<b>THE FORUM Total</b>		273.00		
1753	MN STATE RETIREMENT SYSTEM	7/6/2020	6,620.13	Health Care Savinigs Plan	General
	<b>MN STATE RETIREMENT SYSTEM Total</b>		6,620.13		
193	GREAT PLAINS NATURAL GAS	7/6/2020	58.69	Heating Fuel	General
193	GREAT PLAINS NATURAL GAS	7/6/2020	30.89	Heating Fuel	General
193	GREAT PLAINS NATURAL GAS	7/6/2020	114.84	Gas	General
193	GREAT PLAINS NATURAL GAS	7/6/2020	677.45	Heating Fuel	General
193	GREAT PLAINS NATURAL GAS	7/6/2020	404.33	Heating Fuel	General
	<b>GREAT PLAINS NATURAL GAS Total</b>		1,286.20		
2251	FURTHER (FSA/ HSA)	7/8/2020	57.02	Flexible Benefits 09/01/19-08/31/20	General
	<b>FURTHER (FSA/ HSA) Total</b>		57.02		
55	BRECKENRIDGE PUBLIC UTILITIES	7/10/2020	32.44	Electricity	General
55	BRECKENRIDGE PUBLIC UTILITIES	7/10/2020	56.33	Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	7/10/2020	110.45	Electricity	General
55	BRECKENRIDGE PUBLIC UTILITIES	7/10/2020	380.80	Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	7/10/2020	6,573.88	Electricity	General
55	BRECKENRIDGE PUBLIC UTILITIES	7/10/2020	396.10	Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	7/10/2020	5,021.44	Electricity	General
	<b>BRECKENRIDGE PUBLIC UTILITIES Total</b>		12,571.44		
1129	AMAZON.COM	7/13/2020	89.99	1000 Checks for Contingent Fund	General
	<b>AMAZON.COM Total</b>		89.99		
636	MINNESOTA UI FUND	7/13/2020	10,612.04	Reemployment Insur.	General
	<b>MINNESOTA UI FUND Total</b>		10,612.04		
3538	SCHOOL ADMINISTRATIVE SPECIALTY SERVICES	7/14/2020	11,273.33	S.A.S.S. Contract	General
	<b>SCHOOL ADMINISTRATIVE SPECIALTY SERVICES Total</b>		11,273.33		
2251	FURTHER (FSA/ HSA)	7/15/2020	1,044.69	Flexible Benefits 09/01/19-08/31/20	General
	<b>FURTHER (FSA/ HSA) Total</b>		1,044.69		
39	MN DEPT OF REVENUE (EFT)	7/15/2020	3,640.60	MN State Withholding Payable	General
39	MN DEPT OF REVENUE (EFT)	7/15/2020	1,083.74	MN State Withholding Payable	General
	<b>MN DEPT OF REVENUE (EFT) Total</b>		4,724.34		
599	P.E.R.A.	7/15/2020	3,751.91	PERA Payable	General
599	P.E.R.A.	7/15/2020	14 580.62	PERA Payable	General
	<b>P.E.R.A. Total</b>		4,332.53		
600	TEACHERS RETIREMENT ASSN.	7/15/2020	19,265.04	TRA Payable	General

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600	TEACHERS RETIREMENT ASSN.	7/15/2020	1,317.97	TRA Payable	General
	<b>TEACHERS RETIREMENT ASSN. Total</b>		20,583.01		
1233	EFPTS	7/15/2020	5,740.42	FICA Payable	General
1233	EFPTS	7/15/2020	2,945.16	Federal Withholding Payable	General
1233	EFPTS	7/15/2020	18,538.36	FICA Payable	General
1233	EFPTS	7/15/2020	10,402.28	Federal Withholding Payable	General
	<b>EFPTS Total</b>		37,626.22		
1753	MN STATE RETIREMENT SYSTEM	7/15/2020	124.99	HCSP Payable	General
	<b>MN STATE RETIREMENT SYSTEM Total</b>		124.99		
2251	FURTHER (FSA/ HSA)	7/15/2020	1,281.30	HSA Deductions	General
2251	FURTHER (FSA/ HSA)	7/15/2020	4,506.53	HSA Deductions	General
	<b>FURTHER (FSA/ HSA) Total</b>		5,787.83		
2277	EDUCATORS BENEFIT ACH	7/15/2020	1,145.95	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	7/15/2020	714.93	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	7/15/2020	537.09	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	7/15/2020	250.02	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	7/15/2020	657.92	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	7/15/2020	2,067.19	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	7/15/2020	425.00	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	7/15/2020	395.94	Tax Shelter Payable	General
2277	EDUCATORS BENEFIT ACH	7/15/2020	2,448.88	Tax Shelter Payable	General
	<b>EDUCATORS BENEFIT ACH Total</b>		8,642.92		
39	MN DEPT OF REVENUE (EFT)	7/31/2020	3,604.20	MN State Withholding Payable	General
39	MN DEPT OF REVENUE (EFT)	7/31/2020	622.61	MN State Withholding Payable	General
	<b>MN DEPT OF REVENUE (EFT) Total</b>		4,226.81		
599	P.E.R.A.	7/31/2020	580.62	PERA Payable	General
599	P.E.R.A.	7/31/2020	3,308.86	PERA Payable	General
	<b>P.E.R.A. Total</b>		3,889.48		
600	TEACHERS RETIREMENT ASSN.	7/31/2020	19,265.01	TRA Payable	General
600	TEACHERS RETIREMENT ASSN.	7/31/2020	390.75	TRA Payable	General
	<b>TEACHERS RETIREMENT ASSN. Total</b>		19,655.76		
1233	EFPTS	7/31/2020	18,427.96	FICA Payable	General
1233	EFPTS	7/31/2020	10,299.10	Federal Withholding Payable	General
1233	EFPTS	7/31/2020	4,130.54	FICA Payable	General
1233	EFPTS	7/31/2020	15,611.06	Federal Withholding Payable	General
	<b>EFPTS Total</b>		34,468.66		
1753	MN STATE RETIREMENT SYSTEM	7/31/2020	126.65	HCSP Payable	General

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		<b>MN STATE RETIREMENT SYSTEM Total</b>		126.65		
	2251	FURTHER (FSA/ HSA)	7/31/2020	4,506.53	HSA Deductions	General
	2251	FURTHER (FSA/ HSA)	7/31/2020	1,131.30	HSA Deductions	General
		<b>FURTHER (FSA/ HSA) Total</b>		5,637.83		
	2277	EDUCATORS BENEFIT ACH	7/31/2020	1,145.95	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	7/31/2020	714.61	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	7/31/2020	536.93	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	7/31/2020	250.02	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	7/31/2020	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	7/31/2020	2,067.19	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	7/31/2020	425.00	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	7/31/2020	395.94	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	7/31/2020	2,210.31	Tax Shelter Payable	General
		<b>EDUCATORS BENEFIT ACH Total</b>		8,403.87		
	3460	SUN LIFE ASSURANCE COMPANY OF CANADA	7/31/2020	646.29	Dental Insurance	General
	3460	SUN LIFE ASSURANCE COMPANY OF CANADA	7/31/2020	170.41	Dental Insurance	General
	3460	SUN LIFE ASSURANCE COMPANY OF CANADA	7/31/2020	57.36	Dental Insurance	General
		<b>SUN LIFE ASSURANCE COMPANY OF CANADA Total</b>		874.06		
	3459	AMERITAS LIFE INSURANCE	8/5/2020	62.60	Vision Insurance	General
	3459	AMERITAS LIFE INSURANCE	8/5/2020	74.88	Vision Insurance	General
	3459	AMERITAS LIFE INSURANCE	8/5/2020	10.56	Vision Insurance	General
	3459	AMERITAS LIFE INSURANCE	8/5/2020	28.92	Vision Insurance	General
		<b>AMERITAS LIFE INSURANCE Total</b>		176.96		
	749	POSTMASTER	8/6/2020	17.65	Miscellaneous	General
		<b>POSTMASTER Total</b>		17.65		
	2267	WASTE MANAGEMENT OF ND	8/6/2020	331.92	Garbage	General
	2267	WASTE MANAGEMENT OF ND	8/6/2020	309.91	Garbage	General
	2267	WASTE MANAGEMENT OF ND	8/6/2020	97.22	Garbage	General
		<b>WASTE MANAGEMENT OF ND Total</b>		739.05		
	2274	APPLE COMPUTER, INC.	8/6/2020	10.68	Apple Music Membership	Student Activities
		<b>APPLE COMPUTER, INC. Total</b>		10.68		
	3359	WALMART STORE	8/6/2020	35.98	General Supply	General
		<b>WALMART STORE Total</b>		35.98		
	3365	MENARDS	8/6/2020	4.29	General Supply	General
		<b>MENARDS Total</b>		16 4.29		
	1454	702 COMMUNICATIONS	8/6/2020	30.58	Telephone	General
	1454	702 COMMUNICATIONS	8/6/2020	35.99	Telephone	General



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1454	702 COMMUNICATIONS	8/6/2020	354.60	Telephone	General
1454	702 COMMUNICATIONS	8/6/2020	354.59	Telephone	General
	<b>702 COMMUNICATIONS Total</b>		775.76		
2727	AMERICAN EXPRESS	8/6/2020	499.00	Repair/Equipment	General
2727	AMERICAN EXPRESS	8/6/2020	187.03	General Supply	General
2727	AMERICAN EXPRESS	8/6/2020	-12.03	General Supply	General
	<b>AMERICAN EXPRESS Total</b>		674.00		
172	CASH-WA DISTRIBUTING	8/7/2020	650.98	Food	Food Service
172	CASH-WA DISTRIBUTING	8/7/2020	-114.10	Food	Food Service
	<b>CASH-WA DISTRIBUTING Total</b>		536.88		
193	GREAT PLAINS NATURAL GAS	8/7/2020	30.89	Heating Fuel	General
193	GREAT PLAINS NATURAL GAS	8/7/2020	38.75	Heating Fuel	General
193	GREAT PLAINS NATURAL GAS	8/7/2020	96.33	Gas	General
193	GREAT PLAINS NATURAL GAS	8/7/2020	970.59	Heating Fuel	General
193	GREAT PLAINS NATURAL GAS	8/7/2020	250.16	Heating Fuel	General
	<b>GREAT PLAINS NATURAL GAS Total</b>		1,386.72		
55	BRECKENRIDGE PUBLIC UTILITIES	8/10/2020	495.26	Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	8/10/2020	5,646.43	Electricity	General
55	BRECKENRIDGE PUBLIC UTILITIES	8/10/2020	66.05	Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	8/10/2020	113.24	Electricity	General
55	BRECKENRIDGE PUBLIC UTILITIES	8/10/2020	350.74	Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	8/10/2020	6,797.51	Electricity	General
55	BRECKENRIDGE PUBLIC UTILITIES	8/10/2020	62.47	Water-Sewer	General
55	BRECKENRIDGE PUBLIC UTILITIES	8/10/2020	67.32	Electricity	General
	<b>BRECKENRIDGE PUBLIC UTILITIES Total</b>		13,599.02		
1129	AMAZON.COM	8/12/2020	29.99	B07QQBHRBK [Upgrade Version] Magnetic Scree	General
1129	AMAZON.COM	8/12/2020	0.00	Amazon Shipping Charge	General
1129	AMAZON.COM	8/12/2020	208.00	B087CZKNMM 36x36 Forklift Safety Cage Heavy D	General
1129	AMAZON.COM	8/12/2020	0.00	Amazon Shipping Charge	General
1129	AMAZON.COM	8/12/2020	29.98	B07C3SYMQP Mr. Nice Toy 24 Piece Forest Anima	General
1129	AMAZON.COM	8/12/2020	0.00	Amazon Shipping Charge	General
1129	AMAZON.COM	8/12/2020	11.49	B07WYHNLMF White Paint Pen, 8 Pack 0.7mm W	General
1129	AMAZON.COM	8/12/2020	0.00	Amazon Shipping Charge	General
	<b>AMAZON.COM Total</b>		279.46		
39	MN DEPT OF REVENUE (EFT)	8/14/2020	173,263.96	MN State Withholding Payable	General
39	MN DEPT OF REVENUE (EFT)	8/14/2020	1,402.48	MN State Withholding Payable	General
	<b>MN DEPT OF REVENUE (EFT) Total</b>		4,666.44		

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	599	P.E.R.A.	8/14/2020	580.62	PERA Payable	General
	599	P.E.R.A.	8/14/2020	3,841.71	PERA Payable	General
		<b>P.E.R.A. Total</b>		4,422.33		
	600	TEACHERS RETIREMENT ASSN.	8/14/2020	18,060.22	TRA Payable	General
	600	TEACHERS RETIREMENT ASSN.	8/14/2020	2,377.95	TRA Payable	General
		<b>TEACHERS RETIREMENT ASSN. Total</b>		20,438.17		
	1233	EFPTS	8/14/2020	17,359.08	FICA Payable	General
	1233	EFPTS	8/14/2020	9,589.67	Federal Withholding Payable	General
	1233	EFPTS	8/14/2020	6,938.68	FICA Payable	General
	1233	EFPTS	8/14/2020	3,459.99	Federal Withholding Payable	General
		<b>EFPTS Total</b>		37,347.42		
	1753	MN STATE RETIREMENT SYSTEM	8/14/2020	127.02	HCSP Payable	General
		<b>MN STATE RETIREMENT SYSTEM Total</b>		127.02		
	2251	FURTHER (FSA/ HSA)	8/14/2020	4,150.39	HSA Deductions	General
	2251	FURTHER (FSA/ HSA)	8/14/2020	1,551.54	HSA Deductions	General
		<b>FURTHER (FSA/ HSA) Total</b>		5,701.93		
	2277	EDUCATORS BENEFIT ACH	8/14/2020	1,145.95	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	8/14/2020	548.09	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	8/14/2020	368.75	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	8/14/2020	250.02	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	8/14/2020	657.92	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	8/14/2020	2,067.11	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	8/14/2020	425.00	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	8/14/2020	604.28	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	8/14/2020	304.17	Tax Shelter Payable	General
	2277	EDUCATORS BENEFIT ACH	8/14/2020	2,658.45	Tax Shelter Payable	General
		<b>EDUCATORS BENEFIT ACH Total</b>		9,029.74		
123761	3537	BAKKEN, DYLAN	6/30/2020	100.00	GRADUATION DRONE VIDEO FEE	Student Activities
123761	3537	BAKKEN, DYLAN	6/30/2020	100.00	GRADUATION DRONE VIDEO FEE	General
		<b>BAKKEN, DYLAN Total</b>		200.00		
123762	3909	BHS ACTIVITIES ACCOUNT	6/30/2020	300.00	DONATION TO FFA ACTIVITY ACCOUNT	Student Activities
		<b>BHS ACTIVITIES ACCOUNT Total</b>		300.00		
123763	1342	NORTH DAKOTA STATE UNIVERSITY	6/30/2020	1,200.00	Scholarship Breckenridge	Trust Fund
		<b>NORTH DAKOTA STATE UNIVERSITY Total</b>		1,200.00		
123764	2600	RAM MUTUAL INSURANCE COMPANY	6/30/2020	26,804.00	Prepaid Expenditures/Deposits	General
123764	2600	RAM MUTUAL INSURANCE COMPANY	6/30/2020	-26,804.00	Prepaid Expenditures/Deposits	General
123764	2600	RAM MUTUAL INSURANCE COMPANY	6/30/2020	26,804.00	Prepaid Expenditures/Deposits	General

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		<b>RAM MUTUAL INSURANCE COMPANY Total</b>		26,804.00		
123765	2480	SIREK, TAMRA KAY	6/30/2020	162.00	Coach	Community Service
		<b>SIREK, TAMRA KAY Total</b>		162.00		
123766	3359	WALMART STORE	6/30/2020	22.36	General Supply	Community Service
123766	3359	WALMART STORE	6/30/2020	13.79	General Supply	General
123766	3359	WALMART STORE	6/30/2020	6.48	General Supply	Community Service
123766	3359	WALMART STORE	6/30/2020	9.92	Supply	General
123766	3359	WALMART STORE	6/30/2020	6.23	Supply	General
123766	3359	WALMART STORE	6/30/2020	9.78	Supply	General
		<b>WALMART STORE Total</b>		68.56		
123767	604	AFSCME COUNCIL 65	6/30/2020	112.97	Custodial Dues Payable	General
		<b>AFSCME COUNCIL 65 Total</b>		112.97		
123768	3481	ISD # 846	6/30/2020	600.00	SCHOOL STORE LOAN PAYMENT	Student Activities
		<b>ISD # 846 Total</b>		600.00		
123769	1872	MN CHILD SUPPORT PAYMENT CTR	6/30/2020	411.00	Child Support Payable	General
		<b>MN CHILD SUPPORT PAYMENT CTR Total</b>		411.00		
123770	3029	MN STATE COMMUNITY & TECHNICAL COLLEGE	6/30/2020	500.00	American Spirit Scholarship	Trust Fund
		<b>MN STATE COMMUNITY &amp; TECHNICAL COLLEGE Total</b>		500.00		
123771	1779	NCPERS GROUP LIFE INS	6/30/2020	32.00	PERA Life Insurance Payable	General
123771	1779	NCPERS GROUP LIFE INS	6/30/2020	288.00	PERA Life Insurance Payable	General
123771	1779	NCPERS GROUP LIFE INS	6/30/2020	-176.00	PERA Life Insurance Payable	General
		<b>NCPERS GROUP LIFE INS Total</b>		144.00		
123772	2268	SCHOLARSHIP BRECKENRIDGE	6/30/2020	302.00	RETURN EXCESS SCHOLARSHIP FUNDS	Trust Fund
		<b>SCHOLARSHIP BRECKENRIDGE Total</b>		302.00		
123773	2505	HUDL	7/1/2020	450.00	Supply	General
		<b>HUDL Total</b>		450.00		
123774	604	AFSCME COUNCIL 65	7/13/2020	124.41	Custodial Dues Payable	General
		<b>AFSCME COUNCIL 65 Total</b>		124.41		
123775	3539	GUARDIAN	7/13/2020	1,123.26	Life & Disability Payable	General
		<b>GUARDIAN Total</b>		1,123.26		
123776	2824	KING, ROY M.	7/13/2020	95.00	Umpires	Community Service
		<b>KING, ROY M. Total</b>		95.00		
123777	3328	MARCO TECHNOLOGIES, LLC	7/13/2020	1,620.92	Copier/Printer Maintenance	General
		<b>MARCO TECHNOLOGIES, LLC Total</b>		1,620.92		
123778	1872	MN CHILD SUPPORT PAYMENT CTR	7/13/2020	19 411.00	Child Support Payable	General
		<b>MN CHILD SUPPORT PAYMENT CTR Total</b>		411.00		
123779	2269	ASCD	7/16/2020	89.00	Dues	General

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		<b>ASCD Total</b>		89.00		
123780	3543	AURORA GROUP	7/16/2020	100.00	Repair/Equipment	General
		<b>AURORA GROUP Total</b>		100.00		
123781	1771	AUTO-JET MUFFLER CORP.	7/16/2020	162.19	Repair/Equipment	General
123781	1771	AUTO-JET MUFFLER CORP.	7/16/2020	216.06	Repair/Equipment	General
		<b>AUTO-JET MUFFLER CORP. Total</b>		378.25		
123782	1792	BOB'S PEST CONTROL SERVICES	7/16/2020	120.00	Miscellaneous	General
		<b>BOB'S PEST CONTROL SERVICES Total</b>		120.00		
123783	2443	BRYAN ROCK PRODUCTS, INC	7/16/2020	444.52	Repair/ Grounds	General
123783	2443	BRYAN ROCK PRODUCTS, INC	7/16/2020	439.31	Repair/ Grounds	General
123783	2443	BRYAN ROCK PRODUCTS, INC	7/16/2020	474.75	Repair/ Grounds	General
		<b>BRYAN ROCK PRODUCTS, INC Total</b>		1,358.58		
123784	2482	BUILDERS FIRST SOURCE	7/16/2020	12.99	General Supply	General
123784	2482	BUILDERS FIRST SOURCE	7/16/2020	121.15	General Supply	General
123784	2482	BUILDERS FIRST SOURCE	7/16/2020	-22.21	General Supply	General
123784	2482	BUILDERS FIRST SOURCE	7/16/2020	129.51	General Supply	General
123784	2482	BUILDERS FIRST SOURCE	7/16/2020	111.18	Repair/ Grounds	General
123784	2482	BUILDERS FIRST SOURCE	7/16/2020	127.58	Repair/ Grounds	General
		<b>BUILDERS FIRST SOURCE Total</b>		480.20		
123785	1110	CNA SURETY DIRECT BILL	7/16/2020	47.50	Property Insurance	General
		<b>CNA SURETY DIRECT BILL Total</b>		47.50		
123786	1452	CONNEY SAFETY PRODUCTS	7/16/2020	127.39	Band-aids and gloves	Community Service
123786	1452	CONNEY SAFETY PRODUCTS	7/16/2020	0.01	Rounding Adjustment	Community Service
123786	1452	CONNEY SAFETY PRODUCTS	7/16/2020	228.30	Heath Aid	Community Service
123786	1452	CONNEY SAFETY PRODUCTS	7/16/2020	41.64	Band-aids and gloves	Community Service
123786	1452	CONNEY SAFETY PRODUCTS	7/16/2020	0.01	Rounding Adjustment	Community Service
		<b>CONNEY SAFETY PRODUCTS Total</b>		397.35		
123787	545	CONTINGENT FUND	7/16/2020	15.00	Miscellaneous	General
123787	545	CONTINGENT FUND	7/16/2020	25.00	Miscellaneous	General
123787	545	CONTINGENT FUND	7/16/2020	163.01	Travel	General
123787	545	CONTINGENT FUND	7/16/2020	637.31	Lunch Refund	Food Service
123787	545	CONTINGENT FUND	7/16/2020	315.00	TTBL Refund	Community Service
123787	545	CONTINGENT FUND	7/16/2020	10.00	Baseball Refund	Community Service
123787	545	CONTINGENT FUND	7/16/2020	98.65	Travel/ Lodging	General
123787	545	CONTINGENT FUND	7/16/2020	20 -300.00	Entry Fees/ Student Travel	General
123787	545	CONTINGENT FUND	7/16/2020	-300.00	Entry Fees/ Student Travel	General
123787	545	CONTINGENT FUND	7/16/2020	41.90	Student Lunch Sales	Food Service

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		<b>CONTINGENT FUND Total</b>		705.87		
123788	482	DAILY NEWS	7/16/2020	55.00	Advertising	General
123788	482	DAILY NEWS	7/16/2020	57.42	Advertising	General
123788	482	DAILY NEWS	7/16/2020	46.98	Advertising	General
123788	482	DAILY NEWS	7/16/2020	31.32	Advertising	General
123788	482	DAILY NEWS	7/16/2020	169.00	Print and Digital subscription yearly renewal #387	General
123788	482	DAILY NEWS	7/16/2020	46.98	Advertising	General
		<b>DAILY NEWS Total</b>		406.70		
123789	2471	DISCOUNT MAGAZINE SUBSCRIPTION	7/16/2020	1,094.23	Renewal Notice #9264066	General
		<b>DISCOUNT MAGAZINE SUBSCRIPTION Total</b>		1,094.23		
123790	2266	DISTRIBUTED WEBSITE CORP	7/16/2020	1,437.50	Supply	General
123790	2266	DISTRIBUTED WEBSITE CORP	7/16/2020	900.00	Supply	General
		<b>DISTRIBUTED WEBSITE CORP Total</b>		2,337.50		
123791	3303	ECOLAB	7/16/2020	80.00	Repair	Food Service
		<b>ECOLAB Total</b>		80.00		
123792	2265	EDUCATORS BENEFIT CONSULTANTS-AVIBEN	7/16/2020	115.41	Consulting Fees	General
		<b>EDUCATORS BENEFIT CONSULTANTS-AVIBEN Total</b>		115.41		
123793	1994	FARM CITY SUPPLY	7/16/2020	48.62	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	14.57	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	22.78	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	23.15	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	9.18	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	78.84	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	104.90	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	17.34	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	42.97	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	25.15	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	44.76	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	44.99	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	24.66	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	29.97	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	132.35	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	34.35	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	273.36	Repair/ Grounds	General
123793	1994	FARM CITY SUPPLY	7/16/2020	21 17.38	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	21.44	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	146.63	General Supply	General

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123793	1994	FARM CITY SUPPLY	7/16/2020	9.61	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	5.16	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	45.30	General Supply	Community Service
123793	1994	FARM CITY SUPPLY	7/16/2020	43.57	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	-13.99	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	35.97	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	32.16	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	16.99	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	35.13	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	65.01	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	32.97	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	35.96	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	34.99	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	23.97	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	9.78	General Supply	General
123793	1994	FARM CITY SUPPLY	7/16/2020	6.99	General Supply	General
		<b>FARM CITY SUPPLY Total</b>		1,576.96		
123794	153	FARMERS UNION OIL CO	7/16/2020	22.91	General Supply	General
123794	153	FARMERS UNION OIL CO	7/16/2020	51.98	Repair/Equipment	General
123794	153	FARMERS UNION OIL CO	7/16/2020	254.52	Gasoline & Oil	General
123794	153	FARMERS UNION OIL CO	7/16/2020	363.54	Gasoline & Oil	General
123794	153	FARMERS UNION OIL CO	7/16/2020	117.89	Gasoline & Oil	General
		<b>FARMERS UNION OIL CO Total</b>		810.84		
123795	2774	FIRST ADVANTAGE BACKGROUND SERVICES CO	7/16/2020	8.01	Miscellaneous	Community Service
		<b>FIRST ADVANTAGE BACKGROUND SERVICES CORP Total</b>		8.01		
123796	3235	FOLLETT SCHOOL SOLUTIONS, INC.	7/16/2020	90.00	77770S POLY THERMAL LABELS	General
123796	3235	FOLLETT SCHOOL SOLUTIONS, INC.	7/16/2020	14.33	SHIPPING	General
123796	3235	FOLLETT SCHOOL SOLUTIONS, INC.	7/16/2020	720.00	Destiny TitlePeek RPS Online for AR/RC	General
		<b>FOLLETT SCHOOL SOLUTIONS, INC. Total</b>		824.33		
123797	2581	FRONTLINE TECHNOLOGIES GROUP, LLC	7/16/2020	3,150.00	Consulting Fees	General
123797	2581	FRONTLINE TECHNOLOGIES GROUP, LLC	7/16/2020	1,953.33	Consulting Fees	General
123797	2581	FRONTLINE TECHNOLOGIES GROUP, LLC	7/16/2020	1,953.32	Consulting Fees	General
		<b>FRONTLINE TECHNOLOGIES GROUP, LLC Total</b>		7,056.65		
123798	2238	FURTHER	7/16/2020	70.90	Consulting Fees	General
		<b>FURTHER Total</b>		22 70.90		
123799	1666	GERRELLS SPORTS CENTER, INC.	7/16/2020	1,974.00	F7 Collegiate Football Helmets	General
123799	1666	GERRELLS SPORTS CENTER, INC.	7/16/2020	93.89	SHIPPING	General

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123799	1666	GERRELLS SPORTS CENTER, INC.	7/16/2020	94.00	Nike White Digital Pro Vapor Football Jersey	General
123799	1666	GERRELLS SPORTS CENTER, INC.	7/16/2020	12.00	SHIPPING	General
123799	1666	GERRELLS SPORTS CENTER, INC.	7/16/2020	534.00	Nike Digital Vapor Pro Football Jerseys	General
123799	1666	GERRELLS SPORTS CENTER, INC.	7/16/2020	10.00	SHIPPING	General
123799	1666	GERRELLS SPORTS CENTER, INC.	7/16/2020	432.00	GST footballs	General
123799	1666	GERRELLS SPORTS CENTER, INC.	7/16/2020	75.00	1 box of black mouth guardS	General
123799	1666	GERRELLS SPORTS CENTER, INC.	7/16/2020	15.00	Freight	General
		<b>GERRELLS SPORTS CENTER, INC. Total</b>		3,239.89		
123800	1499	GOPHER STATE ONE-CALL	7/16/2020	6.75	Miscellaneous	General
		<b>GOPHER STATE ONE-CALL Total</b>		6.75		
123801	1432	GRIPPERS SPORTS TROPHYS	7/16/2020	119.00	General Supply	Community Service
123801	1432	GRIPPERS SPORTS TROPHYS	7/16/2020	147.00	General Supply	Community Service
123801	1432	GRIPPERS SPORTS TROPHYS	7/16/2020	408.00	General Supply	Community Service
		<b>GRIPPERS SPORTS TROPHYS Total</b>		674.00		
123802	1832	HALDEMAN HOMME, INC.	7/16/2020	3,000.00	Repair/Equipment	General
		<b>HALDEMAN HOMME, INC. Total</b>		3,000.00		
123803	3435	HEALTH PARTNERS	7/16/2020	47,356.78	Group Health Payable	General
123803	3435	HEALTH PARTNERS	7/16/2020	46,971.65	Group Health Payable	General
		<b>HEALTH PARTNERS Total</b>		94,328.43		
123804	2885	HIGH POINT NETWORKS	7/16/2020	338.00	R-H9PX9AC HPE FC NBD Exchange EDU/R SVC	Capital Outlay
		<b>HIGH POINT NETWORKS Total</b>		338.00		
123805	1529	HILLYARD /HUTCHINSON	7/16/2020	284.70	General Supply	General
123805	1529	HILLYARD /HUTCHINSON	7/16/2020	160.14	General Supply	General
123805	1529	HILLYARD /HUTCHINSON	7/16/2020	77.20	General Supply	General
123805	1529	HILLYARD /HUTCHINSON	7/16/2020	309.05	General Supply	General
123805	1529	HILLYARD /HUTCHINSON	7/16/2020	8.34	General Supply	General
123805	1529	HILLYARD /HUTCHINSON	7/16/2020	4,225.06	General Supply	General
		<b>HILLYARD /HUTCHINSON Total</b>		5,064.49		
123807	3501	I3 VERTICALS	7/16/2020	400.00	Credit Card/ Web Store Fees	General
		<b>I3 VERTICALS Total</b>		400.00		
123808	2904	INTRADO--SCHOOL MESSENGER	7/16/2020	1,748.25	Consulting Fees	General
		<b>INTRADO--SCHOOL MESSENGER Total</b>		1,748.25		
123809	1557	JIRAK TRUCKING, INC	7/16/2020	469.04	Repair/ Grounds	General
123809	1557	JIRAK TRUCKING, INC	7/16/2020	463.54	Repair/ Grounds	General
123809	1557	JIRAK TRUCKING, INC	7/16/2020	23 500.94	Repair/ Grounds	General
		<b>JIRAK TRUCKING, INC Total</b>		1,433.52		
123810	3092	JK SPORTS	7/16/2020	95.96	General Supply	Community Service

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		<b>JK SPORTS Total</b>		95.96		
123811	2824	KING, ROY M.	7/16/2020	95.00	Umpires	Community Service
		<b>KING, ROY M. Total</b>		95.00		
123812	518	LAKES COUNTRY SERVICE COOP	7/16/2020	3,513.00	Dues	General
123812	518	LAKES COUNTRY SERVICE COOP	7/16/2020	59.00	Miscellaneous	General
123812	518	LAKES COUNTRY SERVICE COOP	7/16/2020	904.47	Tuition to Oth Distr	General
123812	518	LAKES COUNTRY SERVICE COOP	7/16/2020	180.00	Consulting Fees	Capital Outlay
		<b>LAKES COUNTRY SERVICE COOP Total</b>		4,656.47		
123813	2873	LANDMARK LANDSCAPING	7/16/2020	350.00	General Supply	General
123813	2873	LANDMARK LANDSCAPING	7/16/2020	350.00	Repair/ Grounds	General
		<b>LANDMARK LANDSCAPING Total</b>		700.00		
123814	273	LILLEGARD, INC	7/16/2020	36.66	Repair/Equipment	General
		<b>LILLEGARD, INC Total</b>		36.66		
123815	314	MASBO	7/16/2020	110.00	Dues	General
		<b>MASBO Total</b>		110.00		
123816	303	MASSP	7/16/2020	865.00	Dues	General
		<b>MASSP Total</b>		865.00		
123817	1171	MEDCO	7/16/2020	40.89	General Supply	Community Service
123817	1171	MEDCO	7/16/2020	40.89	General Supply	Community Service
123817	1171	MEDCO	7/16/2020	32.00	General Supply	Community Service
123817	1171	MEDCO	7/16/2020	32.00	General Supply	Community Service
		<b>MEDCO Total</b>		145.78		
123818	3192	MEDENWALDT, VICKIE RENAE	7/16/2020	795.00	Personal Services	Community Service
		<b>MEDENWALDT, VICKIE RENAE Total</b>		795.00		
123819	635	MESPA	7/16/2020	689.00	Dues	General
		<b>MESPA Total</b>		689.00		
123820	2755	MINNESOTA INSURANCE SCHOLASTIC TRUST	7/16/2020	20,000.00	Property Insurance	General
123820	2755	MINNESOTA INSURANCE SCHOLASTIC TRUST	7/16/2020	42,015.91	Property Insurance	General
		<b>MINNESOTA INSURANCE SCHOLASTIC TRUST Total</b>		62,015.91		
123821	3350	MINNKOTA ENVIRO SERVICES	7/16/2020	30.00	Garbage	General
		<b>MINNKOTA ENVIRO SERVICES Total</b>		30.00		
123822	2144	MN DEPT OF LABOR & INDUSTRY	7/16/2020	50.00	Miscellaneous	General
123822	2144	MN DEPT OF LABOR & INDUSTRY	7/16/2020	20.00	Miscellaneous	General
123822	2144	MN DEPT OF LABOR & INDUSTRY	7/16/2020	10.00	Miscellaneous	General
123822	2144	MN DEPT OF LABOR & INDUSTRY	7/16/2020	24 20.00	Miscellaneous	General
123822	2144	MN DEPT OF LABOR & INDUSTRY	7/16/2020	10.00	Miscellaneous	General
		<b>MN DEPT OF LABOR &amp; INDUSTRY Total</b>		110.00		



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123823	2174	MN RURAL EDUCATION ASSOC	7/16/2020	1,613.00	Dues	General
		<b>MN RURAL EDUCATION ASSOC Total</b>		1,613.00		
123824	2030	MN ST HIGH SCHOOL MATH LEAGUE	7/16/2020	600.00	Dues	General
		<b>MN ST HIGH SCHOOL MATH LEAGUE Total</b>		600.00		
123825	1015	NASSP	7/16/2020	192.50	NHS MEMBERSHIP	Student Activities
123825	1015	NASSP	7/16/2020	192.50	NHS MEMBERSHIP	General
		<b>NASSP Total</b>		385.00		
123826	364	NORTHWEST IRON FIREMAN INC	7/16/2020	975.50	Repair/Equipment	General
123826	364	NORTHWEST IRON FIREMAN INC	7/16/2020	1,040.00	Repair/Equipment	General
		<b>NORTHWEST IRON FIREMAN INC Total</b>		2,015.50		
123827	1055	NOVA FIRE PROTECTION, LLC	7/16/2020	410.00	Consulting Fees	Capital Outlay
123827	1055	NOVA FIRE PROTECTION, LLC	7/16/2020	460.00	Consulting Fees	Capital Outlay
		<b>NOVA FIRE PROTECTION, LLC Total</b>		870.00		
123828	2104	OK TIRE STORES	7/16/2020	80.00	Repair/Equipment	General
		<b>OK TIRE STORES Total</b>		80.00		
123829	3541	PAPER101	7/16/2020	0.00	JULY Delivery Options	General
123829	3541	PAPER101	7/16/2020	5,252.00	W106 5 Pallets (200 Cases), Xerographic	General
123829	3541	PAPER101	7/16/2020	38.48	C102 PINK, Pastel 8.5" x 11" 20#	General
123829	3541	PAPER101	7/16/2020	38.48	C107 GREEN, Pastel 8.5" x 11" 20#	General
123829	3541	PAPER101	7/16/2020	38.48	C111 GOLD, Pastel 8.5" x 11" 20#	General
123829	3541	PAPER101	7/16/2020	38.48	C113 ORCHID, Pastel 8.5" x 11" 20#	General
123829	3541	PAPER101	7/16/2020	0.00	JULY Delivery Options	General
		<b>PAPER101 Total</b>		5,405.92		
123830	2193	PEMBERTON, SORLIE, RUFER &	7/16/2020	356.00	Consulting Fees	General
		<b>PEMBERTON, SORLIE, RUFER &amp; Total</b>		356.00		
123831	385	PERMA BOUND	7/16/2020	2,500.00	Items in cart	Capital Outlay
		<b>PERMA BOUND Total</b>		2,500.00		
123832	2131	PROTECTION SYSTEMS, INC	7/16/2020	330.00	Consulting Fees	Capital Outlay
123832	2131	PROTECTION SYSTEMS, INC	7/16/2020	330.00	Consulting Fees	Capital Outlay
123832	2131	PROTECTION SYSTEMS, INC	7/16/2020	657.00	Repair	General
123832	2131	PROTECTION SYSTEMS, INC	7/16/2020	2,758.00	Consulting Fees	Capital Outlay
		<b>PROTECTION SYSTEMS, INC Total</b>		4,075.00		
123833	2656	QUADIENT FINANCE USA	7/16/2020	200.00	Postage	General
		<b>QUADIENT FINANCE USA Total</b>		200.00		
123834	3419	QUADIENT LEASING USA, INC.	7/16/2020	25 183.09	Rent/Lease	General
123834	3419	QUADIENT LEASING USA, INC.	7/16/2020	183.09	Rent/Lease	General
		<b>QUADIENT LEASING USA, INC. Total</b>		366.18		

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123835	411	REGION I COMPUTER SERVICES	7/16/2020	3,107.83	Av Software & Supply	General
123835	411	REGION I COMPUTER SERVICES	7/16/2020	1,758.21	Dues	General
123835	411	REGION I COMPUTER SERVICES	7/16/2020	2,637.31	Data Processing Svcs	Capital Outlay
		<b>REGION I COMPUTER SERVICES Total</b>		7,503.35		
123836	1705	RIXSTINE RECOGNITION	7/16/2020	29.53	Supply	General
		<b>RIXSTINE RECOGNITION Total</b>		29.53		
123837	3542	SANFORD ATHLETIC TRAINING	7/16/2020	400.00	Supply	General
		<b>SANFORD ATHLETIC TRAINING Total</b>		400.00		
123838	3224	SANFORD HEALTH OCCUPATION MEDICINE CLINIC	7/16/2020	100.00	Miscellaneous	General
		<b>SANFORD HEALTH OCCUPATION MEDICINE CLINIC Total</b>		100.00		
123839	2006	SCHMITTY'S PBLG, HTG & SHTMTL	7/16/2020	1,040.65	Repair/Building	General
123839	2006	SCHMITTY'S PBLG, HTG & SHTMTL	7/16/2020	132.40	Repair/Building	General
		<b>SCHMITTY'S PBLG, HTG &amp; SHTMTL Total</b>		1,173.05		
123840	2232	SCHOLASTIC EQUIPMENT COMPANY	7/16/2020	2,863.20	2873 LOCK BARS FOR REPUBLIC 72" HIGH LOCKER	General
		<b>SCHOLASTIC EQUIPMENT COMPANY Total</b>		2,863.20		
					OfficeProPlusEdu ALNG LicSAPk MVL Pre2017EES	
123841	2412	SHI	7/16/2020	1,659.00	Microsoft - Part#: 2FJ-00001	Capital Outlay
123841	2412	SHI	7/16/2020	0.00	O365ProPlusEdu ShrdSvr ALNG SubsVL MVL	Capital Outlay
		<b>SHI Total</b>		1,659.00		
123842	2480	SIREK, TAMRA KAY	7/16/2020	180.00	Coach	Community Service
		<b>SIREK, TAMRA KAY Total</b>		180.00		
123843	3269	SOUTHERN VALLEY MECHANICAL	7/16/2020	251.92	Repair	Food Service
123843	3269	SOUTHERN VALLEY MECHANICAL	7/16/2020	232.76	Repair	Food Service
		<b>SOUTHERN VALLEY MECHANICAL Total</b>		484.68		
123844	833	ST. MARYS SCHOOL	7/16/2020	401.23	Hand Sanitizer	Community Service
123844	833	ST. MARYS SCHOOL	7/16/2020	0.00	Misc	Community Service
123844	833	ST. MARYS SCHOOL	7/16/2020	0.00	Misc	Community Service
		<b>ST. MARYS SCHOOL Total</b>		401.23		
123845	1516	TELIN TRANSPORTATION GROUP	7/16/2020	42.38	Repair/Equipment	General
		<b>TELIN TRANSPORTATION GROUP Total</b>		42.38		
123846	2397	THE FORUM	7/16/2020	209.82	News paper	General
		<b>THE FORUM Total</b>		209.82		
123847	1245	THE INSTRUMENTALIST COMPANY	7/16/2020	61.00	Sousa Combination	General
123847	1245	THE INSTRUMENTALIST COMPANY	7/16/2020	26 70.00	Sousa Add-on Plaque	General
123847	1245	THE INSTRUMENTALIST COMPANY	7/16/2020	61.00	Jazz Combination	General
123847	1245	THE INSTRUMENTALIST COMPANY	7/16/2020	16.00	Shipping	General

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		<b>THE INSTRUMENTALIST COMPANY Total</b>		208.00		
123848	3193	U.S. BANK	7/16/2020	113,931.25	Bond Interest	Debt Service
123848	3193	U.S. BANK	7/16/2020	10,981.25	Bond Interest	Debt Service
		<b>U.S. BANK Total</b>		124,912.50		
123849	1945	WAHPETON ACE HARDWARE	7/16/2020	41.95	General Supply	General
123849	1945	WAHPETON ACE HARDWARE	7/16/2020	19.99	General Supply	General
123849	1945	WAHPETON ACE HARDWARE	7/16/2020	70.87	General Supply	General
123849	1945	WAHPETON ACE HARDWARE	7/16/2020	9.98	General Supply	General
123849	1945	WAHPETON ACE HARDWARE	7/16/2020	9.34	General Supply	General
		<b>WAHPETON ACE HARDWARE Total</b>		152.13		
123850	1569	WAHPETON AUTO VALUE	7/16/2020	-54.00	Repair/Equipment	General
123850	1569	WAHPETON AUTO VALUE	7/16/2020	542.48	Repair/Equipment	General
123850	1569	WAHPETON AUTO VALUE	7/16/2020	-41.11	Repair/Equipment	General
123850	1569	WAHPETON AUTO VALUE	7/16/2020	15.54	Repair/Equipment	General
123850	1569	WAHPETON AUTO VALUE	7/16/2020	14.98	Repair/Equipment	General
		<b>WAHPETON AUTO VALUE Total</b>		477.89		
123851	2180	WAHPETON BRECKENRIDGE ROTARY CLUB	7/16/2020	124.25	Dues	General
		<b>WAHPETON BRECKENRIDGE ROTARY CLUB Total</b>		124.25		
123852	2615	WEST CENTRAL AG SERVICES	7/16/2020	175.45	General Supply	General
123852	2615	WEST CENTRAL AG SERVICES	7/16/2020	50.59	General Supply	General
123852	2615	WEST CENTRAL AG SERVICES	7/16/2020	299.95	General Supply	General
123852	2615	WEST CENTRAL AG SERVICES	7/16/2020	179.53	General Supply	General
123852	2615	WEST CENTRAL AG SERVICES	7/16/2020	106.15	General Supply	General
		<b>WEST CENTRAL AG SERVICES Total</b>		811.67		
123853	524	WILKIN CO PUB HLTH NURSING SER	7/16/2020	330.00	2nd half Health Aid for Wilkni Country	Community Service
		<b>WILKIN CO PUB HLTH NURSING SER Total</b>		330.00		
123854	152	BREMER BANK	7/23/2020	5,108.34	Interest Cap. Lease	Capital Outlay
		<b>BREMER BANK Total</b>		5,108.34		
123855	1163	HOUGHTON MIFFLIN HARCOURT	7/23/2020	661.07	Saxon Math	Community Service
123855	1163	HOUGHTON MIFFLIN HARCOURT	7/23/2020	0.45	General Supply	Community Service
		<b>HOUGHTON MIFFLIN HARCOURT Total</b>		661.52		
123856	2535	EDMENTUM, INC.	7/27/2020	8,250.00	Courseware: Core Library - Program License, Hea	General
		<b>EDMENTUM, INC. Total</b>		8,250.00		
123857	2491	HARRIS, DUSTIN M	7/27/2020	900.00	Coach	Community Service
		<b>HARRIS, DUSTIN M Total</b>		27 900.00		
123858	2480	SIREK, TAMRA KAY	7/27/2020	90.00	Coach	Community Service
		<b>SIREK, TAMRA KAY Total</b>		90.00		

## Payment Register

123859	3359	WALMART STORE	7/27/2020	19.27	Miscellaneous	General
123859	3359	WALMART STORE	7/27/2020	19.26	Miscellaneous	General
123859	3359	WALMART STORE	7/27/2020	49.96	General Supply	General
		<b>WALMART STORE Total</b>		88.49		
123860	604	AFSCME COUNCIL 65	7/31/2020	116.51	Custodial Dues Payable	General
		<b>AFSCME COUNCIL 65 Total</b>		116.51		
123861	2824	KING, ROY M.	7/31/2020	170.00	Umpires	Community Service
		<b>KING, ROY M. Total</b>		170.00		
123862	1872	MN CHILD SUPPORT PAYMENT CTR	7/31/2020	411.00	Child Support Payable	General
		<b>MN CHILD SUPPORT PAYMENT CTR Total</b>		411.00		
123863	1779	NCPERS GROUP LIFE INS	7/31/2020	128.00	PERA Life Insurance Payable	General
		<b>NCPERS GROUP LIFE INS Total</b>		128.00		
123864	1639	OWENS, SEAN	7/31/2020	160.49	General Supply	General
		<b>OWENS, SEAN Total</b>		160.49		
123865	2818	PETERSON, RICHARD	7/31/2020	45.00	Umpires	Community Service
		<b>PETERSON, RICHARD Total</b>		45.00		
123866	604	AFSCME COUNCIL 65	8/13/2020	124.41	Custodial Dues Payable	General
		<b>AFSCME COUNCIL 65 Total</b>		124.41		
123867	1981	ALBERTSON'S PARTS CITY AUTO PA	8/13/2020	-222.40	Repair/Equipment	General
123867	1981	ALBERTSON'S PARTS CITY AUTO PA	8/13/2020	222.40	Repair/Equipment	General
123867	1981	ALBERTSON'S PARTS CITY AUTO PA	8/13/2020	5.88	Repair/Equipment	General
		<b>ALBERTSON'S PARTS CITY AUTO PA Total</b>		5.88		
123868	1295	AMERIPRIDE LINEN SUPPLY CO.	8/13/2020	65.23	Miscellaneous	General
123868	1295	AMERIPRIDE LINEN SUPPLY CO.	8/13/2020	37.98	Miscellaneous	General
		<b>AMERIPRIDE LINEN SUPPLY CO. Total</b>		103.21		
123869	1837	BOLD PRINT	8/13/2020	180.00	SENIOR FLAGS 64 @\$60	General
		<b>BOLD PRINT Total</b>		180.00		
123870	2482	BUILDERS FIRST SOURCE	8/13/2020	233.93	General Supply	General
123870	2482	BUILDERS FIRST SOURCE	8/13/2020	229.95	General Supply	General
123870	2482	BUILDERS FIRST SOURCE	8/13/2020	35.80	General Supply	General
123870	2482	BUILDERS FIRST SOURCE	8/13/2020	155.68	General Supply	General
123870	2482	BUILDERS FIRST SOURCE	8/13/2020	192.00	General Supply	General
		<b>BUILDERS FIRST SOURCE Total</b>		847.36		
123871	3360	CHILLER SYSTEMS, INC	8/13/2020	2,640.00	Repair/Building	General
		<b>CHILLER SYSTEMS, INC Total</b>		2,640.00		
123872	545	CONTINGENT FUND	8/13/2020	60.00	Miscellaneous	General
123872	545	CONTINGENT FUND	8/13/2020	-200.00	Entry Fees/ Student Travel	General

Breckenridge Public School

Payment Register

123872	545	CONTINGENT FUND	8/13/2020	150.00	Entry Fees/ Student Travel	Community Service
123872	545	CONTINGENT FUND	8/13/2020	63.80	Entry Fees/ Student Travel	Community Service
123872	545	CONTINGENT FUND	8/13/2020	90.00	Entry Fees/ Student Travel	Community Service
123872	545	CONTINGENT FUND	8/13/2020	220.00	Fees	Community Service
		<b>CONTINGENT FUND Total</b>		383.80		
123873	3519	COWGIRL VOLLEYBALL BOOSTER CLUB	8/13/2020	240.25	Dues-Memberships-Lic-Fees	General
		<b>COWGIRL VOLLEYBALL BOOSTER CLUB Total</b>		240.25		
123874	482	DAILY NEWS	8/13/2020	135.00	Advertising	General
123874	482	DAILY NEWS	8/13/2020	219.00	Advertising	General
123874	482	DAILY NEWS	8/13/2020	41.76	Advertising	General
		<b>DAILY NEWS Total</b>		395.76		
123875	95	DAKOTA FENCE COMPANY	8/13/2020	100.98	General Supply	General
		<b>DAKOTA FENCE COMPANY Total</b>		100.98		
123876	3540	EARL C BENSON & ASSOCIATES	8/13/2020	384.00	Custom 26" Sousaphone Bell Covers	General
123876	3540	EARL C BENSON & ASSOCIATES	8/13/2020	208.00	Custom Trombone Slide Covers (3L/5S)	General
123876	3540	EARL C BENSON & ASSOCIATES	8/13/2020	105.00	Setup/Artwork	General
123876	3540	EARL C BENSON & ASSOCIATES	8/13/2020	70.00	SHIPPING	General
		<b>EARL C BENSON &amp; ASSOCIATES Total</b>		767.00		
123877	3303	ECOLAB	8/13/2020	80.00	Repair	Food Service
		<b>ECOLAB Total</b>		80.00		
123878	2265	EDUCATORS BENEFIT CONSULTANTS-AVIBEN	8/13/2020	115.41	Consulting Fees	General
		<b>EDUCATORS BENEFIT CONSULTANTS-AVIBEN Total</b>		115.41		
123879	1994	FARM CITY SUPPLY	8/13/2020	22.52	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	19.96	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	38.99	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	4.58	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	89.98	General Supply	Community Service
123879	1994	FARM CITY SUPPLY	8/13/2020	23.57	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	75.39	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	5.98	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	5.79	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	24.98	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	73.97	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	36.13	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	29 32.97	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	40.78	General Supply	General
123879	1994	FARM CITY SUPPLY	8/13/2020	33.24	General Supply	General

Breckenridge Public School

Payment Register

123879	1994	FARM CITY SUPPLY	8/13/2020	64.59	General Supply	General
		<b>FARM CITY SUPPLY Total</b>		593.42		
123880	153	FARMERS UNION OIL CO	8/13/2020	313.96	Gasoline & Oil	General
123880	153	FARMERS UNION OIL CO	8/13/2020	70.26	Gasoline & Oil	General
123880	153	FARMERS UNION OIL CO	8/13/2020	354.23	Gasoline & Oil	General
		<b>FARMERS UNION OIL CO Total</b>		738.45		
123881	2238	FURTHER	8/13/2020	72.80	Consulting Fees	General
		<b>FURTHER Total</b>		72.80		
123882	1666	GERRELLS SPORTS CENTER, INC.	8/13/2020	24.00	SCOREBOOKS	General
123882	1666	GERRELLS SPORTS CENTER, INC.	8/13/2020	700.00	PRACTICE VOLLEYBALLS	General
123882	1666	GERRELLS SPORTS CENTER, INC.	8/13/2020	156.00	GAME VOLLEYBALLS	General
123882	1666	GERRELLS SPORTS CENTER, INC.	8/13/2020	239.00	BADEN BALL CART	General
123882	1666	GERRELLS SPORTS CENTER, INC.	8/13/2020	45.00	SHIPPING	General
		<b>GERRELLS SPORTS CENTER, INC. Total</b>		1,164.00		
123883	3544	GOLDEN PATH SOLUTIONS, INC	8/13/2020	1,951.50	Supply	General
		<b>GOLDEN PATH SOLUTIONS, INC Total</b>		1,951.50		
123884	1499	GOPHER STATE ONE-CALL	8/13/2020	4.05	Miscellaneous	General
		<b>GOPHER STATE ONE-CALL Total</b>		4.05		
123885	3335	GREAT MINDS, LLC	8/13/2020	1,710.00	978-1-63255-219-8 Eureka Math - PK-12, 12 mont	Capital Outlay
		<b>GREAT MINDS, LLC Total</b>		1,710.00		
123886	3539	GUARDIAN	8/13/2020	1,030.48	Life & Disability Payable	General
		<b>GUARDIAN Total</b>		1,030.48		
123887	3435	HEALTH PARTNERS	8/13/2020	43,411.56	Group Health Payable	General
		<b>HEALTH PARTNERS Total</b>		43,411.56		
123888	1529	HILLYARD /HUTCHINSON	8/13/2020	113.09	General Supply	General
123888	1529	HILLYARD /HUTCHINSON	8/13/2020	48.80	General Supply	General
123888	1529	HILLYARD /HUTCHINSON	8/13/2020	35.55	General Supply	General
123888	1529	HILLYARD /HUTCHINSON	8/13/2020	40.45	General Supply	General
123888	1529	HILLYARD /HUTCHINSON	8/13/2020	22.72	General Supply	General
123888	1529	HILLYARD /HUTCHINSON	8/13/2020	82.80	General Supply	General
123888	1529	HILLYARD /HUTCHINSON	8/13/2020	261.58	General Supply	General
		<b>HILLYARD /HUTCHINSON Total</b>		604.99		
123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	6.30	UNV35616 PAD,S-ST4X6,5PK,LND,AST	General
123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	4.22	QUA46065 APPLICATOR,ENVELOPE GLUE	General
123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	30 6.78	UNV46300 PAD,NRW RULD,PERF,5X8,WH	General
123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	7.87	PENBK91V PEN,BLPT,RSVP,MED,VL	General
123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	1.88	BICGSMG11GN PEN,BPT,RNDSTC,GRP,MD,GN	General

Breckenridge Public School

Payment Register

123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	4.39	UBC33960PP PEN,UNIBALL,207GEL.7MM,BK	General
123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	799.90	GN1IT0808EA THERMOMETER,INFARED;HAND	General
123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	-157.98	Supply	General
123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	0.63	UNV00433 RUBBERBANDS,SIZE 33,1/4LB	General
123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	25.10	HAM102467 PAPER,C.COPY,LTR,28#,WE	General
123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	2.39	UNV43118 STAPLER,ECON,FULL	General
123889	1505	INNOVATIVE OFFICE SOLUTIONS	8/13/2020	7.96	SWI44401S STAPLER,DSK,FL STP,BK	General
		<b>INNOVATIVE OFFICE SOLUTIONS Total</b>		709.44		
123890	3340	INSTITUTE FOR MULTI-SENSORY EDUCATION	8/13/2020	5.95	Box of 12 Green Crayons Item #: CS1200G	General
123890	3340	INSTITUTE FOR MULTI-SENSORY EDUCATION	8/13/2020	10.95	Magic "e" Star Wand Item #: CS1800	General
123890	3340	INSTITUTE FOR MULTI-SENSORY EDUCATION	8/13/2020	39.90	Phoneme Grapheme Card Pack Small Item #: CS14	General
123890	3340	INSTITUTE FOR MULTI-SENSORY EDUCATION	8/13/2020	9.95	Sensational Sand 2lb. Tangerine/Green Item #: CS	General
123890	3340	INSTITUTE FOR MULTI-SENSORY EDUCATION	8/13/2020	28.95	Tactile Alphabet Sandpaper Letters - Combo Pack	General
123890	3340	INSTITUTE FOR MULTI-SENSORY EDUCATION	8/13/2020	50.00	Blending Board Item #: CS1240	General
123890	3340	INSTITUTE FOR MULTI-SENSORY EDUCATION	8/13/2020	11.90	Box of 12 Red Crayons Item #: CS1100R	General
123890	3340	INSTITUTE FOR MULTI-SENSORY EDUCATION	8/13/2020	18.91	Estimated Shipping	General
		<b>INSTITUTE FOR MULTI-SENSORY EDUCATION Total</b>		176.51		
123891	3444	ISD 593 - CROOKSTON PUBLIC SCHOOLS	8/13/2020	304.38	Tuition to Oth Distr	General
		<b>ISD 593 - CROOKSTON PUBLIC SCHOOLS Total</b>		304.38		
123892	1557	JIRAK TRUCKING, INC	8/13/2020	243.44	Repair/ Grounds	General
		<b>JIRAK TRUCKING, INC Total</b>		243.44		
123893	1929	JOSTENS	8/13/2020	652.67	Printing & Binding	General
123893	1929	JOSTENS	8/13/2020	1,747.25	Printing & Binding	General
		<b>JOSTENS Total</b>		2,399.92		
123894	518	LAKES COUNTRY SERVICE COOP	8/13/2020	100.00	Technology Equipment	Capital Outlay
123894	518	LAKES COUNTRY SERVICE COOP	8/13/2020	-50.00	Technology Equipment	Capital Outlay
123894	518	LAKES COUNTRY SERVICE COOP	8/13/2020	95.00	Consulting Fees	Capital Outlay
123894	518	LAKES COUNTRY SERVICE COOP	8/13/2020	5,661.52	Consulting Fees	Community Service
123894	518	LAKES COUNTRY SERVICE COOP	8/13/2020	2,980.99	Consulting Fees	Community Service
123894	518	LAKES COUNTRY SERVICE COOP	8/13/2020	9,919.76	Consulting Fees	Community Service
		<b>LAKES COUNTRY SERVICE COOP Total</b>		18,707.27		
123895	1289	LEARNING WITHOUT TEARS	8/13/2020	575.00	9781939814449 Letters and Numbers for Me Kir	Capital Outlay
123895	1289	LEARNING WITHOUT TEARS	8/13/2020	25.00	Interactive Teaching Tool- K 9781948729185	Capital Outlay
123895	1289	LEARNING WITHOUT TEARS	8/13/2020	57.50	shipping	Capital Outlay
		<b>LEARNING WITHOUT TEARS Total</b>		31 657.50		
123896	1700	MACHINE DESIGN, INC.	8/13/2020	149.20	General Supply	General
		<b>MACHINE DESIGN, INC. Total</b>		149.20		

Breckenridge Public School

Payment Register

123897	3328	MARCO TECHNOLOGIES, LLC	8/13/2020	1,620.92	Copier/Printer Maintenance	General
		<b>MARCO TECHNOLOGIES, LLC Total</b>		1,620.92		
123898	1171	MEDCO	8/13/2020	18.76	QUOTE# ESTMD3009236	General
123898	1171	MEDCO	8/13/2020	-0.15	Rounding Adjustment	General
123898	1171	MEDCO	8/13/2020	239.46	QUOTE# ESTMD3009236	General
123898	1171	MEDCO	8/13/2020	0.06	rounding adjustment	General
123898	1171	MEDCO	8/13/2020	1,943.52	QUOTE# ESTMD3009236	General
123898	1171	MEDCO	8/13/2020	0.06	rounding adjustmenet	General
123898	1171	MEDCO	8/13/2020	70.03	QUOTE# ESTMD3009236	General
123898	1171	MEDCO	8/13/2020	0.03	Roundind Adjustment	General
123898	1171	MEDCO	8/13/2020	26.26	QUOTE# ESTMD3009236	General
123898	1171	MEDCO	8/13/2020	0.08	rounding adjustment	General
		<b>MEDCO Total</b>		2,298.11		
123899	1872	MN CHILD SUPPORT PAYMENT CTR	8/13/2020	411.00	Child Support Payable	General
		<b>MN CHILD SUPPORT PAYMENT CTR Total</b>		411.00		
123900	2638	MSBA	8/13/2020	2,100.00	Board Book	General
123900	2638	MSBA	8/13/2020	4,385.00	Dues	General
		<b>MSBA Total</b>		6,485.00		
123901	3437	NARDINI FIRE EQUIPMENT	8/13/2020	494.23	Consulting Fees	Capital Outlay
123901	3437	NARDINI FIRE EQUIPMENT	8/13/2020	404.16	Consulting Fees	Capital Outlay
		<b>NARDINI FIRE EQUIPMENT Total</b>		898.39		
123902	1535	NDHSAA	8/13/2020	70.00	Miscellaneous	General
		<b>NDHSAA Total</b>		70.00		
123903	1243	NORTH CENTRAL TRUCK EQUIPMENT	8/13/2020	63.29	Repair/Equipment	General
123903	1243	NORTH CENTRAL TRUCK EQUIPMENT	8/13/2020	67.42	Repair/Equipment	General
		<b>NORTH CENTRAL TRUCK EQUIPMENT Total</b>		130.71		
123904	385	PERMA BOUND	8/13/2020	511.94	Online cart for MS / HS Books	Capital Outlay
123904	385	PERMA BOUND	8/13/2020	0.02	rounding adjustment	Capital Outlay
		<b>PERMA BOUND Total</b>		511.96		
123905	3149	READ NATURALLY, INC.	8/13/2020	920.00	RL01C Read Naturally Live Licenses	General
		<b>READ NATURALLY, INC. Total</b>		920.00		
123906	411	REGION I COMPUTER SERVICES	8/13/2020	6,140.15	Data Processing Svcs	Capital Outlay
		<b>REGION I COMPUTER SERVICES Total</b>		6,140.15		
123907	3269	SOUTHERN VALLEY MECHANICAL	8/13/2020	240.12	Repair	Food Service
		<b>SOUTHERN VALLEY MECHANICAL Total</b>		32 240.12		
123908	1553	SUMMERVILLE ELECTRIC, INC.	8/13/2020	467.88	Repair/Building	General
123908	1553	SUMMERVILLE ELECTRIC, INC.	8/13/2020	470.58	Repair/Building	General



Breckenridge Public School

Payment Register

123908	1553	SUMMERVILLE ELECTRIC, INC.	8/13/2020	473.48	Repair/ Grounds	General
		<b>SUMMERVILLE ELECTRIC, INC. Total</b>		1,411.94		
123909	2585	TECTA AMERICA GREENBERG ROOFING	8/13/2020	949.52	Repair/Building	General
		<b>TECTA AMERICA GREENBERG ROOFING Total</b>		949.52		
123910	1945	WAHPETON ACE HARDWARE	8/13/2020	24.57	General Supply	General
123910	1945	WAHPETON ACE HARDWARE	8/13/2020	31.96	General Supply	General
123910	1945	WAHPETON ACE HARDWARE	8/13/2020	52.83	General Supply	General
123910	1945	WAHPETON ACE HARDWARE	8/13/2020	34.76	General Supply	General
123910	1945	WAHPETON ACE HARDWARE	8/13/2020	93.57	General Supply	General
		<b>WAHPETON ACE HARDWARE Total</b>		237.69		
123911	1569	WAHPETON AUTO VALUE	8/13/2020	11.99	Repair/Equipment	General
123911	1569	WAHPETON AUTO VALUE	8/13/2020	3.49	Repair/Equipment	General
123911	1569	WAHPETON AUTO VALUE	8/13/2020	109.90	Repair/Equipment	General
123911	1569	WAHPETON AUTO VALUE	8/13/2020	175.61	Repair/Equipment	General
123911	1569	WAHPETON AUTO VALUE	8/13/2020	14.99	Repair/Equipment	General
		<b>WAHPETON AUTO VALUE Total</b>		315.98		
123912	509	WAHPETON GLASS & PAINT	8/13/2020	10.96	General Supply	General
		<b>WAHPETON GLASS &amp; PAINT Total</b>		10.96		
123913	2615	WEST CENTRAL AG SERVICES	8/13/2020	205.67	General Supply	General
		<b>WEST CENTRAL AG SERVICES Total</b>		205.67		
123914	536	ZANER-BLOSER EDUCATION PUB.	8/13/2020	175.35	Grade 2M Handwriting Books 978-1-4531-1796-5	Capital Outlay
123914	536	ZANER-BLOSER EDUCATION PUB.	8/13/2020	409.15	Grade 1 Handwriting Books 1-978-1-4531-1795-8	Capital Outlay
123914	536	ZANER-BLOSER EDUCATION PUB.	8/13/2020	52.61	Shipping	Capital Outlay
		<b>ZANER-BLOSER EDUCATION PUB. Total</b>		637.11		
		<b>Grand Total</b>		1,017,198.80		
		Wire Disbursements		503,166.46		
		Check Disbursements		514,032.34		
		<b>Fund Summary</b>				
		General Fund		834,677.88		
		Food Service Fund		2,100.89		
		Community Service Fund		24,845.91		
		Capital Fund		27,410.76		
		Debt Service Fund		<del>134</del> 912.50		
		Trust Fund		2,002.00		
		Student Activities Fund		1,248.86		

# Breckenridge Public Schools

Student Activities Account

July 31,2020

UFARS Crs #		07/01/2020 Balance	Deposits	Expenses	7/31/2020 Balance
919	Class of 2019	0.00			0.00
920	Class of 2020	0.00			0.00
921	Class of 2021	3,252.00			3,252.00
978	National Honor Society	2,030.18		912.50	1,117.68
979	HS Student Council	5,055.60			5,055.60
980	Letterclub	2,932.21			2,932.21
981	Mathletes	248.56			248.56
982	HS Band	11,892.38			11,892.38
983	Boys Golf	62.53			62.53
984	HS Choir	4,717.36			4,717.36
985	SADD	0.00			0.00
986	FFA	2.95			2.95
987	Close Up	1,324.49			1,324.49
988	Speech	4,294.32			4,294.32
989	Drama Club	2,125.55			2,125.55
990	DECA	4,432.62			4,432.62
991	Robotics	3,253.38			3,253.38
	<b>Totals</b>	<b>45,624.13</b>	<b>0.00</b>	<b>912.50</b>	<b>44,711.63</b>

**Breckenridge Public School-Contingent Account**  
**Account Summary**  
July 2020

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	<u>Jul 20</u>
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
01005010000899000 Sch Bd Misc	60.00
01201294000369202 BBB Entry Fee	-200.00
04005591000369201 Bsebal Ent Fe	150.00
04005591000369208 Yth Enrch Fee	63.80
R01300292000050000 Usr Fee Rfnd	0.00
R04005591000050201 Baseball Ref	90.00
R04005591000050212 Yth Prg Wrst	220.00
	<hr/>
<b>Total Expense</b>	383.80
	<hr/>
<b>Net Ordinary Income</b>	-383.80
	<hr/>
<b>Net Income</b>	<b>-383.80</b>
	<hr/> <hr/>

**Breckenridge Public School-Contingent Account  
Transaction List by Date  
July 2020**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Jul 20</b>				
07/06/2020	26370	Mary Anderson	Babe Ruth summer refund	-90.00
07/09/2020	26371	Minnesota BCA	Anderson, Heisler, Bjorin	-45.00
07/14/2020			Deposit/Void #26226	200.00
07/16/2020	26372	Minnesota BCA	Kinneberg	-15.00
07/23/2020			Deposit/Reissue Lost Ck #26315	75.00
07/23/2020	26373	Diane Fox	Activities Refund/Lost Ck 26315	-75.00
07/23/2020			Deposit	705.87
07/28/2020	26374	Fergus Falls Youth Baseball	Tourney 7/30/2020	-150.00
07/30/2020	26375	Dee Nelson	Fishing Supply	-63.80
07/30/2020	26376	Breckenridge Food Service	Wrestling camp partial refunds	-120.00
07/30/2020	26377	Jill Fronning	Wrestling camp partial refund	-20.00
07/30/2020	26378	Amber Running Bear	Wrestling camp partial refund	-20.00
07/30/2020	26379	Stephanie Amborn	Wrestling camp partial refund	-40.00
07/30/2020	26380	Amanda Haire	Wrestling camp partial refund	-20.00
<b>Jul 20</b>				

# Breckenridge Elementary School

## Breckenridge Pride...Inspiring to Excel



Elementary Board Report:

*August 18, 2020*

**#1 BOARD VALUE:** To provide a world-class education for Breckenridge students.

**#2 BOARD VALUE:** The board values the need for individualized learning and will prioritize our resources to support student achievement through active and engaging learning.

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### **Summer School - Camp S'more:**

- Going very well and students are doing a great job social distancing, wearing masks, and learning a lot about plants, animals and camping!

### **Preparing for next year:**

- Follow-up meetings after Re-entry Framework announced
  - ◆ Food Service
  - ◆ Mental Health
  - ◆ Student Experience
  - ◆ Staff - 3 Google meets on August 11th - well attended
- Preparing staffing and protocols for more of a hybrid scenario
  - ◆ Safety
  - ◆ More sections of students spread out changes the schedule significantly.
- September 8th and 9th
  - ◆ Putting finishing touches on those plans
  - ◆ Anticipate parents will be able to start signing up for their family conference on August 26th
- Family letters went out August 17th with additional information for K-6th grade students
- Academic and Transportation survey due August 21

### **"New Crew" Teacher Workshop Day:**

August 20th includes technology training with Mrs. Tobola

### **Title Grants:**

Work in progress

**ACT:** Preparations for Oct 6th in progress

**Breckenridge High School  
School Board Report  
Tues. Aug. 18, 2020  
Principal: Craig J. Peterson  
7:00am**

**High School Goal #1: “How can we set the culture at Breckenridge?”**

**High School Goal #2: “How can we support students, staff and community growth at Breckenridge?”**

**Celebrations:**

- Custodians: Have worked extremely hard to clean, update and make our building looking good for school
- Staff: We have had many staff working this summer. They have worked hard to get their classroom and themselves ready for the school year
- Office Staff: Teddi, Kayla and Angie have worked very hard to get organized
- All of the staff that worked on our Breckenridge Re-entry plan
- Miriam Tabola: Credit to her for her administrative work and work that she does for us as a district.

**Old Business**

**1. New Tech network and training: Step 1 of a 4 year plan**

[-https://newtechnetwork.org/](https://newtechnetwork.org/)

**Facilitator Teams:**

**Step 1: 2019-2020 (learning), 2020-2021 (Phase 1), 2021-2022 (Phase 2), 2022-2023 (Phase 3)**

**Gr. 7-8:** Mary D., Jack H., Margaret W., Travis E., Emily M., Hayley B., Liz D, Missy J., Kelly Larson (9 teachers)

**Step 2: 2020-2021 (investigate/learn), 2021-2022 (Phase 1), 2022-2023 (Phase 2)**

**Gr. 9-10:** Jolynn W., Stacey D., Tina A., Al G., Austin I., Emily C., Linda H., Brenda R., Kelly Leiseth (9 teachers)

**Step 3: 2020-2021 (investigate/learn), 2021-2022 (Capstone Project), 2022-2023 (Step 1)**

**Gr. 11-12:** Stan G., Dennis S., Alissa H., Tony B. Derek G., Brad L., Kim Q., Chad F. (8 teachers)

**Training:**

- New Tech 101 training on Sept. 1,2,3

**2.Summer School (August 3-August 27)**

- Monday-Thursday (4 weeks); 9:00am-12:00pm
- 15 students

**3. Contracts for services:**

- Edmentum: Credit Recovery and Virtual School Academy
- Golden Path Solutions: College and Career Readiness (4 year commitment)

#### 4. August will be Different and September

- Be ready for some unique challenges, changes and different Educational thoughts around learning
- Breckenridge is different; We pride ourself in adaptability and flexibility in education
  - Being the school district in front of change
  - Be the school district for “future ready” learners
  - Being the school district that personalizes learning for students, staff and community

#### New Business:

##### 1. Breckenridge High School Master Schedule (2020-2021)

<https://docs.google.com/spreadsheets/d/10XACpDIeKyJLiEMTICgpoWvXIt9Mk-ViumRa8gH8O2M/edit?usp=sharing>

##### 2. Portrait of a Graduate: <https://sites.google.com/isd846.org/breck-grad/home>

- Presented to our HS staff our Portrait of a Graduate
- We did an activity on all of the projects/activities our students already do in the categories of **Inspired, Impassioned, Empowered and Engaged**

##### 3. Student Handbook Changes

<https://docs.google.com/document/d/1iL6Y4cnNrIdM3cGx6BvAKZFZcvgn1aek2BHAIIDROg/edit?usp=sharing>

- Community Agreements
- Profile of a Graduate
- COVID Face Covering Policy (New Policy)
- Political Campaigns and Activities (New Policy)

##### 4. AGENCY: (Attached) <https://newtechnetwork.org/resources/new-tech-network-agency-rubrics/>

- Agency Rubric is attached for your viewing

##### MY ADULT LEARNING AGENCY GOAL: Develop Growth Mindset

- SEEK CHALLENGES ( Analyzes and overcomes personal barriers (mindsets, beliefs, circumstances) that inhibit taking risks.**
- GROW FROM SETBACKS: Identifies challenges, failures, or setbacks and reflection (e.g. giving up or trying harder) affect the process, product, and learning**

##### 4. FACEBOOK LIVE Sessions: Breckenridge FACEBOOK page

- Send all questions to [questions@isd846.org](mailto:questions@isd846.org)

-Thurs. Aug. 13 @ 12:30pm-1:00pm: Question and Answer Session with Superintendent Cordes, Principal Erickson and Principal Peterson

##### **Topic: Overview of Return to School Framework**

-Mon. Aug. 17 @ 12:30pm-1:00pm: Question and Answer Session

##### **Topic: Student/Staff Health and Safety**

-Wed. Aug. 19 @ 12:30pm-1:00pm: Question and Answer Session

##### **Topic: Virtual Learning Academy**

\*\*\*\*\*Future Sessions will be available throughout the year with Administration.

**August Reports and Projects:**

- 1.2020-2021 Student Handbook
3. 2020-21 High School Master Schedule

**September Reports and Updates:**

- 1.Re-entry Plan UPDATE and Feedback
- 2.Block Schedule UPDATES
3. New Tech Training UPDATES
4. What we are doing that is UNIQUE and INNOVATIVE

**New Projects the High School is working on:**

1. Culture and Agency
- 2.Capstone Project for Seniors (2022)
- 3.Portrait of a Graduate: We have spoken to HS staff and have identified projects that fit into our Profile of Graduate definition.
4. Adult Learning in our School

**Announcements/Calendar of Events:****Gr. 9-12 Student Re-registration**

- Tues. Aug. 18: 11th and 12th grade students Re-register for Block Schedule (attached)
- Wed. Aug. 19: 11th and 12th grade students Re-register for Block Schedule (attached)
- Thurs. Aug. 20: 9th and 10th grade students Re-register for Block Schedule (attached)
- Fri. Aug. 21: 9th and 10th grade students Re-register for Block Schedule (attached)

**Student and Parent/Guardian Orientation Nights (In HS gym)**

- Mon. Aug. 24: 11th grade orientation (5:30pm-6:45pm); *Virtual Option will be available*
- Mon. Aug. 24: 12th grade orientation (7:00pm-8:15pm); *Virtual Option will be available*
- \*\*\*\*ADDED -Tues. Aug. 25:7th grade orientation (5:30pm-6:45pm); Question and Answer
- Wed. Aug. 26: 9th grade orientation (5:30pm-6:45pm); *Virtual Option will be available*
- Wed. Aug. 26: 10th grade orientation (7:00pm-8:15pm); *Virtual Option will be available*
- Mon. Aug. 31: 7th grade orientation (5:30pm-6:45pm); *Virtual Option will be available*
- Mon. Aug. 31: 8th grade orientation (7:00pm-8:15pm); *Virtual Option will be available*

**Tues. Sept. 8: 1st DAY OF SCHOOL!!**



**BRECKENRIDGE SCHOOL DISTRICT #846  
ACTIVITIES COMMITTEE MEETING  
MONDAY, AUGUST 3, 2020 7:00 AM  
ELECTRONIC VIRTUAL SETTING**

Committee members present: Clayton Ernst, Steve Arnhalt, Ty Mikkelson

Others present: Superintendent Cordes, Chad Fredericksen, Cathy Affield

Present via phone: Cindy Kvidera

Activities Director, Chad Fredericksen provided a follow up update on the boys basketball program. Mr. Fredericksen was directed to gather feedback from the basketball players and follow up with the committee on Coach Ohm's work with the individual players. Mr. Fredericksen stated that a month of follow-up has not been enough time to get a true picture of the work that Coach Ohm has done with the basketball players. The reaction of the players was mixed with the team building activities and relationship building.

Coach Ohm and Mr. Fredericksen will be invited to the board retreat on August 5<sup>th</sup> to follow up with the entire board.

The Minnesota State High School League will be meeting on Tuesday, August 4<sup>th</sup> to make a recommendation regarding activities for the 2020/2021 school year. A coaching resolution will need to be put in place once the MSHSL has made its recommendations through a meet and confer meeting with the teacher union for coaches and co-curricular advisors compensation.

*Adopted: 01/09/2007*

*Breckenridge ISD 846 Policy 601*

*Orig. 1995*

*Revised: 08/18/2020*

*Rev. 2019*

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

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

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### **III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
  - 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;

2. student performance on the Minnesota Comprehensive Assessments;
  3. high school graduation rates; and
  4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

#### **IV. LONG-TERM STRATEGIC PLAN**

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
  2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
  3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students’ access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students

under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.\* These skills include the following:
  - a. reading, writing, speaking, listening, and viewing in the English language;
  - b. mathematical and scientific concepts;
  - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
  - d. creative and critical thinking, decision making, and study skills;
  - e. work readiness skills;
  - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
  - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
  - b. bring many perspectives, including historical, to contemporary issues;

- c. develop an appreciation and respect for democratic institutions;
  - d. communicate and relate effectively in languages and with cultures other than the student's own;
  - e. practice stewardship of the land, natural resources, and environment;
  - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
  - b. adapting to change;
  - c. leading a healthy and fulfilling life, both physically and mentally;
  - d. living a life that will contribute to the well-being of society;
  - e. becoming a self-directed learner;
  - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
  - b. address human problems through team effort;
  - c. resolve conflicts with and among others;
  - d. function constructively within a family unit;
  - e. promote a multicultural, gender-fair, disability-sensitive society.

- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
  2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
  3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.
  4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students with:
    - a. dyslexia, using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist; or
    - b. convergence insufficiency disorder.
  5. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.
  6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:

- a. the student’s reading proficiency as measured by a locally adopted assessment;
- b. reading-related services currently being provided to the student and the student’s progress; and
- c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student’s right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students’ cultural connections.

***Legal References:***

- Minn. Stat. § 120B.018 (Definitions)
- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
- Minn. Stat. § 120B.11 (School District Process)
- Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
- Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
- Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
- Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
- Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
- Minn. Stat. § 123B.147, Subd. 3 (Principals)
- Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)
- 20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
- 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:***

- Policy 104 (School District Mission Statement)
- Policy 613 (Graduation Requirements)
- Policy 614 (School District Testing Plan and Procedure)

Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
Policy 616 (School District System Accountability)  
Policy 618 (Assessment of Student Achievement)



*Adopted: 01/09/2007*

*Breckenridge ISD 846 Policy 602*

*Orig. 1995*

*Revised: 08/18/2020*

*Rev. 2017*

## **602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY**

### **I. PURPOSE**

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

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

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

### **III. CALENDAR RESPONSIBILITY**

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
  - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
  - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
  - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

#### **IV. SCHOOL DAY RESPONSIBILITY**

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

#### **V. FLEXIBLE LEARNING DAYS**

- A. A “flexible learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five flexible-learning days in one school year.
- C. An flexible learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The flexible learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its flexible learning day plan at the beginning of each school year.
- F. When a flexible learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On a flexible learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

**Legal References:** Minn. Stat. § 120A.40 (School Calendar)  
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.414 (E-Learning Days)

Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120A.42 (Holidays)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts;  
Termination)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the  
First Class; Definitions)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123A.32 (Interdistrict Cooperation)  
Minn. Stat. § 123A.35 (Cooperation and Combination)  
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible  
Learning Year Programs)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)  
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids;  
Appropriation)

***Cross References:*** Policy 425 (Staff Development)

## **603 CURRICULUM DEVELOPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

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

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### **III. RESPONSIBILITY**

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
  - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
  - 2. Identify minimum objectives for each course and at each elementary grade level.
  - 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.

4. Provide a program for ongoing monitoring of student progress.
  5. Provide for specific, particular, and special needs of all members of the student community.
  6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
  7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
  8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minn. Stat. § 120B.12, Subd. 2.
- E. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.
- F. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

**Legal References:** Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
 Minn. Stat. § 120B.11 (School District Process)  
 Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
 Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)  
 Minn. Rules Part 3500.0550 (Inclusive Educational Program)  
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for

Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:*** Policy 604 (Instructional Curriculum)  
Policy 605 (Alternative Programs)  
Policy 613 (Graduation Requirements)  
Policy 614 (School District Testing Plan and Procedure)  
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
Policy 616 (School District System Accountability)  
Policy 617 (School District Ensurance of Preparatory and High School Standards)  
Policy 618 (Assessment of Student Achievement)  
Policy 619 (Staff Development for Standards)  
Policy 620 (Credit for Learning)  
Policy 623 (Mandatory Summer School Instruction)

*Adopted: 01/09/2007*

*Breckenridge ISD 846 Policy 604*

*Revised: 08/18/2020*

*Orig. 1995*

*Rev. 2017*

## **604 INSTRUCTIONAL CURRICULUM**

### **I. PURPOSE**

The purpose of this policy is to provide for the development of course offerings for students.

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

A. Instruction must be provided in at least the following subject areas:

1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I.);
4. Health and physical education;
5. The arts;
6. Career and technical education; and
7. World languages.

B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.

C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.

D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.

- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum for all students in that grade beginning in the 2014-2015 school year and later.
  - 1. In the school district's discretion, training and instruction may result in CPR certification.
  - 2. CPR and AED instruction must include CPR and AED training that have been developed:
    - a. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
    - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
  - 3. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
  - 4. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.
- H. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
  - 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards



and developing career and employment-related skills such as team work, collaboration, creativity, communication, critical thinking, and good work habits;

2. emphasize academic rigor and high expectations and inform the student and the student's parent or guardian, if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;
3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
5. help students access education and career options;
6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or

secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.

Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.

When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.

Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

- I. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student's transcript that the student answered at least 30 of 50 civics test questions correctly.
  1. "Civics test questions" means 50 of the 100 questions that, as of January 1, 2015, United States citizenship and immigration services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state's civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota's Legacy website by August 1 of that year.
  2. A school or district may exempt a student with disabilities from this requirement if the student's IEP team determines the requirement is inappropriate and establishes an alternative requirement.

3. A school or district may administer the civics test questions in a language other than English to students who qualify for English learner services.
4. Schools and districts may administer civics test questions as part of the social studies curriculum.
5. A district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.
6. The school district cannot charge a fee related to this requirement.

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.022 (Elective Standards)  
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

***Cross References:*** Policy 603 (Curriculum Development)  
Policy 605 (Alternative Programs)

*Adopted: 01/09/2007*

*Breckenridge ISD 846 Policy 606*

*Orig. 1995*

*Revised: 08/18/2020*

*Rev. 2005*

## **606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

### **I. PURPOSE**

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

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

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

### **III. RESPONSIBILITY OF SELECTION**

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:
1. support the goals and objectives of the education programs;
  2. consider the needs, age, and maturity of students;
  3. foster respect and appreciation for cultural diversity and varied opinion;
  4. fit within the constraints of the school district budget;
  5. are in the English language. Another language may be used, pursuant to Minn. Stat. § 124D.61;
  6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the

foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and

7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

#### **IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

#### **V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS**

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)

Minn. Stat. § 120B.235 (American Heritage Education)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
Minn. Stat. § 124D.59-124D.61 (Limited English Proficiency)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

***Cross References:*** Policy 603 (Curriculum Development)  
Policy 604 (Instructional Curriculum)

Adopted: 01/09/2007

Breckenridge ISD 846 Policy 607

Orig. 1995

Revised: 08/18/2020

Rev. 2005

## **607 ORGANIZATION OF GRADE LEVELS**

### **I. PURPOSE**

The purpose of this policy is to address the grade level organization of schools within the school district.

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

- A. The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

*Elementary:                      Grades Prekindergarten through 6*

*Middle:                              Grades 7 through 8*

*Senior High:                      Grades 9 through 12*

- B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

### **III. DEFINITIONS**

- A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.
- B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

**Legal References:** Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

**Cross References:**

*Adopted: 01/09/2007*

*Breckenridge ISD 846 Policy 611*

*Revised: 08/18/2020*

*Orig. 1996*

*Rev. 2019*

## **611 HOME SCHOOLING**

### **I. PURPOSE**

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

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

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

### **III. CONDITIONS FOR HOME SCHOOLING**

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

### **IV. IMMUNIZATION**

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

### **V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS**

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental



cost as a result of providing access electronically.

## **VI. PUPIL SUPPORT SERVICES**

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

## **VII. EXTRACURRICULAR ACTIVITIES**

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

## **VIII. SHARED TIME PROGRAMS**

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

## **IX. OPTIONAL COOPERATIVE ARRANGEMENTS**

### **A. Activities**

- 1. Minnesota State High School League-sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
  - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
  - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

**B. Transportation Services**

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
 Minn. Stat. § 120A.24 (Reporting)  
 Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
 Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
 Minn. Stat. § 123B.36 (School Boards May Require Fees)  
 Minn. Stat. § 123B.41 (Definitions)  
 Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)  
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials,  
Standardized Tests)

***Cross References:*** Policy 509 (Enrollment of Nonresident Students)  
Policy 510 (School Activities)

*Adopted: 01/09/2007*

*Breckenridge ISD 846 Policy 612.1*

*Orig. 1996*

*Revised: 08/18/2020*

*Rev. 2016*

## **612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

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

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

### **III. DEVELOPMENT OF DISTRICT LEVEL POLICY**

The school board will direct the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging

parents and family members in education;

- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parent and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

#### **IV. DEVELOPMENT OF SCHOOL LEVEL POLICY**

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
  - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their

right to be involved;

2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
  3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
  4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
  5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
  2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
  3. Address the importance of communication between teachers and parents on an on-going basis through the use of:

- a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
  - b. Frequent progress reports to the parents; and
  - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
  - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
  2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
  3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
  4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
  5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
  6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and

school choose to:

1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
  2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
  3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
  4. Train parents to enhance the involvement of other parents;
  5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
  6. Adopt and implement model approaches to improving parental involvement;
  7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
  8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

**Legal References:** 20 U.S.C. § 6318 (Parent and Family Engagement)  
**Cross References:**



## 2020/2021 DAIRY BID SUMMARY

<u>MILK BIDS</u>	<u>LAND O LAKES</u>	<u>CASS CLAY</u>	<u>CWD</u>
1/2 Pint 2% Milk	0.247 esc	0.2201 esc	0.247 esc
1/2 Pint 1% Milk	0.237 esc	0.21 esc	0.244esc
1/2 Pint Fat Free Milk	0.2360 esc	0.2075 esc	0.235 esc
1/2 Pint Chocolate Fat Free Milk	NA	0.215 esc	0.258 esc
1/2 Pint Whole Milk	0.259 esc	0.2302 esc	0.2824 esc
1/2 Pint 1% Chocolate Milk	0.249 esc	NA	NA
Ice Cream – 4 oz./24 pk Dixie Cups	7.03	NA	18.10 (48)
5 lb Cottage Cheese 2%	5.912	6.77 esc	13.405
5 lb Cottage Cheese 1%	5.80	NA	NA
5 lb Cottage Cheese – Fat Free	NA	NA	NA
24oz Cottage Cheese – Fat Free	NA	NA	NA
Sour Cream Light (24 ounces)	NA	2.39 esc	NA
Sour Cream (1 oz )	NA		0.1745
Sour Cream Lite – 5 lb	5.812	NA	10.375

## 2020/2021 FUEL QUOTE SUMMARY

### STATION DISCOUNT

	<u>Super Unleaded</u>	<u>Regular Unleaded</u>	<u>Diesel</u>
FARMERS UNION	0.122	0.122	0.122
Other: Dividends (amount not know at this time)			
BRECK SUPERPUMPER	No Bid		
BLAZER EXPRESS	No Bid		

### 2019/2020 FUEL QUOTE

	<u>Super Unleaded</u>	<u>Regular Unleaded</u>	<u>Diesel</u>
FARMERS UNION	0.122	0.122	0.122

Gifts and Donations.xls

<b>Date</b>	<b>Received From</b>	<b>Amount</b>	<b>Requested Purpose</b>
7/13/2020	BCT Cross Country/ Track Boosters	100.00	Teambuildr
7/13/2020	Breckenridge Lions Club	100.00	Easter Egg Hunt
7/13/2020	Breckenridge Lions Club	100.00	Twin Town Baseball
7/13/2020	Wrestling Boosters	100.00	Teambuildr
7/13/2020	Bell Bank	40.00	
7/24/2020	Headway Marketing - Smith Motors	500.00	Twin Town Baseball
7/31/2020	Bayer/ Monsanto	2,500.00	Pre-School Program

**Total for Month of July                      \$3,440.00**

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

BE IT RESOLVED by the School Board of Independent School District No.846, Breckenridge, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing four school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2020.

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

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

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

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

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

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.


GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 846  
BRECKENRIDGE PUBLIC SCHOOL

NOVEMBER 3, 2020

---

**INSTRUCTIONS TO VOTERS**

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

---

**SCHOOL BOARD MEMBER  
VOTE FOR UP TO FOUR**

---

- CANDIDATE U
- CANDIDATE V
- CANDIDATE W
- CANDIDATE X
- write-in, if any \_\_\_\_\_
- write-in, if any \_\_\_\_\_
- write-in, if any \_\_\_\_\_
- write-in, if any \_\_\_\_\_

---

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

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

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

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

Dated: August 18, 2020

BY ORDER OF THE SCHOOL BOARD

77  
Clerk

**NOTICE OF GENERAL ELECTION**

**INDEPENDENT SCHOOL DISTRICT NO. 846  
BRECKENRIDGE PUBLIC SCHOOL  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN, that the general election has been called and will be held in and for Independent School District No. 846, Breckenridge, State of Minnesota, on Tuesday, the 3rd day of November, 2020, for the purpose of electing four school board members for four year terms. The ballot shall provide as follows:

---

**INSTRUCTIONS TO VOTERS**

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

---

**SCHOOL BOARD MEMBER  
VOTE FOR UP TO FOUR**

---

- Erin Johnson
- Ty Mikkelson
- Tracey Desjarlais
- Brett Johnson
- Shawn Krause Roberts
- Steven Arnhalt
- write-in, if any \_\_\_\_\_
- write-in, if any \_\_\_\_\_
- write-in, if any \_\_\_\_\_
- write-in, if any \_\_\_\_\_

---

The combined polling places for this election and the precincts served by those polling places and the voting hours at those polling places shall be the same as those for the state general election.

Any eligible voter residing in the school district may vote at said election at the polling place designated above for the precinct in which he or she resides.

A voter must be registered to vote to be eligible to vote in this election. An unregistered individual may register to vote at the polling place on election day.

Dated: August 18, 2020

BY ORDER OF THE SCHOOL BOARD

---

School District Clerk

# STUDENT HANDBOOK

## BRECKENRIDGE High School

### 2020-2021



710 13<sup>th</sup> Street North  
Breckenridge, MN 56520  
(218) 643-2694  
(218) 641-4005  
[www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us)

This Handbook belongs to:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Email: \_\_\_\_\_

#### **BRECKENRIDGE SCHOOL VISION STATEMENT**

**“Breckenridge Pride...Inspiring to Excel.”**

#### **BRECKENRIDGE SCHOOL MISSION STATEMENT**

We are devoted to providing personalized learning through challenging, relevant, and dynamic experiences in a safe environment where mutual respect is fostered and builders of the future are developed.

Dear Students, Parents/Guardians and Community Members:

The goal of the Breckenridge Board of Education, school administration, and the teaching and support staff is to create a 21<sup>st</sup> century environment where each student can be successful. Additionally, we strive to create an environment where everyone is respected and respectful, an environment where we can grow as people and as citizens of this country, an environment of commitment to and support for the Breckenridge Cowboy and Cowgirl tradition, and an environment of pride in achievement and excellence.

We believe in active classroom, inquiry-based learning, problem base learning and project based learning. Our students need to develop AGENCY throughout their time at Breckenridge high school. We have developed a Profile of a Graduate (<https://sites.google.com/isd846.org/breck-grad/home>)

Breckenridge High School's **STUDENT-PARENT HANDBOOK** is presented to all students and available online to parents. Its purpose is to promote understanding of school policy and practices. It also provides information on standards, expectations, resources and, in general, what is available to each Breckenridge student. This handbook is part of the school's commitment to provide communication and high quality education and life opportunities to all our students. More complete information regarding classes and academic expectations is available in the **COURSE DESCRIPTIONS HANDBOOK**.

Parents/Guardians, we request your support and your input. Our continuous improvement is tied to your assistance. In the event there are any complaints or misunderstandings, please call and set up an appointment to discuss the situation. Our goal is to serve your student's educational needs. If you have any questions please call 641-4005 or email me at [petersonc@breckenridge.k12.mn.us](mailto:petersonc@breckenridge.k12.mn.us).

In Breckenridge Pride,

Craig J. Peterson  
High School Principal



# Handbook Description

Our Breckenridge High School Handbook is organized by the following:

- 1) General Student Information and School Procedures**
- 2) Academics**
- 3) Attendance**
- 4) Activities**
- 5) Rules and Discipline**
- 6) Health and Safety**
- 7) School Board Policies**

## Our Community Agreements

1. Engage fully as possible
2. Look for and embrace new learning
3. Be kind and brave
4. Expect and accept non-closure
5. Ensure all voices are heard

## Profile of a Graduate

During the 2015-16 school year, the Breckenridge school district developed district-wide goals that incorporated our vision for teaching and learning within the district. This work produced our TL21 initiative. TL21 stands for Teaching & Learning in the 21st Century. This vision has been our guidepost for creating a classroom experience that best prepares our students for their future.

In 2018-2019, the secondary staff took on the challenge of developing this vision further to provide an explicit portrait of skills and understandings that students in Breckenridge would develop. Staff and community questionnaires were used to gather broad data and the analysis of that data provided a detailed portrait of a Breckenridge graduate.

Our ideal Breckenridge graduate will be:

1. Inspired
2. Impassioned
3. Empowered
4. Engaged

<https://sites.google.com/isd846.org/breck-grad/home>

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## I) General Student Information and School Procedures

### Absences

Absences must be called in by a parent/guardian on the day of the absence. Please call the High School before 9:00AM. Calls made before 7:15AM may be left on the answering machine.

### Sign In/Out

Parent/Guardian must communicate with the office before a student is allowed to leave the building during the school day. **When a student leaves or enters the building during the school day, they must stop in the office to sign in or out.**

### Modified Block Schedule

Each class will meet 3 times per week on Monday, Tuesday and Wednesday for 47 minutes. Each class period will meet 1 time on Thursday or Friday for 90 minutes.

**\*\*\*Attached is the Regular School Day Schedule**

### TEAM Time – Time for Extra Access and Meetings

Students will meet everyday (Monday-Friday) with an assigned teacher for 22 minutes. The purpose of this time is to provide students with time during the school day to complete and make up school assignments, student meetings and to enhance their academic/social learning. This time also allows students to sign out to meet with any teacher that they would like as long as it is set up in advance. TEAM Time will allow time for school organizations to meet with groups of students without interrupting the regular school day.

### School Day and Supervision of Students

During the school day, all students must have adult supervision. Students will not be permitted in the halls or other unsupervised areas during the school day without a pass from their assigned teacher or a pass from the office. Students in the halls repeatedly without a pass may be subject to disciplinary action.

School day is defined as the time from when a student gets on the bus in the morning or enters school district property by any mode of transportation to the time when a student gets off the bus at the end of the school day or when a student leaves the school grounds by any mode of transportation after the school day or after any school district sponsored activity.

### Student Assistance Team (S.A.T.)

This program deals with the prevention, intervention and follow-up regarding issues, which interferes with the individual student's potential to learn. S.A.T. addresses behaviors and assists in seeking solutions. Communication, self-awareness, problem solving, responsibility, self-discipline, choices, conflict resolution and mediation are some of the skills that S.A.T. will bring to students.

### Counseling and Guidance Services

This includes assistance with educational planning, interpretation of test scores, occupational information, career information, school and personal problem resolution. Counseling & guidance services also assist with state & national testing. The Ramp Up to Readiness program is a career guidance program that is in place for students in grades 6-12. Lessons are embedded into required classes to ensure that all students receive this curriculum.

### Psychological Services

The school provides a psychologist in the area of testing and counseling.

### **Special Education**

Trained staff are available to provide students who have learning, physical, or other handicaps with help and support needed to be successful in high school.

### **Peer Tutoring**

Peer tutoring is a program to help students who are academically struggling. Counseling and administration can assist students and parents in connecting with peer tutoring services. These may be available before/after school or during TEAM Time. *Arrangement for this assistance can be made through the counselor's office.*

### **Community Services**

Psychological, family, crisis, chemical dependency, suicide, alternative education, abuse and other issue assistance programs are available. Counseling and administration can assist students and parents in connecting with community services.

### **Medication Authorization (Policy 516)**

The school will no longer provide over-the-counter medications for students. An Over-the-Counter Medication Authorization Form is available from the high school office or on the school website. The form must be filled out and returned to the school if your child is taking over-the-counter medication that must be given during the school day. Over-the-counter medications must be provided in the unopened and original labeled container. Over-the-counter medications will only be administered to a student according to physicians orders AND/OR parent/guardian consent.

A Prescription Medication Authorization Form is available from the high school office or on the school website. The form must be filled out, signed, and returned to the school if your child is taking prescription medication that must be given during the school day. All medication will be stored and given by school personnel in the HS office.

### **Armed Service Opt Out – Juniors and Seniors only (Policy 515)**

We are required to release names, addresses and phone numbers of all junior and senior students to the Armed Services. Your child's name will be included on the list unless **an opt out form is returned to the high school office by September 30**. A new form must be filled out yearly. A form is available from the high school office or on the school website.

### **Student Directory Information Opt Out – All students (Policy 515)**

The Breckenridge School District may release student directory information for various purposes. Parents/guardians have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. **If you wish to opt out, you must fill out and return an "Opt Out" form to the school no later than September 30 or ten days following the student's enrollment in the District.** A new form must be filled out yearly. A form is available from the high school office or on the school website.

**If an opt out form is NOT received by the school, we assume that you have granted permission for your child to be included in student directory information & student pictures, videos & student art/work.**

\*\*\*Public disclosure of student directory information may occur in many ways, such as:

- School yearbooks (including photos)
- Team rosters and class lists

- Graduation, theater, athletic and music programs
- Video performances, school activities and athletic events
- Articles about school activities and athletic events
- School honor roll, scholarships and other awards
- Releases to media

#### Publishing of Pictures, Videos & Student Art/Work in Schools:

Photographs of students and school activities may appear in various District materials, including the District's website ([www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us)), newsletters, yearbooks, brochures, etc. Student work may also be publicized.

Student directory information may include, but is not limited to:

- Student name and address
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors, awards, & degrees received
- School & grade level
- Previous educational agencies or institutions attended by the student
- Photographs, videos and other similar information

### **Complaints**

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.

### **Student Surveys (Policy 520)**

Throughout the school year, students may be asked to take school surveys, student surveys, college/career readiness surveys and other types of personal surveys for the benefit of data. Taking these surveys is OPTIONAL. If a student/parent or guardian, chooses to not participate in the collection of survey data. **A Public Notice of data collection is given or included with our Policy 515.**

### **Emergency School Closing**

In the event of emergency school closings, an alert notification system will be used to notify parents/students. In addition, the following radio and television stations for school information will be notified: KBMW, WDAY, KFGO, and KVLV. Parents should sign up for this service on the school web-site: [www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us) or contact the HS office for assistance.

**\*\*\*Note: The Breckenridge School District may use "Flexible-Learning" days for students to complete assignments. A flexible learning day plan has been created.**

### **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 school sponsored; 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 non-school 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**

Breckenridge High School requires user or participation fees in the following areas:

1. School owned musical instruments
2. Combination lock (Refundable at the end of the student's senior year or withdrawal from school)
3. Admission and meals on certain field trips
4. Fan buses
5. Athletic activity participation (which includes individual and family caps)
6. Non-athletic activity participation
7. Classroom projects may have fees or materials required (No waivers available)
8. Drivers Ed including Classroom & Behind-the-Wheel (No waivers available)
9. Chromebook Fee=\$10 per school year enrolled grades 7-12 (waiver available)

*\*\*\*Note: Forms are available in office to apply for waiver of participation fees.*

### **Fire Drills/Building Lockdowns**

Fire drills are practiced at random times during the year. When the alarm sounds all students are to follow the directions of the teacher and proceed in an orderly manner to the predetermined exit. The building exit for each classroom is posted in the classroom. Building lock downs are also practiced at random times during the year. These drills should be taken seriously and practiced without incident.

### **Books/Chromebooks & Other school property**

Books, Chromebooks & other school property are provided to students at no cost, other than repair or replacement for lost or damaged property. Fines for lost or damaged property must be paid in order for students to receive reports, transcripts, or other requested information from the office. The graduation ceremony may be withheld from seniors with unpaid fees or fines.

### **Student Publications and Materials (Policy 512)**

The policy of the school district 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 Nonschool-Sponsored Materials on School Premises (Policy 505)**

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 in *Appendix 2*.

### **School-Sponsored Student Publications (Policy 512)**

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 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 editorial control by the school district 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.

### **Student Records (Policy 515)**

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 complete information on the rights of parents/guardians and eligible students regarding student records, please see *Appendix 3* in the back of this handbook. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at *the Breckenridge school district office*.

### **Age of Majority (18 Year Old Students)**

MN Statute 120.06 states, "The Board of Education of any school district shall provide free educational services to any person between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age". At Breckenridge High School, our policy states that **all students, regardless of age, must adhere to the same rules and regulations**. Persons between the ages of 18 and 21 must follow the same regulations as those students under age 18. Students 18 years old and older must provide legal emancipation documentation to the school from the courts in order to be allowed different application of the rules and regulations. For example, the school requires that students 18 years and older must provide parental verification of absences

### **Lockers (Policy 502)**

Students will be assigned to a locker. Students should have locks for both regular and locker room lockers. Students may rent a lock from the school for \$7, which may be refunded at the end of the student's senior year or withdrawal from school. Personal locks are not allowed on hallway lockers. Locks may be cut from lockers or the locker room in the event of an emergency.

Lockers are "on loan" from the school to the student. Lockers should be kept clean and neat, both inside and out. Lockers should contain no pictures, posters, etc. that promote or advertise tobacco, alcohol, or drugs. Sexually explicit pictures or messages or other contents that are offensive or in bad taste are not permitted in lockers. The school will not be responsible for lost or stolen property. Students may not "switch" lockers with other students. The school reserves the right to inspect student lockers if it is deemed necessary.



## **Riding a School Bus**

Student transportation in the Breckenridge School District is both a large and complicated operation. Transportation Rules of Conduct and the District Transportation Discipline Policy are listed below. Please review these with your students. We expect few changes in time and routes for this school year, however, if your time or route has a significant change you will be notified individually.

### Transportation Rules of Conduct:

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No smoking.
8. Keep your hands and head inside the bus.
9. Do not destroy property.
10. For your own safety, do not distract the driver through misbehavior.

### District Transportation Discipline Policy: Progressive Discipline, but may move steps (up or down) based upon infraction

The following discipline policy will be used when a student is reported by a driver for failing to obey the transportation rules of conduct:

1. Upon first violation, a conference will take place with the student, bus driver, transportation director and school administrator in attendance. Parents will receive a telephone call and written report.
2. Upon second violation, a parent conference will take place with the parent, student, bus driver, transportation director and school administrator in attendance.
3. Upon the third and subsequent violations, the parent will be notified and the student will lose the privilege of riding on the school district's transportation system for one week.

\*Serious misconduct, or discipline problems reported during the last week of school are not subject to the procedural sequence of this policy.

## **School Bus Waiver**

There are a number of students assigned to a bus route who do not ride the route at all during the school year. This is most likely a result of students driving their own cars, parents dropping their students off on the way to work or younger siblings riding to school with an older brother or sister. Holding these spots on the bus route for non-riders costs the District money. To be more efficient with our district funds, we are asking that all families with students who will NOT be riding their bus route to and from school to complete the school bus waiver form and return to the school. This does not mean that we would refuse to give a student a ride. We understand that emergencies arise or cars break down or students have their driving privileges taken away. We also know that different sports seasons or jobs may mean that a student only needs transportation for a portion of the year. Without your assistance we will need to continue to provide the "unused" busing.

The District is asking students and parents to review their busing needs. Students and families, eligible for busing, who voluntarily elect to waive busing at this time, will be able to re-establish busing at any time during the school year by contacting the Transportation Department. Your cooperation and assistance in this matter is very much appreciated. The School bus waiver form is located on the school website under High School Office. If you have any questions about this form, please contact Henry Peck at 218-643-5013 or Neil Kusler at 218-643-6822.

### **Lunch Program (Policies 533 and 534)**

Our school provides healthy meals each day. Parents/guardians have the option of setting up individual student accounts or a family account. Parents/students are responsible for keeping sufficient funds in their account(s). Lunch balances may be monitored on ParentVue and StudentVue. Electronic deposits may be made at the school web store [www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us). Electronic deposits must be made before 11:00AM in order for funds to be available that day.

Your children may qualify for free meals. Applications are mailed to all district households in August and are available in the school offices and on the school website. A new application must be submitted each year. Your application also helps our school qualify for education funds and discounts.

**\*\*\*DUE to COVID-19, Breckenridge High School is a CLOSED campus.** Once students and staff enter the building, they are not to leave the high school building. Any student in grades 9, 10 11 or 12 that leaves campus during lunch will be subject to disciplinary action.

1. Campus is defined as: The brick and mortar of our High School Building. Students in grades 9, 10, 11 or 12 may not go outside the High School building unless accompanied by a staff member. Students may not go to the parking lot, to their cars or outside the school building.
2. Additionally, students in grades 9, 10, 11 and 12 may only leave campus when signed out and picked up by a parent/guardian.
3. If a student leaves the high school building, they will need to go to the high school office to re-enter the building. Students will then be temperature checked, asked questions related to COVID-19 and screened prior to re-entry into the building.

### **Working Lunch:**

Students who are consistently late with their school work may have a “working lunch” assigned to them. Students will get their lunch and then go to a designated tutoring area to get caught up with their homework. This may be assigned by administration.

### **Chromebooks: See Chromebook Procedures and Information Handbook**

Each student in grades 9-12 will have the option to receive a Chromebook for school use. The purpose of the Chromebook is to increase students' productivity in and outside of the classroom, to capitalize on a plethora of educational resources, facilitate mobile learning, and promote leadership in one's own learning. **The Chromebook is an educational device which is owned by the school district and shall be used as such.** Each student and the parent of receiving a Chromebook will be required to sign and complete a user agreement to be kept on file in the office.

**\*\*\*The fee for students will be \$10 a year/per enrolled year for any student in the building. This will be a yearly fee for all enrolled 7-12 students.**

*\*\*\*Note: All student-issued Chromebooks are property of the school and will be treated as such. Any vandalism, theft or inappropriate use of school-issued chromebooks can be subject to discipline. **Students can lose their chromebooks at any time and their access to school technology can be removed.** Chromebooks are school property and will be treated as such in any investigation.*

*\*\*\*Chromebooks will be issued to students during the 2<sup>nd</sup> week of classes. During the 1<sup>st</sup> week of school, staff will work with students in getting to know students, relationship building and Breckenridge culture building.*

### **Electronic, Video, and Communication Devices**

Electronic devices, including cell phones, are allowed in the school building before, after school and during lunch. Students that choose to violate the teacher's classroom rules will be subject to disciplinary action.

Students are allowed to use their camera function to capture memories/events during the school day and at school activities. However, these pictures or videos **ARE NOT allowed** or to be utilized or posted on websites such as Facebook, Snapchat, Instagram, etc without consent of the individuals. **Students MAY NOT** live stream in class or during the school day from 8:15am-3:30pm and on school transportation. Any picture taken during the school day must have approval from the students in the photo and their parent/guardian. **All reported violations of this procedure will be handled based upon Policies 413, 514 and 526: Harassment, Bullying and Hazing.**

**\*\*\*Note: It is against school rules to videotape, stream live or take pictures of another student/faculty member or school employee without their knowledge. If such behavior occurs, students will be subject to school discipline.**

### **Telephone Use**

A telephone for local calls is provided outside the High School office for student use.

### **Pledge of Allegiance (Policy 531)**

Students at Breckenridge High School will recite/listen to the Pledge of Allegiance as a sign of respect for their country. Students will be required to show proper respect for themselves and others by standing during the Pledge. The school will respect the right of students not to believe in the Pledge, but all students will follow the directive of standing during the reading of the Pledge.

### **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 high school office before entering a classroom. For more information, contact the high school office.

## **II) Academic Information**

### **Academic Lettering**

Students may qualify for a Breckenridge High School Letter starting with their completion of 10<sup>th</sup> grade. The requirement for an academic letter is to carry a composite Grade Point Average (GPA) of 3.5. Once a letter and lamp are awarded, students may receive a bar for their second and third year of earning a 3.5 GPA. Students who qualify for letter, lamp, or bar will be recognized each year at an awards ceremony.

### **College or Vocational-Technical Visits**

Students are encouraged to make college and vocational school visits. If you use school time for your visits you must use the following procedure:

1. Make an advance appointment with the school admissions office. The guidance and counseling office will assist you with this.
2. Forms and information can be obtained from the counselor.
3. A college visit is considered an excused absence.

### **Communication of Discipline and Grading**

Breckenridge High School will make every effort to communicate effectively and often with parents regarding school issues, especially grading and student progress. We will provide the following:

1. Parent-Teacher conferences scheduled twice each year. Project Based Learning Nights are scheduled twice a year.
2. Fail/Near Fail or Ineligible Notices every three weeks, for failing or ineligible students.
3. Special Education Staffings.
4. **Academic meetings:** Before a student can fail a quarter or semester course, at least 3 conversations with the parent/guardian need to be given. The 3<sup>rd</sup> communication will be a meeting between students/parent/teacher/counselor and administration. All communication in regards to academics and failure will be documented to meet this guideline.
5. **Discipline/Agency meetings:** If a student is removed from any class 3 times during a semester, a parent/student/teacher and administration meeting will occur after the 3<sup>rd</sup> removal and for every removal after the 3<sup>rd</sup> removal. A discipline/classroom behavior discussion will occur with input from multiple sources.

Return communication from parents / guardians and students that we request, include:

1. Attendance at any meetings in regards to academics or discipline
2. Early notification of planned absences; vacations, working for parents, etc.
3. Phone call notification (643-2694) before 9:00 a.m. of unplanned absences; illness, emergency, etc.
4. Homework requests for absent students should be made directly to the teachers by 10:00 a.m.
5. Change of status; address, family changes, multiple addresses, email, etc.

#### **ParentVUE/StudentVUE: Breckenridge High School Student Information System**

It is important we have current contact information for all parents/guardians/students. Please review student and family information on **ParentVue on the school website at [www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us) and update information as needed. If you do not have electronic access please contact the office and we will assist you.**

Once a week email alerts will be sent to update parents/guardians on their student's grades and missing assignments. These email alerts will serve as a failing grade notification. Daily email alerts will be sent for unverified absences, discipline incidents and dates a student is assigned detention. Please check your ParentVue account often. If you would rather receive these notifications by mail please make your request at the high school office. If you are not receiving this alert please update your email address in ParentVue.

Students and parents can login to ParentVue/StudentVue to view many items including: CALENDAR for homework and missing assignments, ATTENDANCE, CLASS SCHEDULE please bring a printed copy the first day of school, DISCIPLINE including incident details and scheduled detention dates, GRADE BOOK for current grades and missing assignments, HEALTH information and immunizations record, SCHOOL INFORMATION for staff email addresses, STUDENT INFORMATION please review and update parent and student information before school starts, LUNCH ACTIVITY and balance. If you have questions or need help logging on, please contact High School office at 643-2694.

**\*\*\*NOTE: ParentVUE/StudentVue may be disabled if:**

- Students owe a fee (ex. Activity fee, class fee, band rental, etc.)**
- **Owe lunch money**
- **Have an overdue library book**
- **Have not returned a school uniform, equipment, etc.**

**Excellence in Education Program**

Breckenridge High School recognizes students who achieve academic excellence, combined with good citizenship, leadership, and a respect and concern for others. Each teacher has the opportunity to nominate one or more students per quarter. These students are recognized with a certificate, a reward party or other reward, and an opportunity to win a \$50.00 Savings Bond.

**Graduation Requirements: Policy 613**

All students must attempt 7 credits per year. Credit requirements for graduation are 24 credits (MN graduation credits). All credits include required and elective credits. *For a copy of the graduation requirements for a particular graduating year, contact the High School Office.*

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.
Math	3.5	Algebra I is required by the end of eighth grade. Algebra II, geometry, statistics and probability, or its equivalent sufficient to satisfy all of the academic standards in mathematics is also required. <i>*** Students <b>who pass</b> the 11th grade MCA-III math test will be credited with an additional .5 math credit towards graduation</i> <i>***Students <u>who do not pass</u> the 11th grade Math MCA-III math test will need to take a Senior Math course</i>
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science
Social Studies	4	Must include 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 state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Elective Courses	6.5	

**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 (9-12): 1 credit
- School District Standards: Speech (.5 credits)
- School District Standards: Personal Finance (.5 credits).

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 *high school counselor or high school principal*.

**Recognition at Graduation Ceremony:**

Starting with the Class of 2020, Breckenridge High School will not identify its valedictorian and salutatorian. Rather, Breckenridge will recognize students in the form of summa cum laude, magna cum laude and cum laude

Summa Cum Laude: cumulative gpa of 3.90-4.0

Magna Cum Laude: cumulative gpa of 3.70-3.89

Cum Laude: cumulative gpa of 3.50-3.69

**Class Placement: Policy 607**

Students will be placed in grades 9-12 at the beginning of each school year according to credits earned the previous years toward graduation. Classification will be determined according to the following scale:

Freshmen: 5.0 or fewer credits earned

Sophomore: 10.0 or fewer but more than 5.0 credits earned  
 Junior: 16.5 or fewer but more the 10.0 credits earned  
 Senior: 17 or more credits earned or be enrolled in courses necessary to produce the total needed to be on track to graduate

**Eligibility for advancement will be made prior to the start of each school year. School administration will communicate to parents and students the status of only those not promoted to the next grade level.**

\*\*\*Any senior who cannot meet the credit requirements for graduation, has not fulfilled required course or classroom expectations, or is not in good standing with the school will not take part in the commencement program.

\*\*\*Breckenridge does not allow students to do "Early Graduation"

**Grading Scale:**

Below is the conversion from number to letter grading.

A.....95-100	C..... 73-76
A-.....90-94	C-.....70-72
B+.....87-89	D+.....67-69
B.....83-86	D.....63-66
B-.....80-82	D-.....60-62
C+.....77-79	F..... 59 & below

*\*\*\*Note: At least 10% (or more) of every grade at Breckenridge High School will be in the area of AGENCY. Agency is effort, etiquette and engagement. **Faculty will give an AGENCY grade each week***

**GPA**

Below is the conversion from letter grade to number on a 4.00 grading scale: This is used to calculate Grade Point Average (GPA)

A .... 4.00	B- ...2.66	D+ ...1.33
A- ... 3.67	C+ ...2.33	D ... 1.00
B+ ...3.33	C ... 2.00	D- ... 0.67
B .... 3.00	C- ...1.66.	F ... 0.00

**Failure of a course: Communication**

**Academic meetings:** Before a student can fail a quarter or semester course, at least 3 conversations with the parent/guardian need to be given. The 3<sup>rd</sup> communication will be a meeting between students/parent/teacher/counselor and administration. All communication in regards to academics and failure will be documented to meet this guideline. The reason for this will be communication between parents/students and the school district.

**Student Drop/Add of Courses**

1. Students will have four (4) days at the start of each semester/quarter to drop or add classes with administrative approval. Students need to choose and register for classes carefully so that drops/adds are minimal.

2. Any schedule changes following the drop-add period will subject to administrative, teacher and counselor discretion. Any student who chooses to drop a course after the drop/add deadline will receive a WF on their transcript 0.00 gpa.

**3. Any student dropping an alternative education classes such ITV, M-State Online, CollegeNow, etc. will assume financial responsibility for dropping that class past the drop date that coincides with those programs. The fees for these courses vary depending on the program.**

### **Honor Roll Requirements**

1. Students must be enrolled in a minimum of seven Breckenridge High School classes to be on the honor roll, regardless of your grade point average.
2. The courses that do not have honor roll status are: Work Internship, Service Learning, Media Aide, ESL, Transitions, Drivers Ed, Jazz Band, and Swing Choir.
3. Students enrolled in PSEO or M-State College Online classes are unable to have those courses included in the Honor Roll calculations.
4. Honor Roll qualifications are as follows: A Honor Roll is 4.00 - 3.67 (**No F's, D's, I's**) B Honor Roll is 3.66 - 3.00, (**No F's, D's, I's**)
5. Any student with an incomplete (I) at the end of the quarter cannot earn honor roll status for that quarter.
6. Students that transfer to Breckenridge High School must be full-time students for a period of three (3) consecutive semesters in order to be eligible for any graduation honors. Consideration will be given to students that do not meet this transfer requirement at the discretion of the administration.

### **Incomplete Grade**

Any instructor may give an INCOMPLETE to a student at the end of the grading period. **Students will have 8 school days to make-up INCOMPLETE work.** INCOMPLETE work is determined by the instructor and can be given for any academic reason.

1. Any students with an incomplete (I) at the end of the quarter cannot earn honor roll status for that quarter. **Students that have a participation fee due at the end of the quarter will be given an incomplete.** An incomplete becomes an F (failure) 8 days after the end of a quarter, including the end of the school year. In the case of an extended illness or family emergency, this 8 day period may be extended through agreement between teacher and administration.

### **Ineligibility and Failure Policy in Handbook**

As a public educational facility, our primary goal is to provide a strong academic and learning environment to all our students. We want all our students to experience the varied curriculums and attitudes inherent with that strong learning environment. A secondary goal is to provide as many students as possible with the exposure to and participation in a variety of extracurricular activities. Activities are an important addition to the school's curriculum; moreover, the two programs must be mutually supportive. An essential belief is that extracurricular activities are secondary to the academic programs. As such, failure in academics results in ineligibility in ALL extracurricular activities including all MSHSL activities for those 7th-12th Grade Students.

1. At the start of each quarter, teachers will submit names of students who are failing after three weeks.
2. Thereafter, throughout the quarter, teachers will submit student failures to the office in three week intervals. Weeks 3 – 6 – 9 of each quarter.
3. A students with one or more failing grades in a class are ineligible to participate in activities for a minimum of one game. This does not include practices. Students are not allowed to be dismissed early from school to travel with a team if they are ineligible. Students are required to work with teachers to raise their grades or the failure will result in a one week penalty. Failures will carry over to next activity for a minimum of a one game suspension.
4. Teachers must report all failure no later than 7:00 am on Monday following the reporting week.
5. A master list of students on the fail list will be sent out to teachers and coaches from the office.
6. Students will be informed immediately of their ineligibility. It is the responsibility of student to contact the teacher. Teachers will provide input on reason(s) for failure and suggestions for change.



7. Teachers, coaches, and the activities director will communicate on to determine if an ineligible student has become eligible or remains ineligible.
8. Teachers will try to provide students with a reasonable opportunity to become eligible during their first week of ineligibility.
9. All grades should be computed from the beginning of the quarter and reflect a composite of the student's progress.
10. Failure is a grade below 59.9.
11. One or more failures at the end of a grading period will make a student ineligible. This includes failures in the 4th Quarter, which will make a student ineligible in the fall. Also included is any "F" at the end of any grading period which will carry over to a 1 game/event suspension at any point of the year.
  - 1 "F" = 1 game/event suspension
  - 4 "F" = 1 game/event suspension
12. Non-Student Athletes failing could miss 1 full week of events; which may include Homecoming, Snowball, Prom, and Field Trips. This will be at the Principals discretion.

### **Academic Ethics and Cheating: See Teacher syllabus**

Students that choose to violate this policy on their school work, quizzes, or tests will earn a zero (0) on the assignment, test, or quiz and be subject to disciplinary procedures.

*\*\*\*Note: The 7-12 English department will have students sign the "Academic Ethics/Academic Honesty" statement*

### **Homework**

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

### **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 high school counselor or high school principal.

### **Summer School**

The school district may provide summer school learning opportunities. ***Summer school opportunities will be for students who failed a course in grades 7-12 or are in need of credits to graduate.*** For more information, contact the *high school counselor or high school principal.*

### **Post-Secondary Enrollment Options**

10th, 11th or 12th grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. 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 graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the **high school counselor** by 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 high school counselor or high school principal.***

### **National Honor Society**

NHS is the highest honor for students in high schools across the country. To be eligible for election to the Breckenridge Chapter of the NHS, you must be a junior or senior, with a 3.5 GPA at the end of the fifth or seventh semester. In addition to this scholarship criterion for membership, the selection committee considers the attributes of leadership, service, and character. An awards ceremony is conducted each spring.

### **Student Records**

All student records will be treated in accordance with the provision of Public Law 93-380, passed by Congress in 1974 and Chapter 479 of the 1974 Session law of the State of Minnesota.

### **Testing**

The following are important state and national tests that students are required to take or are recommended for them to take.

- ACT, PSAT/NMSQT, Pre-ACT, and ASVAB
- MCA III Testing: Reading(7,8,10), Math(7,8,11), & Science(8,10)

## **III) Attendance**

### **Purpose**

The Breckenridge School Board 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 and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent(s)/guardian(s), teacher(s) and administrators. This policy will assist students in attending class.

### **Responsibilities**

1. Student's Responsibility - It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned classes or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.
2. Parent or Guardian's Responsibility - It is the responsibility of the student's parent(s)/guardian(s) to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Parents(s)/guardian(s) must contact the school on the day of the student's absence no later than 9:00 a.m. Messages may be left on the schools voicemail if necessary. Requests for homework must also be made prior to 10:00 a.m.
3. Teacher's Responsibility - It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request.

Finally, it is the teacher's responsibility to work cooperatively with the student's parent(s)/guardian(s) and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility - It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent(s)/guardian(s) of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

### **Excused Absences**

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 following reasons are valid and should be used by parents and students as guidelines:

1. Illness of the student.
2. Serious illness or death of a member of the student's immediate family. Immediate family includes parents, siblings, and grandparents.
3. Serious illness or death of a member of the student's family or close family friend.
4. Medical, dental, driving tests, court, and counselor appointments.
5. School sponsored activities.
6. Post Secondary Visits. Visits require a "School Visit Pre-Approval" form to be excused.
7. Work to help parents only when necessary.
8. Severe weather conditions, according to the merits of the case.
9. Family Vacations.
10. Religious Instruction.

**\*\*\*All other reasons for absences will be deemed an Unexcused Absence.**

### **Tuancy**

Absence from school without parent's/guardian's or school's permission is truancy. The violation will result in the assignment of detention or suspension. When a student reaches seven (7) unexcused absences per class period, students under the age of 18 will be reported to the Wilkin County Attorney and Wilkin County Family Services. Students under the age of 18 will be classified as being Habitually Truant unless lawfully withdrawn from school. A student will be assigned a zero for the assignments that were due that day. Repeated truancy will result in loss of credit for missed class(es). Also, repeated truancy is grounds for considering expulsion.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school district are REQUIRED to attend all classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

### **Multiple Absences - Seat Time: For students in Grades 7-12**

Students are responsible for monitoring their own attendance. The office may periodically notify students if seat-time is owed. **A student with six (6) or more absences in any class per quarter** will lose credit; make-up seat time will be required for credit to be awarded. The student's grade will be reduced to an F (59%) until the seat time is made up. When seat time is made up, the grade will be restored to the level prior to violation of this policy. If the grade is reduced because the student did not make up the seat time, the High School Office will inform the classroom teacher of the change. Cases with extenuating circumstance will be decided on a case-by-case basis by the high school principal.

### **Exceptions to Multiple Absences**

Exceptions to the multiple absences - attendance policy that do not count against the attendance policy are as follows:

1. A school-sponsored activity
2. **Medical, dental, court, driving tests, and counselor appointments that have a slip signed by the health facility, courthouse, testing office, or counselor's office.** This slip needs to be turned in at the senior high school office within one (1) week of the appointment. The student's name, date and time of appointment, and location are required.

### **Make-Up Seat Time Provision**

**It is encouraged that seat time be made up before the end of the quarter. It must be made up within one week of the end of the quarter unless prior arrangements are made with the high school principal.** It is the student's responsibility to develop a plan to make up seat time and share that with the principal for approval. Seat time may be made up in a variety of ways including: detention, with classroom teachers, custodians or other pre-approved methods. Make-up forms to complete are available in the HS office. A maximum of 150 minutes can be made up in one day.

### **Tardy to Class**

Students are expected to be in class when the hour begins. Promptness and time management are important components to an education. To help create a climate of punctuality and help each teacher better manage their classes, Breckenridge High School employs the following tardy policy:

- Tardies accumulate per quarter per period.
- After 3 tardies in one period, **one hour detention will be assigned, for the 4<sup>th</sup> and 5<sup>th</sup> tardy an additional detention will be assigned. The 6<sup>th</sup> tardy will result in 2 hours of seat time.** Each subsequent tardy will be an additional 2 hours of seat time and a parent meeting to more closely evaluate the situation.
- Students that are in class or have signed in the office within 5 minutes of the start of the class are considered tardy. Otherwise it will count as an unexcused absence.
- Students requesting make-up slips after class has started will be counted tardy.
- Students coming to school following a partial day illness must be on time for their next class.

### **Make-up Work: Classroom**

1. Students who have been absent from school have twice the length of time missed to make up daily work or tests assigned while the student was absent (1 day=2 days). At the end of the

allotted time, the teacher at her/his own discretion will award either a letter grade or give an incomplete for the assignment. An assignment not turned in by the end of the allotted time may result in an "F".

2. In the cases of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence.
3. Assignments made while students are in attendance should be turned in on time. Example: if an assignment is made on Wednesday for Monday and the student is absent on Friday, the assignment is still due on Monday.
4. In the case of unexcused absences including truancy, the teacher may choose not to award credit for the work missed during the absence.
5. Students that know about absences in advance, ie vacations, appointments, school activities or other school events, etc shall be responsible to get the homework in advance and have it completed upon their return to school. This includes tests, quizzes, papers, projects, etc.

### **Leaving the School Building**

Students who need to leave the school at any time during the course of the school day must secure a leave school permit from the High School Office. When leaving the building, parents/guardians/students must complete the following:

1. A parent/guardian must notify the school the student is to leave.
2. The student is responsible for getting a blue slip to leave class and the building.
3. The student or the parent/guardian must "sign out" in the High School Office.
4. The student is responsible for attaining and turning in any verification needed.
5. Students must return to school in a timely manner to class.
6. The student or the parent/guardian must "sign in" in the High School Office.

\*\*\*This policy also applies to the noon hour if the student will not be returning for afternoon classes.

Should a student leave school for lunch and suddenly becomes ill and is unable to return to school after lunch, the parent must contact the high school office immediately. Afternoon leave school permits will not be issued without verbal contact with the student's parent/guardian. Written notes from parents or guardians will be accepted the following day. **In order to participate in all after school extra-curricular activities, students must attend class all day unless they have an appointment or absence cleared through the High School Office.**

## **IV) Activities**

### **Student Eligibility**

When a student enrolls in an activity at Breckenridge High School, the student is under the jurisdiction of the Minnesota State High School League (MSHSL) and Breckenridge High School activity policies and regulations. It is the responsibility of the participant in a league-sponsored event to know the requirements to participate and to remain in participation. It is your right to have a coach, advisor, or director explain the requirements to you. Thereafter, lack of knowledge is no defense; you verify this through your signed statement, which is on file with the activities director. A Middle School student who is selected to be on a high school team would also be under the same jurisdictions.

Activities are an important part of the educational process. Teamwork, togetherness, commitment, work ethic, time management, and follow-through can be learned as effectively in football, softball, drama, speech, or mathletes as they can be learned in the classroom.

Eligibility to compete in activities can be maintained by doing your best in the classroom, (**See Academic section for school policy on academic ineligibility**), being a good citizen, remembering that you represent Breckenridge High School, by training effectively, and avoiding illegal and/or controlled substances. A student shall not at any time, regardless of the quantity:

- Use, consume, or have in possession a beverage containing alcohol;
- Use, consume, or have in possession tobacco; or,
- Use, consume, or have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.

Students who are in Category I and Category II activities will receive penalties as set forth below for violations of this policy or for conduct unbecoming the team.

### **Penalties -Category I**

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Penalties are progressive and consecutive.
5. **Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks 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.**

### **Penalties -Category II**

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for 10 school days in session. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for 15 school days in session. No exception is permitted for a student who becomes a participant in a treatment program.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for 20 school days in session. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for

reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

4. Penalties are progressive and consecutive.

5. **Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks 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.**

If it is unclear whether a particular activity falls within Category I or Category II above, the Superintendent of Schools shall make the determination. The penalties above are not negotiable. A complete copy of the Minnesota State High School League Rules can be found on the Minnesota State High School League website, in the District Office and the Principal's Office.

### **Absences and Activities**

An absence on the day of an activity will result in ineligibility to participate as part of the activity that day or evening. This does not relate to absences such as appointments (medical, dental, counselor, legal, driving tests), funerals, religious instruction, or absences that have prior approval by the principal. Also, any unexcused absence for the day (or any part of the day) of an activity will result in ineligibility for that day's activity. This would include unexcused absences for missed school, unverified medical appointments.

### **Student Code of Responsibilities**

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

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

A student whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by school administration.

### **District Sponsored Activity Offerings**

Football, Volleyball, Cross Country, Basketball, Gymnastics, Swimming, Hockey, Wrestling, Cheerleading, Mathletes, JETS, Drama Club, Knowledge Bowl, Student Council, National Honor Society, Concert/Pep/Jazz Band, Concert/Swing Choir, Speech, Lettermen Club, Baseball, Softball, Track, Golf, One Act Play, Peer Mentors, Close Up, Student Ambassadors

### **Independently Sponsored Activity Offerings (tentative)**

Robotics, Big Shots Trap Team, Dance, SADD, DECA

## **V) Rules and Discipline**

### **Expected Behaviors at Breckenridge High School**

Each of your teachers will discuss and explain their expectations for you in their classroom. We feel that the higher our expectations, the greater the opportunity for you to be successful. This involves both expectations of behavior and expectations of learning and growing as a student and a person. We expect

to have an educational environment for all our students. We expect all our students to feel safe, cared about, and aware that as a school and as teachers, we have no greater concern than your welfare as a student and as a person. The following general guidelines will help insure that our school can best function to the advantage of all students and staff.

1. Read the Student handbook
2. Be present in classes daily.
3. Be in class on time.
4. Be prepared for class.
5. Bring all required materials to class; books, chromebook, pencils, gym clothes, etc.
6. Be attentive to class activities.
7. Participate in your classes.
8. Make an effort every day to be successful.
9. Show respect; do not engage in activities that disturb learning opportunities for others.
10. Follow the directions of teachers and other adults.
11. Help keep the classrooms and the school neat.
12. Take care of school property.
13. Know the laws of our Nation, State, and Community, and follow them.
14. Respect yourself and be proud to be a Cowboy/Cowgirl.
15. Be serious about school while you enjoy yourself and have fun, but never at the expense of others.

A principle of American Democracy is that the price of freedom is constant vigilance. Freedom is precious and it is worth watching over, and it is the obligation of every citizen to protect our shared freedoms. An important part of the preservation of freedom is the establishment of a set of rules that govern. Rules, to some, may restrict freedom, but, to most, rules allow freedom to exist. While one person may believe that the rules that restrict his freedom to drive a car fast and recklessly are his loss of personal freedom; in actuality, such a law is in place for all of us to enjoy the freedom to travel safely on the roads. School rules are of such a nature. They are put in place to insure the freedom of the majority to learn and grow.

School rules are put in place to allow our students the freedom to seek and gain an education, an education that will give each of us, in turn, the freedom to pursue the kind of life that will fulfill each of us and make us happy. Most school rules are nothing more than the logical extension of our National, State, and Community laws. In some cases, we have special rules; rules that are put in place to provide a safe, orderly, and academic environment for our students and adult staff. Students need to respect and support the bottom line--the rules that protect us from improper, unacceptable, or intolerable behavior. School rules and disciplinary consequences apply to the "school day"; this includes busing and school events. In addition to the Breckenridge High School code of conduct, school events are governed by the Heart of Lakes Sportsmanship manual, which has been approved by the school board of Breckenridge High School.

### **\*\*\*Discipline/Agency meeting**

If a student is removed from any class 3 times during a semester, a parent/student/teacher and administration meeting will occur after the 3<sup>rd</sup> removal and for every removal after the 3<sup>rd</sup> removal. A discipline/classroom behavior discussion will occur with input from multiple sources. A behavior/agency plan may be written at this meeting.

### **Cell Phones and other Devices**

The use of cell phones and other electronic devices or any other "nuisance items" are prohibited during class time. Too often these items affect concentration and the ability to maintain a classroom environment conducive towards learning. Students in grades 7-12 are permitted to use their cell phones during passing



time and during lunch time. Any “nuisance item” is subject to disciplinary action by the classroom teacher and by administration.

Discipline actions may include:

- 1.Warning; Device must be picked up by parent
- 2.Detention Device confiscated until picked up by parent or held in office for 5 days, ISS (1-3 days)
- 3.Device confiscated until picked up by parent or held in office for 10 days, ISS (3-5 days)
- 4.Student may no longer bring phone or device in school

### **Earbuds/Headphones in the Classroom:**

Students shall not use earbuds/headphones in the classroom unless specifically instructed by the classroom teacher. Earbuds/Headphones are to be used as an educational tool.

### **Technology Use**

Students of Breckenridge Public School will have access to technology with internet capabilities. With this privilege come certain responsibilities. Any student that uses school district technology for inappropriate use will be subject to disciplinary action. Before students may use school district technology the student and parent will be required to fill out the “Student/Parent Technology Use Agreement” and return it to the HS office.

### **COVID-19 Face Covering Policy (Policy 808)**

The policy of the school district is to comply with Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education. Face coverings are meant to protect other people in case the wearer does not know they are infected. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:

1. Paper or disposable mask; 2. Cloth face mask; 3. Scarf; 4. Neck gaiter; 5. Bandana; 6. Religious face covering; and 7. Medical-grade masks and respirators

A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. Face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield’s headpiece. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

### **Dress Code: Policy 504**

Students are expected to dress appropriately for school. Breckenridge High School will enforce the following dress code: **THIS includes face coverings or masks, per MN statute (2020) and Policy 808**

- No hats, caps, hoods, or other types of headgear from 8:25am-3:23pm.
- No bare midriffs, tube tops, spaghetti straps, halter tops, tops that go over one shoulder or revealing/low cut clothing. Straps of outer garments are no less than one inch wide.
- No Short shorts, skirts or dresses. Must be at least mid-thigh below the extended finger tips.
- No underwear/bra straps showing

- No clothing with inflammatory slogans, derogatory language, offensive language or graphics, and/or clothing promoting illegal activities or products (such as tobacco, alcohol, etc.)
- No items deemed to be dangerous or unsafe, including chains and jewelry with spikes
- No clothing that is deemed to be gang related
- No backpacks in the classroom or in the school hallways from 8:30am-3:23pm.
- No clothing that disrupts the educational climate or learning of the building.

*\*\*\*Note: If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.*

**Professional Dress Days:** It is an expectation that students and facilitators dress “up” for presentations, interviews, and other business and community meetings as requested. We believe professional dress is an important professional component of our learning environment. Because students work hard to produce their end products, the dress they showcase when they present should be at a high level of professionalism. It is our desire to have a sense of unified school spirit that focuses on the importance of professional culture, as we believe professional dress is an aspect of the work world for which practice is important. We also know that professional dress helps establish an air of confidence, and on presentation day, confidence and a positive attitude are extremely important!

The purpose of the example is not meant to limit dress-wear, simply to provide some foundational ideas. Items of professional dress can be found in multiple locations throughout Breckenridge. If, at any time, professional dress presents a financial concern, please call the school and speak to the school counselor or administration.

### **The Level System: Progressive Discipline (Policy 506)**

When corrective actions taken by the classroom teacher have failed or the rule infraction is of serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends on two factors: 1) the seriousness of the offense, 2) the previous disciplinary record of the student. In an effort to take both into account, a progression of consequences (the level system) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry level for that offense. With each successive referral the student will be advanced up the level system at least one level up depending upon the seriousness of the infraction. The disciplinary consequences for each level are as follows, and in accordance with Pupil Fair Discipline Act:

- Level 1:** Referral to principal for conference. Incident recorded on the student record. Written notification to parent (at discretion of principal). Incidents at each level will be recorded on the discipline record.
- Level 2:** Principal conference - one period of detention. Parents notified in person, by phone or written notice.
- Level 3:** Principal conference - two periods of detention. Parents notified in person, by phone or written notice.
- Level 4:** One (1) day of in-school suspension. Parents notified in person, by phone or written notice.
- Level 5:** Two (2) days of in-school suspension. Parents notified in person, by phone or written notice. Conference may be requested.
- Level 6:** Three (3) days of suspension (in or out of school depending on the nature of the offense). Conference with parents.

**Level 7:** Expulsion hearing before Board of Ed. or an Administrative Conference of Superintendent, Principal, School Psychologist and teachers.

**Provisions for the Use of the Level System**

1. A disciplinary file will be initiated for each student referred to the principal. A record of each violation, as well as the level assigned, will be maintained.

2. After a student has been placed on a level, the next infraction will result in the student being advanced to the next level. A level may be “jumped” if the infraction calls for a higher entry level. For example, a student who is on level 1 and commits a level 4 violation will be advanced to level 5. Normally, a student will be advanced up the level system with each successive violation; however, the principal may exercise discretion as to whether a student should be advanced for a minor violation.

3. The principal shall be responsible for seeking the assistance of counselors, teacher advisors, social workers, SAT and other professionals to help students correct their behavior problems.

4. Students failing to fulfill the disciplinary requirements of a level in the time prescribed will automatically move up to the next level. i.e. One missed detention = 2 detentions.

**Detention**

Detention is earned by those who choose to violate school rules or policy, misbehaves, or is unexcused from school. Students will be issued notification of their detention during school hours. Failure to serve or be admitted to the assigned detention on or before the assigned date will result in further discipline. Students absent from school the day of their detention will be responsible to make up their detention the day they return to school. Detention will be held from 7:30am- 8:20am Tuesday through Friday and After school from 3:30pm-4:20pm Monday-Thursday.

**Suspension**

Suspension is earned and assigned for students that choose to violate school rules or policy, misbehave, or choose to not fulfill obligations of detention. Suspension can be in-school or out of school at the discretion of the administration. Suspensions do not count against the school’s attendance policy. Lunch deliveries to students on ISS are not permitted. Students on ISS should bring a lunch or eat the school’s hot lunch. Students absent from school the day of their suspension will be responsible to make up their suspension on the next available day they are in school. Suspension will be held at the high school on a schedule to be determined.

**Suspension Procedures**

1. While serving in-school suspension (ISS), a student will be assigned to a designated area. Except when the infraction is serious enough to warrant a level six consequence, or when the student’s presence in the building poses a threat to the health and safety of the other students, staff or the operation of the school. All other rules pertaining to conduct in designated area are applicable.

a. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony will be mailed to the parent. A conference to discuss the incident may be required in certain circumstances.

2. A student serving out of school suspension (OSS) must remain off of school property. An OSS student is not allowed to attend extra-curricular events or use any of the facilities on the days of suspension including the day of and all assigned days.

a. A school administrator shall prepare and enforce an admission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil’s behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil’s behavior.

b. In the event a student is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him or her; the written notice shall be served either personally or by certified mail upon the pupil and his or her parent or guardian within 48 hours of the suspension.

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

### **Disciplinary Infractions and Consequences**

#### **A. School Attendance**

Right: All students living within the boundaries of the Breckenridge School District who are under the age of 21 are entitled to a free public education through the 12th grade.

Responsibility: Students are expected to attend school on a regular basis.

Policy: Students will attend classes, assemblies and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a pass to leave the building. This requires a note from one of the parents or guardians.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
A-1 TRUANCY: Being absent from school part or all of a school day without permission of parents or school administrators.	2-5	In addition to school disciplinary action, habitual offenders will be referred to legal authorities.
A-2 UNEXCUSED ABSENCE: Failure to report to assigned class(es) or destination or left class without an acceptable excuse or permission.	2	According to attendance policy
A-3 LEAVING/RETURNING to CAMPUS: Leaving/Returning to campus without signing out/in.	2	See attendance policy
A-4 TARDINESS: Reporting late for class or other required activities without an acceptable excuse.	2	See attendance policy
A-5 LEAVING THE BUILDING: Students leaving the school building or school grounds during school hours without permission from administration.	2	See attendance policy.

#### **B. Student/Student Relationships**

Right: Each student has the right to attend school and school activities & be free from threats against his or her feelings, physical well-being & property.

Responsibility: Each student shall be responsible to respect the feelings, property and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
B-1 THREATENING, HARASSING,	1-5	See School Board Policy

**BULLYING OR INTIMIDATING**

**ACTS:** The act verbally or by gesture, threatening the well-being, health or safety of any student on school property or enroute to or from school.

B-1a Any act - Physical or verbal of a sexual nature.	4-7	Referral to proper authorities.
B-2 PHYSICAL ATTACK: The act of physically assaulting or, in some manner attempting to injure any student on school property or going to or from school.	4-7	Referral to police when appropriate.
B-3 DISRESPECT: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the student body.	2	Parents notified.
B-4 SHAKE DOWN: The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.	5	Referral to police when appropriate.
B-5 FIGHTING: The act of involving hostile bodily contact in/on school property or going to or from school, including any activity under sponsorship.	4-6	Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
B-5a - Scuffle	2-4	
B-6 PROPERTY DAMAGE.	3	Restitution required through parent contract.
B-7 THEFT.	3-4	Restitution required through parental contract. Referral to police when appropriate.
B-8 HORSEPLAY: Tripping, shoving, misuse of other students, books, etc.	2	

**C. Student/Staff School Personnel Relationships**

Right: Students and staff have a right to work, study and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being and property of school personnel.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at school personnel, as well as damage to - or theft of property belonging to school personnel.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
C-1 INSUBORDINATION: The willful failure to respond or carry out a reasonable	2-4	Refusal to wear mask/face covering

request by school personnel to include lying.		
C-2 THREATENING OR INTIMI- DATING ACTS: Verbally or by gesture threatening the well-being, health or safety of any school personnel.	6-7	Notification of police when appropriate.
C-3 PHYSICAL ATTACK: The act of physically assaulting any school personnel on school property or at any activity under school sponsorship.	6-7	Notification of police.
C-4 DISRESPECT OR HARASSMENT: To insult, call derogatory names, dishonor, make gestures or in other manner abuse verbally or in writing any school personnel.	2-5	Parents notified.
C-5 DISRESPECT FOR THE PROPERTY OF ANY SCHOOL PERSONNEL.		
C-5a - Damage	3-6	Restitution required through parental contract.
C-5b - Theft	3-6	Referral to police when appropriate.

#### **D. School Property**

Right: Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft and abuse of the school buildings and grounds are prohibited.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
D-1 VANDALISM: The act of willful destruction of public property.		
D-1a Destruction - to render unusable.	5	Restitution required through parent contract.
D-1b Defacing - damage requiring clean- ing or repair.	2-5	Restitution required.
D-1c Misuse of printed material.	2	Restitution required.
D-1d Possession or use of laser pointers.	2-5	
D-2 THEFT		
D-2a - Theft not serious enough to be reported to police.	4	Restitution required through parent contract.
D-2b - Major Theft - considerable enough to be reported to police.	6	Restitution.
D-3 ABUSE OF SCHOOL GROUNDS	3	Restitution.
D-4 LITTERING	1	Work detail.
D-5 MISUSE OF FOOD: Any consumption of food or drink other than in designated areas.	1	
D-6 IMPROPER USE OF SCHOOL PROPERTY.	1-3	
D-7 POSSESSION OR USE OF SQUIRT	2	

## GUNS OR BOTTLES, ETC.

### E. Protection of the Public Safety

Right: All people have the right to be safe and secure.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
E-1 DETONATION OF FIRE-CRACKERS OR OTHER EXPLOSIVE DEVICES.	4-7	Referral to police.
E-2 FALSE ALARM.		
E-2a The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.	6	Referral to police.
E-2b Bomb threats.	7	Referral to police.
E-3 ARSON: the willful and malicious burning of, or attempt to burn, any part of any building or any property of the school or its staff and students.	7	Referral to police.
E-4 IMPROPER USE OF MOTOR VEHICLES.		
E-4a Reckless driving.	3	Report to police when appropriate.
E-4b Unauthorized driving during school day.	2	Repeated violations of automobile policies will result in the offender not being allowed to bring auto to school/turn keys into the office.
E-4c Being in the parking lot during school day without a pass.	2	
E-4d Parking in unauthorized areas.	1	
E-5 POSSESSION OF WEAPONS ON PERSON OR IN LOCKERS.	4-7	Referral to police.
E-6 OFF PREMISES THEFT DURING SCHOOL-SPONSORED ACTIVITIES.	4-7	Referral to police.

### F. Alcohol, Tobacco and Drug, including imitation

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco and drugs and not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: The use, sale or possession of any non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds, as well as at or before school-sponsored activities. Since these are illegal actions, the police may be involved in any violation at the discretion of administration.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
F-1 ALCOHOL AND DRUGS		
F-1a Possession of alcohol and drugs.	6/7	Police involved in readmission conference.
F-1b Selling or transmitting alcohol or drugs.	7	Referral to police
F-1c Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	6	Referral to police.
F-1d Observed use of drugs or alcohol.	6	Referral to police.
F-2 TOBACCO: Use or possession of tobacco on restricted school premises or at a function under the sponsorship of the school (includes both smoking and chewing tobacco.)	4-6	Referral to police
<b>G. Other Disciplinary Infractions</b>		
<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
G-1 REPEATED SERIOUS CLASS-ROOM DISRUPTION.	2-6	Possible exclusion.
G-2 DISRUPTION OF MEETINGS AND ASSEMBLIES.	2-6	Possible exclusion.
G-2.5 CLASSROOM DISRESPECT OR DISRUPTION	2-6	Agency Meeting
G-3 CHEATING: (i.e. stealing a test, 2-5 tampering with grade book, copying work, etc.)		Agency meeting; Suspension
G-4 FORGERY: Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.)	4	Parents notified.
G-5 MISUSE OF FOOD: In the cafeteria and other areas of the building.	2	Work detail.
G-6 ELECTRONIC, VIDEO AND COMMUNICATION DEVICES		Refer to Technology policy
G-7 BEING IN UNAUTHORIZED AREA.	1-2	
G-8 BEING AN ACCESSORY to a school rule violation.	1	Step assignment at admin. discretion depending on level of involvement.
G-9 ABUSIVE OR OFFENSIVE LANGUAGE: Used in the presence of staff members and/or students, including written	2-4	



notes or published material as well as vocal.		
G-10 PDA, EMBRACING OR OTHER SIMILAR IMPROPER AND/OR DISRUPTIVE BEHAVIOR.	2	
G-11 INAPPROPRIATE DRESS: Refer to Student Handbook for specific definition.	1	Required to remove, cover up or change clothes, etc

## **VI) Health and Safety**

### **Safety, Security and Doors**

The High School limits daily school entrance accessibility to Door #2 during school hours. Students should never allow anyone to come in a locked school door at any time. Outside doors should never be propped open to gain access at a later time.

Video cameras have been installed both inside and outside the building. The district will also conduct canine searches of the building and parking lots throughout the school year. Students are subject to disciplinary consequence for any illegal substances, alcohol, ammunition, narcotics, tobacco, or weapons that are found on school property or in the student's possession.

### **Visitors**

**ALL visitors must sign in at the school office upon arrival in the building.** ALL visitors will be required to visibly show a VISITORS badge while they are in the building. No visitors are allowed to be with students during the school day unless it is a classroom assignment or class presentation.

### **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 their 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, where 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**

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

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

### **Desks and Classrooms**

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the desks may be conducted by school officials 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.

### **Search of the Interior of a Student's Motor Vehicle (Policy 527)**

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, 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 withdrawal 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 the request of a school official.

### **Patrols and Inspections**

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

### **Politics and Student Activism**

-Local Breckenridge School District policy will apply. This policy has been approved by the Breckenridge School Board.

### **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
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 also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

## VII) Independent School District #846 Policy Statements

### **Equal Educational Opportunity – School Board Policy 102**

It is Breckenridge Public Schools policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, and parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.

A. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute a violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.

B. This policy applies to all areas of education including academics and vocational coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

C. It is the responsibility of every school district employee to comply with this policy conscientiously.

D. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to Superintendent Diane Cordes, 810 Beede Ave., Breckenridge, MN 56520 Ph. 218-643-6682.

A complete copy of School Board Policy 102, Equal Educational Opportunity, can be requested at the District or High School Office or found online at [www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us).

### **Tobacco-Free Environment – School Board Policy 419**

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

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or electronic cigarettes on school property or at school-sponsored events.

### **Tobacco and Tobacco Related Devices Defined**

A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

**Enforcement**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

A complete copy of School Board Policy 419, Tobacco Free Environment, can be requested at the District or High School Office or found online at [www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us).

**Protection and Privacy of Pupil Records – School Board Policy 515**

The school district gives notice to parents/guardians and eligible students of their rights regarding student records.

Parents/guardians and eligible students have the following rights:

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

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;

4. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

5. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is:

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

A complete copy of School Board Policy 515. Protection and Privacy of Pupil Records, can be requested at the District or High School Office or found online at [www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us).

### **Student Surveys – School Board Policy 520**

Independent School District No. 846 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

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

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

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, DC 20202-4605

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to Craig Peterson, High School Principal, Breckenridge Public School, 710 N. 13<sup>th</sup> St. S. Breckenridge, MN 56520. Administration will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

A complete copy of School Board Policy 520, Student Surveys, can be requested at the District or High School Office or found online at [www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us).

### **Student Disability Nondiscrimination – School Board Policy 521**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

A. Disabled students are protected from discrimination on the basis of a disability.

B It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or

2. Has a record of such impairment; or

3. Is regarded as having such impairment.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act. Persons who have questions, comments, or complaints should contact the Building Principal regarding grievances or hearing requests regarding disability issues. This person is the high school ADA/504 Coordinator is Craig Peterson, High School Principal, Breckenridge High School, 710 N 13th Street, Breckenridge, MN 56520 phone 218-643-2694. *Grievance Procedures are posted in the main office and throughout of each school building.*

### **Student Sex Nondiscrimination- School Board Policy 522**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

B. It is the responsibility of every school district employee to comply with this policy.

C. The school board hereby designates Chad Fredericksen, Activities Director, Breckenridge Schools 810 Beede Ave., Breckenridge, MN 56520 Ph. 218-643-6682 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Chicago Office for Civil Rights, U.S. Department of Education, 111 N Canal Street, Suite 1053, Chicago IL 60606-7204 Tele. 312-886-8434. *Grievance Procedures are posted in the main office and throughout each school building.*

A complete copy of School Board Policy 522, Student Sex Nondiscrimination, can be requested at the District or High School Office or found online at [www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us).

### **Safe School Standards**

By Minnesota Law whoever possesses, stores or keeps a dangerous weapon as defined in Section 609.02, Subdivision 6, on school property is guilty of a felony and may be sentenced to imprisonment for

not more than two (2) years or to payment of a fine of not more than \$5,000 or both. School property means a public or private elementary, middle or secondary school building and its grounds (parking lots, athletic fields, etc.) whether leased or owned by the school. It also means the area within a school bus when that bus is being used to transport one or more elementary, middle or secondary students.

### **Substance Use/Abuse Policy**

The Board of Education of Independent School District No. 846 is committed to the prevention of alcohol, tobacco and other substance use/abuse. This policy describes the philosophy of the district and the program elements the district will use to promote healthy life styles for its students and staff and to inhibit the use/abuse of alcohol, tobacco and other substances.

No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school sponsored events, except drugs prescribed by a physician. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including but not limited to: alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-a-likes and any other of these substances commonly referred to as "designer drugs." The inappropriate use of prescription and over the counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school sponsored events: any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

This policy in its entirety as adopted by the Board of Education in May 1992 is on file in the District office. It is available to any student or parent upon request.

### **Suspension, Expulsion, Exclusion**

**Suspension** means an action taken by the principal prohibiting a student from attending school for a period of time no more than ten (10) consecutive school days. This definition does not apply to dismissal from school for one to two days or less. During the suspension, professional staff, parent/guardian and students are to discuss the matter and reach an agreement on future conduct. Students placed on suspension are responsible for all assignments due the day they return to school. A student with an Individual Educational Plan (IEP) will be treated in accordance with the Statutes regarding Special Education.

**Expulsion** means an action taken by the School Board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. The Pupil Fair Dismissal Act of 1974 (as amended) will be followed in procedural matter of this kind.

**Exclusion** means an action taken by the School Board to prevent enrollment or re-enrollment of a student for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act of 1974 (as amended) will be followed in procedural matters of this kind. Copies of the Pupil Fair Dismissal Act of 1974 are available from the office upon request.

### **Sexual Harassment and Sexual Violence Policy**

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000, et seq., and Minnesota Statute 363.01.13, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. The policy in full detail is available upon request from the District office.

It is the policy of Independent School District No. 846 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.



It shall be a violation of this policy for any student or employee of School District No. 846 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

The policy includes definitions of sexual harassment and violence. It organizes the reporting, investigation, district action and reprisal procedures. The policy in full detail is available upon request from the District office.

### **Violence Prevention and Weapons Policy**

It is the policy of Independent School District No. 846 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s), which exhibit and promote violence and disruptive behaviors. The Board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority, and that no physical or emotional harm is to come to them during school activities, on school grounds, buses or field trips.

It shall be a violation of this policy for any pupil or staff member to possess a firearm or a dangerous weapon when in the school building, on school grounds, or at a school-related activity. It shall be the policy of ISD 846 to refer to Law Enforcement any person who brings a firearm to school in violation of the "Gun-Free School Act of 1994."

The Board and administration shall publicize and inform staff and students annually of policies and procedures related to violence prevention and weapons. The District shall act immediately to investigate all acts or complaints of violence, either formal or informal, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy. The Superintendent will expel for 365 days, any student who brings a firearm to school. The Superintendent may modify such expulsion on a case-by-case basis.

### **Annual Asbestos Notification**

Our school buildings have been inspected for asbestos under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Some asbestos-containing building materials (ACBM) have been submitted to the Minnesota Department of Education (MDE), and the report is available for your inspection in the Superintendent's Office at the Breckenridge Elementary/Middle School. The person designated as Asbestos Program Manager for our district is the Superintendent of Schools who can be reached at 218-643-6822.

Asbestos-containing areas will be kept under surveillance for change or damage. If you notice any change or damage to areas identified as asbestos containing, please notify the Asbestos Program Manager above at once. In addition to periodic surveillance (at least every 6 months), the school will be re-inspected by a certified asbestos inspector every three years.

### **Harassment and Violence - School Board Policy 413**

A. It will be a violation of this policy for any student or district employee to harass a student or district employee through conduct (e.g., physical, verbal, graphic or written) that is based upon that student or employee's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age [protected class] as defined by this policy. For purposes of this policy, a district employee includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district. For purposes of this policy, school district includes charter schools.

B. It will be a violation of this policy for any student or district employee to inflict, threaten to inflict, or attempt to inflict violence based upon a student or district employee's actual or perceived protected class as defined by this policy.

C. The school district will investigate all complaints, formal or informal, verbal or written, of harassment and/or violence based upon a student or employee's perceived or actual protected class and to discipline or take appropriate action against any student or school district employee who is found to have violated this policy.

### **Definitions**

The following definitions, which have been modified for purposes of this policy, are found in the Minnesota Human Rights Act. Please note that there is not a definition for every protected class.

A. Disability. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.[1]

B. Discriminate. The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment.

C. Educational Institution. "Educational Institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing, professional, secretarial, technical, vocational school, and includes an agent of an educational institution.

D. National Origin. "National Origin" means the place of birth of an individual or of any of the individual's lineal ancestors.[2]

E. Sexual Harassment. "Sexual Harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

(1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, ... [or] education...;

(2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, ...[or] education...; or

(3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, ...[or] education..., or creating an intimidating, hostile, or offensive employment, ...[or] educational... environment.

F. Sexual Orientation. "Sexual Orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.

### **Harassment and Violence General Applicability**

A. The antidiscrimination laws apply to all of the academic and nonacademic (e.g. athletic and extracurricular) programs of the school district, whether conducted in school district facilities or elsewhere.

B. For purposes of this policy, any student who is harassed or discriminated against, including subject to violence, by peers or school district employees based upon that student's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age [protected class may file a complaint as described more fully in section IV below. (Policy 413 form is available)

C. For purposes of this policy, any school district employee who is harassed or discriminated against, including violence, by students or other school district employees based upon that employee's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of

public assistance, or marital status and age may file a complaint as described more fully in section IV below.

D. The alleged harassment/violence consists of harassing conduct (e.g. physical, verbal, graphic, or written verbal or physical) based upon that student's actual or perceived protected class that interferes or limits the ability of that student to participate in, enjoy, or benefit from the education program, including athletics and extracurricular activities.

E. The alleged harassment/violence may not be directed at a particular person, but may instead consist of harassing conduct (e.g. physical, verbal, graphic, or written) that creates a hostile environment for students based upon actual or perceived protected class that interferes with or limits the student's ability to participate in, enjoy, or benefit from the academic and nonacademic programs, including athletics and extracurricular activities.

**Description of Harassment based upon a person's perceived or actual protected class**

A. Harassment is unwelcome conduct that is based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

(1) Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

(2) It is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.

(3) The conduct is considered harassment if it creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.

B. Sexual harassment based upon sex/gender and/or sexual orientation.

(1) Sexual conduct that is unwelcome.

a. It is unwelcome if the student or employee did not request or invite it and considered the conduct undesirable or offensive.

b. A student's submission or failure to complain does not mean that the conduct was welcome – look at circumstances.

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

(1) Sexual violence includes rape, sexual assault, and dating violence. This includes coerced sexual intercourse or other sexual acts. The physical act is considered non-consensual if a person is incapable of giving consent due to alcohol or drug use or due to an intellectual or other disability.

(2) Sexual violence includes touching, patting, grabbing, or pinching another student's or employee's intimate parts of the clothing covering the intimate parts.

(3) Sexual violence includes coercing or forcing or attempting to coerce or force a student or employee to touch anyone's intimate parts.

(4) A police report does not relieve the school of its responsibilities under Title IX.

D. Assault, as defined in state statute is:

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

(2) the intentional infliction of or attempt to inflict bodily harm upon another.

E. Racial, color, creed, or national origin harassment/violence

(1) Intimidation or abusive behavior toward a student, based on perceived or actual race, color, creed or national origin, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.

(2) Racial violence: Racial violence is a physical act of aggression or force, or the threat thereof, which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin.

F. Religious harassment/violence

(1) Intimidation or abusive behavior toward a student based on perceived or actual religious beliefs that create a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.

(2) Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.

G. Disability harassment

(1) Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.

(2) Disability harassment also may deny a student with a disability a free and appropriate public education (FAPE). Harassment of a student based on disability may decrease the student's ability to benefit from his or her education and amount to a denial of FAPE.

**Reporting Procedures (Policy 413)**

A. The adoption and implementation of a proper reporting system can help the school district comply with the Minnesota Human Rights Act by allowing the school district to promptly address allegations of harassment and violence.

B. Pursuant to Title IX, each school district must designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the regulations, including Title IX complaint investigation (Title IX Coordinator). 34 C.F.R., section 106.8(a). Each school district must also publish grievance procedures providing for prompt and equitable resolution of sex discrimination complaints, including complaints of sexual harassment. In addition, under Section 504 and Title II, school districts are also required to have grievance procedures to address disability harassment.

C. Minnesota Statutes, section 121A.03 requires that school districts have reporting procedures for sexual, religious, and racial harassment and/or violence complaints.

(1) For purposes of meeting the state reporting requirements, the following reporting procedure will be made available for students and staff who wish to report an incident or incidents that may involve harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

(2) Designated school district person to receive oral or written complaints/reports of actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

D. Human Rights Officer Designation

(1) The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. If the complaint involves one of the designated human rights officers, the complaint will be filed directly with the superintendent: Diane Cordes.

(2) In the event the superintendent is the designated human rights officer, the complaint should be filed directly with the school board.

E. The school district will conspicuously post the name of the human rights officer(s), superintendent, and school board: including mailing addresses and telephone numbers.

(1) The Human Rights Officer is Diane Cordes. Mailing address: 810 Beede Avenue, Breckenridge, MN 56520. Telephone number: (218) 643-6822. Email address: cordesd@breckenridge.k12.mn.us

(2) The superintendent is Diane Cordes. Mailing address: 810 Beede Avenue, Breckenridge, MN 56520. Telephone number: (218) 643-6822. Email address: cordesd@breckenridge.k12.mn.us

(3) The school board contact information is: Brett Johnson. Mailing address: 810 Beede Avenue, Breckenridge, MN 56520. Telephone number: (218) 643-6822. Email address: johnsonb@breckenridge.k12.mn.us

F. These reporting procedures are not intended to prevent a person from reporting harassment or violence incident(s) to another school official.

(1) The school official must immediately notify the principal, who is then responsible to submit the oral or written complaint/report to the human rights officer without screening or investigating the credibility of the report. If the school principal is not available on the date of the report, then the school official must forward the oral or written report/complaint directly to the human rights officer.

(2) If the report was given verbally, the principal will personally reduce it to written form within 24 hours and forward it to the human rights officer.

a. If the school principal fails to forward any harassment or violence report or complaint (written or verbal) to the human rights officer within 24 hours, the principal will be subject to disciplinary action.

(3) If the complaint involves the building principal, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the school official or reporting party or complainant.

G. The human rights officer may request, but not insist, upon a written complaint. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office. Alternative means of filing a complaint, such as through a personal interview or by tape recording, will be made available upon request for qualified persons with a disability.

H. The complaint (verbal or written) should be reported to a school official immediately, or within 30 calendar days whenever possible, of the alleged violation. The school district will accept reports of alleged incidents that are older than 30 calendar days; however, delays between the date of the alleged incident and the reporting date may make investigations more difficult.

### **Investigation**

A. The human rights officer, upon receipt of a complaint alleging discrimination or harassment toward an employee or student, will promptly undertake an investigation if deemed appropriate. The Title IX coordinator may conduct the investigation complaints of sexual harassment, the 504 coordinator for complaints of disability harassment, or the human rights officer for other types of alleged harassment and violence covered by this policy. The Title IX coordinator/504 coordinator or human rights officer may designate a neutral third party to conduct the investigation. The investigation will be completed within 30 calendar days from receipt of the complaint, unless impracticable.

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

C. In determining whether alleged conduct constitutes a violation of this policy, the school district will consider the facts and the surrounding circumstances, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination or harassment of an employee or student.

(1) Upon completion of the investigation, the school district or neutral third party designated investigator will make a written report to the human rights officer. If the complaint involves the human rights officer,

the report must be filed directly with the superintendent. If the complaint involves the superintendent, the report must be filed directly with the school board. The report will include the facts, a determination of whether the allegations have been substantiated and whether a violation of this policy has occurred, as well as a description of any proposed resolution which may include alternate dispute resolution.

(2) Upon completion of the investigation, the human rights officer will inform the complainant/reporter of his or her right to review the written report at the school building where the complainant/reporter is employed or enrolled, in accordance with state and federal law regarding data or records privacy.

(3) If the complainant/reporter is a student, the human rights officer will inform the parent/guardian of his or her right to review the written report at the school building where the student reporter is enrolled, in accordance with state and federal law regarding data or records privacy.

(4) The school district must comply with federal and state law pertaining to retention of records.

### **Appeal**

If the grievance has not been resolved to the satisfaction of the complainant/reporter, s/he may appeal to the human rights officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator will conduct a review of the appeal and, within ten (10) school days of receipt of the appeal, will affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final, and action will occur as addressed in VIII below.

### **School District Action**

A. Upon conclusion of the investigation and receipt of the findings, the school district will take appropriate and effective action. If the investigator determined that a violation of this policy has occurred, such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Actions may also include alternative dispute resolution, including restorative justice programs, school or district wide training, counseling, and class transfer. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district policies.

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

### **Reprisal**

A. The school district will take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful harassment toward an employee or student or any person who testifies, assists, participates in an investigation or hearing related to alleged unlawful harassment covered by this policy. Reprisal also includes retaliation against a student or district employee who associates with a person or group or persons who are disabled or who are of different race, color, creed, religion, sexual orientation, or national origin. Retaliation includes, but is not limited to, any form of intimidation or harassment. Reprisal is also prohibited based upon a request for a religious or disability accommodation.

### **Conflict of Interest**

A. If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation, or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

### **Harassment or violence as abuse**

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

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

### **Dissemination of Policy and Training**

- A. This policy must be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy must be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy must be included in each school's student handbook on school policies.
- D. The school district has developed the following process for discussing the school's harassment and violence policy with students and school district employees: all staff will review the policy and procedures for harassment reporting at the opening school workshop. Students will review the harassment policies and procedures in their ongoing OLWEUS curriculum.
- E. The school board will review this policy annually for compliance with state and federal law.
- F. The school district will post this policy on its website and ensure that it is easily accessible to view and download. The school district has also made the policy accessible for parents and community members by making printed copies of the policy available at the District Office.

### **Right to Alternative Complaint Procedures**

- A. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the agencies below, filing a report with a law enforcement agency, or initiating action in state or federal court. For claims of unlawful discrimination/harassment:

Minnesota Department of Human Rights  
Freeman Building  
625 Robert Street North  
St. Paul, MN 55155  
toll free: 800.657.3704  
tty: 651.296.1283  
fax: 651.296.9042  
<http://www.humanrights.state.mn.us>

U.S. Department of Education  
Office for Civil Rights, Region V  
500 W. Madison Street- Suite 1475  
Chicago IL 60661  
Tel: 312.730.1560  
TDD: 312.7

### **Bullying Prohibition (Policy 514)**

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

1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school

transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
3. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
5. False accusations or reports of bullying against another student are prohibited.
6. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

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

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

#### **Definition**

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.



The term, "bullying," specifically includes cyberbullying as defined in this policy.

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

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

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

### **Reporting Procedure**

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

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

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

### **School District Action**

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this

policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

### **Retaliation or Reprisal**

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

### **Training and Education**

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### **Notice**

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

### **Policy Review**

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

### **Hazing Prohibition (Policy 526)**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

### **DEFINITIONS**

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### **Reporting Procedures**

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

### **School District Action**

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

### **Reprisal**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing

relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

**Dissemination of Policy**

A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

B. The school district will develop a method of discussing this policy with students and employees.

**Insurance**

The school district does not insure student losses or injuries. Each student is responsible for his or her own insurance protection.

### School Board Policy Reference Table

<b>Topic</b>	<b>Policy Number(s)</b>
Accidents	806
Alternative Educational Opportunities	605
Attendance	503
Bullying Prohibited	514
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Class Assignments	515
Complaints	103
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Crisis Management	806
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Notification of Violent Students	529
Parking on School District Property	527
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620
Schedule	602
School Activities	510
School Closing Procedures	806
School Calendar	602



Searches	502, 527
Student Dress and Appearance	504
School Promotion and Retention	513
Student Publications and Materials	505, 512
Student Records	515
Student Surveys	520
Summer School	623
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709, 710
Vandalism	506
Video and Audio Recording	711, 712
Visitors in School District Buildings	903
Weapons Prohibited	501

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[1] This includes students with an IFSP, IEP, and students who qualify for special education and related aids and services under Section 504 of the Rehabilitation Act.

[2] This includes harassment of students born in the United States who have relatives that are from other countries.

### **Student Tennessee Warning Information**

Students and Parents are to be advised that:

Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include homework assignments, test questions and questions during the course of classroom activities.

The information will be collected by the school district in order to evaluate the students current level of performance with respect to his or her education program, to maintain discipline within the school, and to determine the students needs and preferences related to their educational program.

Students are not required by any law or regulation to supply data. However, the school district expects and requires that students participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data may prevent the school district from assessing the student's needs and incorporating the student's preferences into the student's educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade given for the assignment. Continued failure to supply information will result in a failing grade for a particular course and a failing grade for the year. Refusal to supply information to a school district investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.

Data collected will be provided to school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory right to the data.

\*\*\*\*Breckenridge Public Schools ISD #846 does not discriminate on the basis of race, color, national origin, sex, or disability. The High School Section 504 Coordinator is Craig Peterson, phone 218-641-4005, [peteronc@breckenridge.k12.mn.us](mailto:peteronc@breckenridge.k12.mn.us)

**PLEASE RETURN THIS PAGE TO THE HIGH SCHOOL PRINCIPAL, THANK YOU!**

This handbook is for your use and includes the basic rules that aid us in operating the Breckenridge Public Schools. Rather than specifically discussing each and every passage in the handbook, I leave the responsibility of reading the book up to you and only ask that you sign this form indicating that you have received the **Breckenridge High School Handbook 2019– 2020**. If you have any questions or comments about the contents of the handbook, please share them with the appropriate administrator.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

### **STUDENT ASSIST (012)**

The student assist program is setup for seniors to experience working with someone at school. Students must be ***full time*** FHS students and have a cumulative GPA of at least 2.0 to be considered for the program. Students choose a work/study area they have interest in and must report each day for attendance and instruction. Students must obtain a signed permission form from the staff member on record. A staff member is to have no more than one student assist per semester unless cleared through the principal's office. If a student assist placement isn't possible, students will be required to select another class.

Students may ***not*** have a Student Assist hour if they have already selected Senior Open Hour.

### **COLLEGE PREP HOUR (013)**

Juniors or seniors who are enrolled in two or more concurrent college in the high school courses (taught by a FHS teacher) at FHS in a semester, have a cumulative GPA of 3.2, have less than three discipline referrals, and no suspensions or violations on record (9-12) may have the privilege of a college prep hour.

Students may leave school pending they have a signed contract on file and by checking out in the High School Office.

- Open Hour & College Prep Hour can not be taken during the same semester.
- Signed contract on file - report directly to High School Office to check out or to be issued a pass to the HSMC.
- *No signed contract of file - report directly to HSMC.*
- *One College Prep Hour per semester.*

### **SENIOR OPEN HOUR (014)**

Seniors with a cumulative GPA of 3.2, are entering their senior year with 42 credits, have less than three discipline referrals, and have no suspensions or violations on record (9-12) may have the privilege of an open hour. Open hour is available 1st and 7th period *only* and students **MUST** have a signed contract on file.

Students must check in the High School Office if they elect to be/stay on campus during their open hour; They will be issued a pass to the HSMC. The High School Principal is the person on record for overseeing the open hour and may revoke this privilege at any time during the school year.

- One open hour per semester.
- Open Hour & College Prep Hour can not be taken during the same semester.

**\*\*\*\*\*Semester Day Attendance Incentive:**

### **Semester Exam Day Exemptions**

#### **Wahpeton High School**

**Students in grades 9-12 who meet the following criteria will earn the right to not attend class during the designated Semester Exam school periods. You may be exempt from one class but not another.**

- 1. The student has not been absent in that class more than 3 times during the semester. The only absences that will NOT count are school activities and college visits.**
- 2. The student has not been tardy in that class more than 3 times during the semester.**
- 3. The student has a C or higher (70% or greater) semester grade in that class.**

**Additionally, in order to be eligible for period exemptions, the student must meet the following criteria in all classes.**

- 4. The student has not been absent more than 9 times in ANY class, including ml Time, during the semester.**

**5. The student has not been tardy more than 9 times in ANY class, including ml Time, during the semester.**

**Ada-Borup Policy**

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

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

EXEMPTIONS: A student will be exempt from taking semester test according to the following schedule.

A average in class and has four (4) or less absences.

B average in class and has three (3) or less absences.

C average in class and has two (2) or less absences.

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

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

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

# Breckenridge Elementary School Student Handbook 2020-21



(Approved by ISD #846 School Board on August 18, 2020)

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**Breckenridge School Policy Statements and Annual Public Notices**

The following school policy statements and notices can be found online at <https://sites.google.com/isd846.org/breckenridge-public-school/home> or are available in print at the district office.

- Policy 102 Equal Educational Opportunity
- Policy 413 Harassment and Violence
- Policy 419 Tobacco Free Environment
- Policy 501 School Weapons
- Policy 503 Student Attendance
- Policy 506 Student Discipline
- Policy 514 Bullying Prohibition Policy
- Policy 515 Protection and Privacy of Pupil Records
- Policy 516 Student Medication
- Policy 520 Student Surveys
- Policy 521 Student Disability Nondiscrimination
- Policy 522 Student Sex Nondiscrimination
- Policy 524 Internet Acceptable Use and Safety
- Policy 525 Violence Prevention
- Policy 526 Hazing Prohibition
- Policy 534 Unpaid Meal Charges
- Asbestos Notification
- Notice Concerning Use of Pesticides

# **WELCOME TO THE BRECKENRIDGE SCHOOL DISTRICT**

Dear Parent/Guardian,

Welcome to the 2020-21 school year! This is your copy of the Breckenridge Elementary School Handbook. It contains information, rules and regulations for grades kindergarten through sixth grade. The handbook is the official policy book for the elementary school.

Communication between the teacher and the parent/guardian is important to help bridge the gap between home and school. The school will attempt to provide you with as much information as reasonably possible concerning your child in the learning environment. All of us are linked together for learning. Cooperation is a key for success.

The Breckenridge Elementary School staff and administration are ready to team up with you in every way to ensure that your children have successful experiences in the school/learning environment. No question or concern is insignificant to us. Do not hesitate to contact us. It is our desire to build the best positive environment for your child(ren). We rely on and are most appreciative of your help in this effort.

Sincerely,  
Mrs. Erickson  
Elementary Principal

**THIS HANDBOOK IS SUBJECT TO AND MAY CHANGE AT ANY TIME DURING THE SCHOOL YEAR. EVERY ATTEMPT WILL BE MADE TO COMMUNICATE THESE CHANGES TO THE AFFECTED INDIVIDUALS. BRECKENRIDGE PUBLIC SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR DISABILITY. THE ELEMENTARY SECTION 504 COORDINATOR IS Corinna Erickson, 218-643-6681, ericksonc@breckenridge.k12.mn.us.**

**The latest version of this handbook, including any changes made during the school year is available at our web site [www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us).**



## **PREFACE**

The purpose of this handbook is to acquaint students and parents/guardians with our elementary school.

Our goal is to provide a quality education for all students. It is necessary that all involved (parent/guardian, staff and students) have a cooperative attitude and show willingness to work together.

Parents/Guardians are invited to visit classes and are encouraged to meet with teachers or the administration for information and/or help.

\*\*\*\*\*

### **BRECKENRIDGE SCHOOLS VISION STATEMENT:**

Breckenridge Pride...Inspiring to Excel!

### **BRECKENRIDGE SCHOOLS MISSION STATEMENT:**

We are devoted to providing personalized learning through challenging, relevant, and dynamic experiences in a safe environment where mutual respect is fostered and builders of the future are developed.

## **PART I – GENERAL INFORMATION**

### **Arrival and Dismissal Hours**

School building hours are **8:00 a.m. -2:40 p.m.**

Students that are dropped off early will be supervised from 7:45 a.m. - 8:00 in the south gym hallway. Students should not be dropped off before 7:45 a.m. as there will not be any supervision of students at that time.

Students on buses will drop off students at the elementary building after dropping students off at the high school starting at 8:00. Buses will drop-off elementary students at Door 7. Students will enter the building at the following locations:

- Door 7: PreK and Kindergarten
- Door 10: Gr. 5 and 6
- Door 4: Gr. 3 and 4
- Door 3: Gr. 1 and 2

Students are dismissed at 2:40 p.m. Students picked up by parents should do so out door #2 and remember to physical distance while waiting for your child outside. Students will exit the school building to go to their buses at the end of the day through:

- Door 7: PreK and Kindergarten
- Door 10: Gr. 5 and 6
- Door 4: Gr. 3 and 4
- Door 3: Gr. 1 and 2

Students will go immediately to their homeroom teacher at 8:00 a.m.

### **Breakfast Program**

Breakfast is served every day to students in grades K-6. There is no cost for breakfast. Students will eat breakfast in their classroom for the 2020-21 school year. There will not be breakfast on late start days.

### **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at <http://www.breckenridge.k12.mn.us/>

## **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. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **Face Coverings (COVID 19 Face Covering Policy #808)**

The use of **face coverings will be required by all persons in Breckenridge Public School buildings and on buses**, unless a certified medical exemption form is completed and provided to the district.

Face coverings can be removed only at meal times, or while outdoors when physical distancing can be practiced.

A medical exemption form is required for all face covering exemption requests, and must include certification by a health care provider.

Cloth face masks will be distributed by the district to each student and staff member.

Students and staff may choose to supply their own face covering meeting the guidelines below.

Face coverings should comply with the Minnesota Dept. of Health guidelines, covering the nose and mouth and fitting snugly against the sides of the face.

Cloth face coverings should be washed frequently, and disposable coverings should be used only once.

Should a student forget a mask, a disposable mask will be provided that day.

All visitors are required to wear a mask once they enter the building. Disposable masks are available at the front entrance.

## **Fees [\*]**

Public Education in Minnesota is free to all students who are residents, however, fees may be charged to the student under the following circumstances:

- Students will be charged for textbooks, workbooks, library books, school equipment, including technology items that are lost or destroyed.
- Band/Instrument rental fees.
- Attendance or participation in optional extracurricular activities and programs.
- Destruction or defacing of school property.

The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact Corinna Erickson, Elementary Principal.

Students are required to furnish their own paper, pens, pencils, notebooks, graph paper, calculators, gym clothes, athletic shoes and other items of personal equipment. Be sure to get these and other recommended items from the school supply list that can be found at various locations including the school website and school office. These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71-120.76.

Textbooks are supplied to all students. Textbooks will be collected when work in them has been completed and/or at the end of the school year. Although reasonable wear is expected, a fine will be assessed for abuse or misuse of textbooks, workbooks, and library books, i.e. writing in the book, torn pages, or other permanent damage.

### **Food in the Classrooms**

Due to Minnesota Department of Health regulations, **treats prepared in individual homes are not allowed.** Store bought treats will need to be individually wrapped and will be handed out by the classroom teacher. Items such as cookie cakes, mini-cupcakes, etc. will not be allowed.

A daily afternoon snack is provided for a small fee for students in grades K-2. Angel funds can help assist with this fee, if needed. Please contact the elementary principal, Corinna Erickson, if you need assistance.

### **Fun Club**

School age child care is available for Preschool through 6th grade students from Breckenridge Elementary and St. Mary's. The hours are from 2:40-6:00 p.m. It is also available on early dismissal days and in-service days. A healthy snack is provided. Field trips and a variety of other activities are regularly planned, including lots of outdoor play. The fee is \$3.00 per hour. Please contact Dee Nelson at 218-641-4010 for more information.

### **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the elementary principal. 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.

## Homelessness

Families that are experiencing homelessness should contact the school. Assistance may be available through Title I and other resources. A confidential questionnaire/form should be completed for each student to determine eligibility for services through the Title I Homeless Program. This form will be completed by all newly enrolled students and/or families experiencing a change of address due to homelessness. This form can be found online at: <http://www.breckenridge.k12.mn.us/page/3120>. Please contact Mrs. Erickson for more information.

## Lunch



A hot lunch program is available to all students in the school. The full cost of an elementary school lunch is \$2.80 and this includes one half pint of milk. A second milk is \$0.45. Each student is assigned an identification number that is used in the lunch line. Lunch money will be kept in family accounts. Free milk, paid for through a special state funded program, is served in the Kindergarten classroom for snack time. For information on the free meal program, please contact Gail Beech at the elementary office.

### **UPDATED 6/5/20 - Unpaid Meal Charges (Policy #534)**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

When a lunch account balance reaches zero, a student may not charge for a la carte or after school snack items until the account has sufficient funds. Payments toward lunch accounts can be made in the office or online. Negative balances of more than -\$20.00, will be turned over to the superintendent or superintendent's designee for collection. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero. Families will be notified via our automated notification system of a low balance once the balance reaches \$15.00.

### **Lunchroom Rules**

1. Show RESPECT to all adults and students.
2. No sharing or throwing food.
3. Use appropriate entrances and exits.
4. Stay in your seat.



5. Use soft voices.
6. Walk.
7. No saving places.
8. No swearing or inappropriate behavior.
9. Raise your hand if you need something.
10. Ask an adult if you need to leave the cafeteria.

## **Nondiscrimination - Title IX [\*]**

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, or age in its programs and activities. The school board has designated Diane Cordes, Superintendent, as the district's human rights officer to handle inquiries regarding nondiscrimination.

## **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**



Conference days have been scheduled for both spring and fall for elementary school students. Check the school calendar for these dates. Elementary conferences are scheduled via Synergy. Parents will receive notification when the sign-up becomes available. All parents/guardians are asked to attend. At this time, the teacher and parents/guardians discuss the pupil's social, emotional, and academic progress in school. Parent's/guardian's interest and their relationship with the school is important to a pupil's success. It should be stressed here that parents/guardians are welcome to meet with teachers at any time. A call or email note to the classroom teacher is all that is necessary to arrange a time that is convenient to both the parent/guardian and the teacher.

## **Parent Volunteers & Visitors**

Due to COVID-19 and the safety precautions we are taking, parent volunteers and visitors to the classroom will not be allowed.

## ParentVue

It is important that we have current contact information for all parents/guardians/students. Please review student and family information on ParentVue on the school website at [www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us) and update information as needed. If you do not have electronic access please contact the elementary school office and we will assist you.

Please check your ParentVue account often. If you would rather receive these notifications by mail please make your request at the elementary school office. If you are not receiving this alert please update your email address in ParentVue.



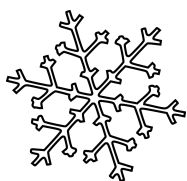
Log in to ParentVue and StudentVue to get information regarding:

- CALENDAR for homework and missing assignments
- ATTENDANCE
- CLASS SCHEDULE
- DISCIPLINE including incident details
- REPORT CARD for current evaluation results
- HEALTH information and immunization records
- SCHOOL INFORMATION for staff email addresses
- STUDENT INFORMATION

### Pledge of Allegiance [\*]

Students will recite the Pledge of Allegiance to the flag of the United States of America a minimum of once a week. 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.

### School Closing Procedures



School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early as possible. The School Reach System will be used to notify parents of a change in the regularly scheduled school day. Weather related school closings or delays are announced over KBMW radio & TV, KVLV11, WDAY6, and

KXJB4.

In the event school closes early and buses are not able to run, rural students will be transported to their STORM HOMES. All rural students must have a storm home in Breckenridge or Wahpeton. Parents are reminded to be responsible for having students dressed for the conditions existing during the winter months.

Flexible Learning Days - The school district will utilize Flexible Learning Days when school is cancelled. By law, we are allowed to use up to 5 Flexible Learning Days per school year. Watch for updates and expectations from classroom teachers on those days.

## **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 their desks or lockers. “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, where 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 [\*]**

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

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

### **Desks**

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials 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 Directory Information, Pictures, Videos & Art/Work - Policy 515**

The Breckenridge School District may release student directory information for various purposes.

Public disclosure of student directory information may occur in many ways, such as:

- School yearbooks (including photos)
- Team rosters and class lists
- Graduation, theater, athletic and music programs
- Video performances, school activities and athletic events
- Articles about school activities and athletic events
- School honor roll, scholarships and other awards
- Releases to media

Publishing of Pictures, Videos & Student Art/Work in Schools:

Photographs of students and school activities may appear in various district materials, including the district's website ([www.breckenridge.k12.mn.us](http://www.breckenridge.k12.mn.us)), social media sites, newsletters, yearbooks, brochures, etc. Student work may also be publicized.

Student directory information may include, but is not limited to:

- Student name and address
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors, awards, & degrees received
- School & grade level
- Previous educational agencies or institutions attended by the student
- Photographs, videos and other similar information

Parents/guardians have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. If you wish to opt out, you must fill out and return an "Opt Out" form to the school no later than September 30 or ten days following the student's enrollment in the district. This election is good for the current school year only. A new form must be filled out annually. Forms may be obtained at the school offices.

If an opt out form is NOT received by the school, we assume that you have granted permission for your child to be included in Student Directory Information & Student Pictures, Videos & Student Art/Work.

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 with certain rights. A complete copy of the school district's Protection and Privacy of Pupil Records Policy 515 may be obtained at the district office.

The school has on file every student's grades, attendance and standardized test scores. If they have attended several schools, these records have followed them to this school and are on file here.

The student and/or parent or guardian may see the contents of these records by making an appointment with the principal. Students and parents are permitted to look at the student's records. The student's parent or guardian may place any statements or items in the records if they wish to, if it pertains to the student's schoolwork.

You may also request that items be removed from the file. In the event that the student or parent or guardian makes such a request, the person in charge of the record may or may not grant the request. In the event that the request is denied, you may appeal the decision to the next highest school official, and ultimately the school board. A student's records, or any part thereof, cannot be transferred in writing, or orally to any other place, without the written consent of the student and his/her parent or guardian, with the exception of another public school in this state, in which the student has already enrolled after transferring from this school.

This means that this school will not and cannot by law, without first receiving written consent from the student and his/her parent or guardian:

- Send a transcript of the student's school record to a prospective vocational school or university.
- Give information from the student's school record to a prospective employer.

Written consent can be given by using a form available in the office, or by writing a letter to that office requesting a student's records be released. All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and chapter 4798 of the 1974 Session Laws of the State of Minnesota, as amended in 1975.

## **Student Publications and Materials**



The policy of the school district 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 of the school principal.

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

Occasionally, the school district utilizes surveys to obtain student opinions and information. Student surveys may be conducted as determined necessary by the school district. A complete copy of the school district's Student Surveys Policy 520 may be obtained at the district office.

## **Valuables**

Each year the school receives reports that someone lost valuables from a locker or elsewhere. It is the student's responsibility to see that no valuables are left unattended. If it is necessary to

bring something to school that is valuable, check it with the teacher or school office. Lockers or cubbies are assigned to students by the school to store their books and apparel in during the school day. Breckenridge Public School is not responsible for the damage, loss, or theft of student valuables. School officials may inspect lockers, without the student's permission, when there is reasonable cause for such an inspection.

## **Video and Audio Recording**

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.

## **PART II — ACADEMICS**

District 846 curriculum meets state guidelines, recommendations, and mandates. Language Arts and Communications, Math, Science, Social Studies and other special programs are taught. In addition to these, the district has specialist services in the following areas:

Library Media - Elementary students receive instruction in library/resources/media one period per week. Materials borrowed from the resource/media center should be treated with care.

Music - Students K-6 have music classes 2 times each week. Students in grades 5-6<sup>th</sup> have the opportunity to participate in band.

Physical Education - A well-rounded program emphasizing physical fitness will be carried out. K-6th grade students will have physical education class 2 times each week.

Special Services - A number of special services are available to all students of Breckenridge School. These services are provided to students if the need exists. Referrals are encouraged from teachers, parents, and students themselves.

The following services are available: Consulting Psychologist, Multilingual Learner Instructor, Guidance and Counseling, Special Education Services, and Title I.

Extended School Year – Breckenridge School offers an Extended School Year (ESY) for all students who have current IEPs. They may take ESY for one or more of the following reasons:

1. There will be significant regression of a skill or acquired knowledge from the pupil's level of performance on an annual goal that requires more than the length of the break in instruction to recoup, unless the IEP team determines a shorter time for recoupment is more appropriate.
2. Services are necessary for the pupil to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the pupil's age and level of development and the timeliness for teaching the skill; or

3. The IEP team otherwise determines, given the pupil's unique needs, that ESY services are necessary to ensure the pupil receives a free and appropriate public education.

Psychological Service - A certified school psychologist from Fergus Falls Special Education Cooperative is contracted to assist teachers and administration in the diagnosis of learning or other special circumstances.

Special Education – Our elementary school has a comprehensive special education program designed to meet the needs of exceptional children. Students are identified to receive services after being referred to the Child Study Team by staff, parents/guardians or public agencies. If you feel your student may have special needs, please speak to your classroom teacher.

Speech/Language Support - The services of an Educational Speech/language Pathologist are available to all students, preschool through high school, in public and parochial schools. Students are served in these programs who meet Minnesota guidelines for having a speech or language impairment (i.e. articulation, oral or receptive language, voice, dysfluency, written language, and so on). Students may be referred by parents/guardians and/or classroom teachers. Routine screening also helps identify students who may benefit from this instruction. Parents/guardians need to give their permission before a student is evaluated or placed in the speech/language program.

Supplemental Programs (Title I)- Title I is a federally funded supplemental program in language arts and math. Qualified students receive small group and/or individual instruction in selected skill areas. Focus is placed on assessment, diagnosis and remediation.

## **Assessments and Evaluations**

A comprehensive student evaluation and assessment program is carried out in the elementary school. Student progress is monitored through a wide variety of measures including but not limited to teacher observation, daily work results, demonstrations by the student(s), unit tests, standardized tests and teacher designed evaluation instruments. In the area of reading, FAST and benchmark assessments are given 3 times a year to all K-6<sup>th</sup> grade students. AVMR math assessments are completed 3 times a year to determine math needs. STAR reading and math assessments are also given several times a year to elementary school students. This data is used to provide tiered services for the Response to Intervention (RtI) program. Also, the state requires the MN Comprehensive Assessment test (MCAs) in 3<sup>rd</sup> through 6<sup>th</sup> grade.

**NEW/UPDATED:** A report of your student's academic progress will be posted in ParentVue/StudentVue's "Report Card" section 3 times during the school year at the end of each Term. Term 1 Essential Skills will serve as a baseline at the beginning of the school year and be completed prior to Fall Conferences. Term 2 Essential Skills will be completed at the end of Semester 1 - January 22, 2021. Term 3 Essential Skills will be completed at the end of the school year. Report cards will be available online ***ONLY*** throughout the school year. If you

wish to have a printed copy of your child’s report card, please request a copy in the elementary office.

Parents are encouraged to check their child’s attendance, grades, discipline incidents, etc. at any time online using ParentVue. Students may also check their online information and are encouraged to check it often. Please contact the school office for more information and account access information.

### **Cheating**

Cheating is prohibited. Students who cheat on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district’s student discipline policy.

### **Field Trips**

Field trips will be limited this year to those that can follow all physical distancing expectations.

### **NEW/UPDATED Grading Scale:**

Key:		What does that mean?
E	Exceeds	Student was able to consistently go above and beyond the standard’s expectation in depth of knowledge, fluency, and/or independently apply/connect the standard to other areas.
M	Meets	Student consistently demonstrates mastery of the knowledge and/or skills expected at this grade level for this standard.
PM	Partially Meets	Student was not able to fully meet grade level expectations in the standard. This might include independently understand the standard, fluency, or apply the concept



		to other areas.
DM	Does not meet	Student was not able to meet the expectations of the standard at this time.
Blank	Item was not evaluated at this time.	This standard was not assessed during this grading period or there is not enough information at this time. Some standards will be evaluated once per year such as Essential Skills and other more developmental skills that are continually worked on throughout the school year will be evaluated each term.

**Homework**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Set aside a regularly scheduled time at home each evening for homework. If your child does not have specific assignments for that day, use the time for some extra reading or online academic resources to maintain your nightly homework routine.

**MDE Testing Opt-Out**

Minnesota Statutes, section 120B.31, subdivision 4a, student participation requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available on the school website at <http://www.breckenridge.k12.mn.us/page/3823> or <http://www.mnmsba.org/Portals/0/Documents/MDE-TestingOptOutForm.docx>

**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 district has a variety of services to help students succeed in school. For more information, contact the elementary principal, Corinna Erickson.

### **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;
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 also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

### **NEW - Standards Based Report Cards**

Breckenridge Elementary Schools would like to introduce you to the Standards Based Grading that students in grades 5-6 began implementing at the start of the 2019-2020 school year and will now add Kindergarten through 4th grade into this new grading system for the 2020-2021 school year. Reporting student progress is an essential part of the communication/partnership between school and home. We believe that it is our district's professional responsibility to provide parents and students with information that accurately reflects a student's level of performance and progress in meeting academic and essential skills. This type of report card is sometimes referred to as "Grading for Learning." A grading for learning report card is designed to communicate an individual student's progress toward independently meeting the standards for their grade level.

**What is grading for learning?** Grading for learning is designed to communicate a child's progress toward mastery of specific learning standards. The Minnesota K-12 Academic Standards establish high and challenging performance expectations for all students. They describe what students should know and be able to do, and serve as the basis for the Breckenridge Elementary School's curriculum, instruction and assessment model. Your child will be scored based on the level at which they demonstrate proficiency of the standard, rather than how he/she performed in comparison to other students. The focus is on evidence of

learning, not on compliance or the accumulation of points. Grading for learning allows teachers to provide families with a more thorough explanation of what skills and concepts are needed in order for students to show proficiency of the standard. It, also, enables teachers to better understand a student's current level of performance on a standard and how to best support the next instructional steps in the learning progression.

**Want to know more?** Please contact your child's classroom teacher or the elementary principal for more details! Together we can support a stronger partnership for learning among all stakeholders in our school community.

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

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

#### **ABSENCE POLICY (#503) FOR ATTENDANCE INCL. TARDIES/TRUANCY/APPROVED AND UNAPPROVED ABSENCES**

##### **Purpose**

The Breckenridge School Board 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 and not punitive.

##### **Responsibilities**

1. Student's Responsibility - It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned classes or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility - It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. **Parents are responsible to notify the school at 218-643-6681 by 9:00 a.m. on the day of the absence. If the parent does not call the office, we will attempt to call the parents after 9:00 a.m. to determine the whereabouts of the absent child. If you know in advance of a planned absence, a written note or phone call to the office prior to this absence is appreciated. There is an answering machine on at school 24 hours a day.**

A student returning to school after an absence needs a written excuse signed by his/her parent/guardian or an e-mail from the parent is also acceptable.

## **Excused Absences**

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 following reasons are valid and should be used by parents and students as guidelines:

1. Illness of the student.
2. Serious illness or death of a member of the student's immediate family. Immediate family includes parents, siblings, and grandparents.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing.
9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
10. Family emergencies.
  - a. Seasonal farming emergencies.
11. Active duty in any military branch of the United States.
12. A student's condition that requires ongoing treatment for a mental health diagnosis.

**All other reasons for absences will be deemed unexcused.**

## **Truancy**

Absence from school without parent's/guardian's or school's permission is truancy. Elementary students will be considered tardy (excused or unexcused) up to 1 hour after the school day has started. If they are more than 1 hour late, they will be considered absent.

## **EDUCATIONAL NEGLECT AND TRUANCY REPORTING PROCEDURES**

Students that reach 8 unexcused tardies and/or partial day absences will be sent a warning letter and a conference (via phone or in person) with administration, parents, and the child will be held to determine a solution for the tardies/absences. Wilkin County Family Services may also be notified at this time, depending upon the cause of the tardies/absences. Students that reach 14 unexcused tardies and/or partial day absences will be reported to the Wilkin County Attorney for Educational Neglect.

An Educational Truancy/Neglect warning letter will be sent when a student reaches 3 unexcused absences. A conference with administration, parents, and the child will be held to determine a solution for the absences. Wilkin County Family Services may also be notified at this time, depending on the cause of the absences. Students that reach 7 unexcused absences will be reported to the Wilkin County Attorney for Educational Truancy/Neglect.

## **PERMISSION TO LEAVE SCHOOL**

Parents are required to send a note with the student or call the office to confirm an appointment their child may have during the school day. The student will then be excused to leave the building. All students are required to check out and indicate the time of their departure and their destination. Upon returning to school after an absence, the student will again report to the office and sign back in and indicate the time of their 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, is prohibited on school district property, at school-related functions, and by misuse of technology. For detailed information regarding the school district's Bullying Prohibition Policy 514, please see the school website or request a copy from the district office.

### **Olweus Definition of Bullying:**

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

### **State of Minnesota Definition of Bullying:**

- A. Bullying is intimidating, threatening, abusive or hurtful conduct
- B. It is objectively offensive AND
- C. The conduct involves an imbalance of power and is repeated OR
- D. The conduct materially and substantially interferes with a student's education or ability to participate in school activities.

### **Our School's Anti-Bullying Rules**

- 1. We will not bully others.
- 2. We will try to help students who are bullied.
- 3. We will try to include students who are left out.
- 4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

## **Bus Conduct & Consequences [\*\*]**

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. 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 rules for riding on a school bus. Decisions regarding a student's ability to ride the bus in connection with co curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district.

Rules at the bus stop (Policy #709):

1. Get to your bus stop 5 minutes before your scheduled pick up time.
2. The school bus driver will not wait for late students.
3. Respect the property of others while waiting at your bus stop.
4. Keep your arms, legs, and belongings to yourself.
5. Use appropriate language.
6. Stay away from the street, road, or highway when waiting for the bus.
7. Wait until the bus stops before approaching the bus.
8. After getting off the bus, move away from the bus.
9. 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.
10. No fighting, harassment, intimidation, or horseplay.
11. No use of alcohol, tobacco, or drugs.

Rules on the bus (Policy #709)

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

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

District Transportation Discipline Policy

The following discipline policy will be used when a student is reported by a driver for failing to obey the transportation rules of conduct:

1. Upon first violation, a conference will take place with the student and school administrator. The transportation director and bus driver may also be a part of this conference. Parents will receive a telephone call and a written report will be documented in ParentVue.
2. Upon second violation, a parent conference will take place with the parent, student, bus driver, transportation director and school administrator in attendance.

3. Upon the third and subsequent violations, the parent will be notified and the student will lose the privilege of riding on the school district's transportation system for one week.

\*Serious misconduct, or discipline problems reported during the last week of school are not subject to the procedural sequence of this policy.

COVID related bus expectations:

- Load from the back of the bus to the front.
- Unload from the front of the bus to the back.
- Keep windows open to allow additional air flow, weather permitting.
- Family groups sit together to allow for additional physical distancing seating.

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



Students are prohibited from using cell phones and other electronic devices from 8:00 a.m. to 2:40 p.m. Students also are prohibited from using a cell phone or other electronic device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to confiscation of the phone by school staff. Repeat offenders may be required to have parents/guardians personally pick up the confiscated phone. In addition, a student's cell phone or electronic device, if applicable, may be turned over to law enforcement.

### **Discipline System [\*\*]**

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.

When corrective actions taken by the classroom teacher have failed or the rule infraction is of serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends on several factors: 1) the seriousness of the offense, 2) the previous disciplinary record of the student, and 3) developmental age of student.

In an effort to take all the factors into account, a progression of consequences has been designed. A discipline incident report will be recorded in ParentVue for offenses that meet the criteria. Normally, a student will advance to the next step with each successive violation; however, the principal may exercise discretion as to whether a student should be advanced to a higher level

consequence. The principal shall be responsible for seeking the assistance of counselors, social workers and other professionals to help students correct their behavior problems.

### **Detention**

Detention is earned by those who choose to violate school rules or policy. Students will be issued notification of their detention during a conference with school staff in regards to the incident. Failure to serve the assigned detention on the assigned date may result in further discipline. Students absent from school the day of their detention will be responsible to make up their detention the day they return to school. Elementary detentions will take place during the student's lunch/recess period. During this detention, a "Behavior Think Sheet" may be completed by the student. This sheet may also serve as parent/guardian notification. Parent/guardians are asked to sign these sheets and return them to school with your child. Parents may also be notified via e-mail, phone call, or in ParentVue.

### **Suspension**

Suspension is earned and assigned for students that choose to violate school rules or policy, misbehave, or choose to not fulfill obligations of detention. Suspension can be in-school or out of school at the discretion of the administration. Suspensions do not count against the school's attendance policy. Students absent from school the day of their in-school suspension will be responsible to make up their suspension on the next available day they are in school.

### **Suspension Procedures**

1. While serving in-school suspension (ISS), a student will be assigned to a designated area. All other rules pertaining to conduct in designated area are applicable.
  - a. Parent(s)/Guardian(s) will be notified of the in-school suspension for their child via a phone call or conference meeting at the school. The incident will be documented in Synergy.
2. A student serving out of school suspension (OSS) must remain off of school property. An OSS student is not allowed to attend extra-curricular events or use any of the facilities on the days of suspension including the day of and OSS assigned days.
  - a. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony will be mailed to the parent. A conference to discuss the incident may be required in certain circumstances.
  - b. A school administrator shall prepare and enforce an admission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.
  - c. In the event a student is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him or her; the written notice shall be served either personally or by certified mail upon the pupil and his or her parent or guardian within 48 hours of the suspension.



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

<b>A. School Attendance</b>		
<b>Right:</b> All students living within the boundaries of the Breckenridge School District who are under the age of 21 are entitled to a free public education through the 12 <sup>th</sup> grade.		
<b>Responsibility:</b> Students are expected to attend school on a regular basis.		
<b>Policy:</b> Students are required to attend classes, assemblies and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a pass to leave the building. This requires a note from one of the parents or guardians.		
<b><u>Infraction</u></b>	<b><u>Level</u></b>	<b><u>Special Provisions</u></b>
<b>A-1 TRUANCY:</b> Being absent from school part or all of a school day without permission of parents or school administrators.	2-5	In addition to school disciplinary action, habitual offenders will be referred to legal authorities according to attendance policy.
<b>A-2 UNEXCUSED ABSENCE:</b> Failure to report to assigned class(es) or destination or left class without an acceptable excuse or permission.	2	
<b>A-3 LEAVING/RETURNING to CAMPUS:</b> Leaving/returning to campus without signing out/in.	2	
<b>A-4 TARDINESS:</b> Reporting late for class or other required activities without an acceptable excuse.	2	In accordance with attendance policy.
<b>A-5 LEAVING THE BUILDING:</b> Students leaving the school building or grounds during school hours without permission from administration	2	

<b>B. Student/Student Relationships</b>
<b>Right:</b> Each student has the right to attend school and school activities free from threats against his or her feelings,

physical well-being, and property.		
<b>Responsibility:</b> Each student shall be responsible to respect the feelings, property, and physical well-being of other students.		
<b>Policy:</b> Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.		
<b><u>Infraction</u></b>	<b><u>Level</u></b>	<b><u>Special Provisions</u></b>
<b>B-1 THREATENING, HARASSING, BULLYING OR INTIMIDATING ACTS:</b> The act of verbally or by gesture, threatening the well-being, health or safety of any student on school property or enroute to or from school.	1-5	
<b>B-1a</b> Any act – Physical or verbal of a sexual nature.	4-7	Referral to proper authorities.
<b>B-2 PHYSICAL ATTACK:</b> The act of physically assaulting or, in some manner, attempting to injure any student on school property or going to or from school.	4-7	Referral to police when appropriate.
<b>B-3 DISRESPECT:</b> To insult, call derogatory names, or use obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the student body.	2	Parents notified.
<b>B-4 SHAKE DOWN:</b> The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.	5	Referral to police when appropriate.
<b>B-5 FIGHTING:</b> The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under sponsorship.	4-6	Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
<b>B-5a</b> Scuffle	2-4	
<b>B-6 PROPERTY DAMAGE</b>	3	Restitution required through parental contract.

<b>B-7 THEFT</b>	3-4	Restitution required through parental contract. Referral to police when appropriate.
<b>B-8 HORSEPLAY:</b> Tripping, shoving misuse of other students, books, etc.	2	

<b>C. Student/Staff Relationships</b>		
<b>Right:</b> Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.		
<b>Responsibility:</b> Students have the responsibility to respect authority, feelings, physical well-being and property of school personnel.		
<b>Policy:</b> Students shall refrain from disobedience, disrespect, threats, or attacks directed at school personnel, as well as damage to – or theft of property belonging to school personnel.		
<b><u>Infraction</u></b>	<b><u>Level</u></b>	<b><u>Special Provisions</u></b>
<b>C-1 INSUBORDINATION:</b> The willful failure to respond or carry out a reasonable request by school personnel to include lying.	2-4	
<b>C-2 THREATENING OR INTIMIDATING ACTS:</b> The act of verbally or by gesture, threatening the well-being, health or safety of any school personnel.	6-7	Notification of police when appropriate.
<b>C-3 PHYSICAL ATTACK:</b> The act of physically assaulting any school personnel on school property or at any activity under school sponsorship.	6-7	Notification of police when appropriate..
<b>C-4 DISRESPECT OR HARASSMENT:</b> To insult, call derogatory names, or use obscenity toward, dishonor or in other manner abuse verbally or in writing any school personnel.	2-5	Parents notified.
<b>C-5 DISRESPECT FOR THE PROPERTY OF ANY SCHOOL PERSONNEL.</b>		

<b>C-5a</b> Damage	3-6	Restitution required through parental contract.
<b>C-5b</b> Theft	3-6	Referral to police when appropriate.

<b>D. School Property</b>		
<b>Right:</b> Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.		
<b>Responsibility:</b> Each student is responsible to respect and help maintain the appearance and cleanliness of the building.		
<b>Policy:</b> Acts of vandalism, theft and abuse of the school building and grounds are prohibited.		
<b><u>Infraction</u></b>	<b><u>Level</u></b>	<b><u>Special Provisions</u></b>
<b>D-1 VANDALISM:</b> The act of willful destruction of public property.		
<b>D-1a</b> Destruction – to render unusable.	5	Restitution required through parental contact.
<b>D-1b</b> Defacing – damage requiring cleaning or repair.	2-5	Restitution required.
<b>D-1c</b> Misuse of printed material.	2	Restitution required.
<b>D-1d</b> Possession or use of laser pointers.	2-5	
<b>D-2 THEFT</b>		
<b>D-2a</b> Theft not serious enough to be reported to police.	4	Restitution required through parental contact.
<b>D-2b</b> Major Theft – considerable enough to be reported to police.	6	Restitution required.
<b>D-3</b> ABUSE OF SCHOOL GROUNDS	3	Restitution required.
<b>D-4</b> LITTERING	1	Work detail.

<b>D-5 MISUSE OF FOOD:</b> Any consumption of food or drink other than in designated areas.	1	
<b>D-6 IMPROPER USE OF SCHOOL PROPERTY.</b>	1-3	
<b>D-7 POSSESSION OR USE OF SQUIRT GUNS OR BOTTLES, ETC.</b>	2	

<b>E. Protection of Public Safety</b>		
<b>Right:</b> All people have the right to be safe and secure.		
<b>Responsibility:</b> Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.		
<b>Policy:</b> The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.		
<b><u>Infraction</u></b>	<b><u>Level</u></b>	<b><u>Special Provisions</u></b>
<b>E-1 DETONATION OF FIRE-CRACKERS OR OTHER EXPLOSIVE DEVICES.-</b>	4-7	Referral to police.
<b>E-2 FALSE ALARM</b>		
<b>E-2a</b> The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.	6	Referral to police.
<b>E-2b</b> Bomb threats.	7	Referral to police.
<b>E-3 ARSON:</b> The willful and malicious burning of, or attempt to burn, any part of any building or any property of the school or its staff and students.	7	Referral to police.
<b>E-4 IMPROPER USE OF MOTOR VEHICLES.</b>		
<b>E-4a</b> Reckless driving.	3	Report to police when appropriate.
<b>E-4b</b> Unauthorized driving during school day	2	Repeated violations of automobile policies will result in the offender not being allowed to bring auto to school or turn keys into the office.

<b>E-4c</b> Being in the parking lot during school day without pass.	2	
<b>E-4d</b> Parking in unauthorized areas.	1	
<b>E-5</b> POSSESSION OF WEAPONS ON PERSON OR IN LOCKERS.	4-7	Referral to police.
<b>E-6</b> OFF PREMISES THEFT DURING SCHOOL-SPONSORED ACTIVITIES.	4-7	Referral to police.

<b>F. Alcohol, Tobacco and Drug, including imitation</b>		
<b>Right:</b> Each student has the right to associate with students who are free from the use of alcohol, tobacco and drugs and not be subjected to those wishing to buy, sell, or use such substances.		
<b>Responsibility:</b> Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.		
<b>Policy:</b> The use, sale or possession of any non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds, as well as at or before school sponsored activities. Since these are illegal actions, the police may be involved in any violation at the discretion of administration.		
<b><u>Infraction</u></b>	<b><u>Level</u></b>	<b><u>Special Provisions</u></b>
<b>F-1 ALCOHOL AND DRUGS</b>		
<b>F-1a</b> Possession of alcohol and drugs.	6/7	Police involved in readmission conference.
<b>F-1b</b> Selling or transmitting alcohol or drugs.	7	Referral to police.
<b>F-1c</b> Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	6	Referral to police.
<b>F-1d</b> Observed used of alcohol or drugs.	6	Referral to police.

<b>F-2 TOBACCO:</b> Use or possession of tobacco on restricted school premises or at a function under the sponsorship of the school (includes both smoking and chewing tobacco.)	4-6	Referral to police for citation.
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<b>G. Other Disciplinary Infractions</b>		
<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
<b>G-1 REPEATED SERIOUS CLASSROOM DISRUPTION</b>	2-6	Possible exclusion.
<b>G-2 DISRUPTION OF MEETINGS AND ASSEMBLIES</b>	2-6	Possible exclusion.
<b>G-2.5 CLASSROOM DISRESPECT OR DISRUPTION</b>	2-6	
<b>G-3 CHEATING:</b> (i.e. stealing a test, tampering with gradebook, copying work, etc.)	2-5	
<b>G-4 FORGERY:</b> Written or spoken misrepresentation of the truth (i.e. forged passes, parent signature, false phone calls, misinformation to school personnel, etc.)	4	Parents notified.
<b>G-5 MISUSE OF FOOD:</b> In the cafeteria and other areas of the building.	2	Work detail.
<b>G-6 ELECTRONIC, VIDEO AND COMMUNICATION DEVICES</b>		Refer to policy outlined in the student handbook.
<b>G-7 BEING IN AN UNAUTHORIZED AREA.</b>	1-2	
<b>G-8 BEING AN ACCESSORY</b> to a rule violation.	1	Step assignment at principal's discretion depending on level of involvement.
<b>G-9 ABUSIVE OR OFFENSIVE LANGUAGE:</b> Used in the presence of staff members and/or students, including written notes or published materials as well as vocal.	2-4	

<b>G-10</b> PDA, EMBRACING OR OTHER SIMILAR IMPROPER AND/OR DISRUPTIVE BEHAVIOR.	2	
<b>G-11</b> INAPPROPRIATE DRESS: Refer to the Student Handbook for specific definition.	1	Required to remove, cover up or change inappropriate item, etc.

## Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).
- Masks/Face Coverings (until further notice)

Inappropriate clothing includes, but is not limited to, the following:

- Disruptive to the normal operation of a classroom.
- Clothing or shoes must not be such as to cause damage to school property (for example: steel cleats on shoes).
- Clothing, buttons or insignia may not be worn if the message is intended to mock or provoke others because of race, religion, national origin or is contrary to school policy.
- Clothing, buttons or insignia which display obscenity, advertise alcohol, drugs or smoking or promote its use may not be worn.
- Hats or caps are not to be worn in the school building during school hours.
- Students must wear shoes at all times while attending school.
- Students are not allowed to carry backpacks with them throughout the school day.

If the administration or staff member believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day.

## 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 which 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. Students who have prescriptions must comply with the school district's Student Medication Policy 516. The school district will provide an instructional program in the 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 that is free from and prohibits harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

If any words or action make you feel uncomfortable or fearful, it is important that you report it immediately. This will allow an investigation to take place so appropriate action by the school can be taken. A harasser may do the following:

1. Name calling, jokes, or rumors
2. Hazing
3. Pulling on clothing
4. Graffiti
5. Notes or cartoons
6. Unwelcome touching
7. Offensive or graphic posters or book covers
8. Any words or actions that make you feel uncomfortable, embarrassed, or hurt.

Individuals found to have engaged in acts of harassment or other acts that create a hostile environment based on disability, or any other protected characteristic, will be promptly disciplined pursuant to the district's discipline policy. If circumstances warrant it, such discipline may include suspension and expulsion for students. For a complete copy of School Board Policy 413 Harassment and Violence or Policy 525 Violence Prevention can be requested at the district office.

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

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. 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 506. For detailed information on the school district's Hazing Prohibition Policy 526, contact the district office or the school website.

## **Internet/Technology 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 Acceptable Use and Safety Policy 524 is available at the district office or school website.

Students will receive a copy of the Internet Acceptable Use and Safety 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/Technology Use Agreement form annually.

## **Noon Recess**

Noon supervisors conduct elementary noon recess. All students are expected to go outside for recess when the temperature or wind chill is zero degrees Fahrenheit or above. This means students must have appropriate attire for outdoors. For example, students should have boots, snow pants, hats, mittens, etc. When the weather is not conducive to going outside, games and activities will be in the gymnasium or other indoor area.

Discipline concerns will be directed to classroom teachers and/or the administration.

Illness Procedure: Students will be expected to participate in noon recess wherever it is held unless parents/guardians provide a written excuse.

### Breckenridge Elementary Noon Hour Rules

- Be Respectful
- Be Responsible
  - Be Active
  - Be Safe



1. Stay inside the fence.
2. Use playground equipment safely.
3. Food and drinks are not permitted on the playground.
4. Do not throw or kick rocks, snow, ice, or any other potentially unsafe objects.
5. Bullying is not permitted.
6. No physical contact fighting, play fighting, or rough, aggressive behavior.
7. Stop playing when the whistle is blown to come in.

## **Parking on School District Property**

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 [\*\*]**

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 electronic cigarettes 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 device, or electronic cigarette 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 Policy 419, contact the district office or school website.

## **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 takes a "zero tolerance" position in regard to 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. 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 501, contact the district office or school website.

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

All student injuries that occur at school or school-sponsored activities should be reported to the supervising staff or 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 Update [\*]**

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 plan and uses an emergency response tool called CrisisGo. Each school building has its own building-specific crisis management plan. The plan addresses a range of potential crisis situations in the school district and includes 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, located in each room, include evacuation procedures.

### **Health Information**

#### **First Aid**

The elementary office is equipped to handle minor injuries requiring first aid. 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 elementary office staff consult with a public health nurse, as needed, for any medical support. The district has installed automated external defibrillators (AEDs) in the south gym hallway and outside the lunchroom/teacher's lounge. Tampering with any AED is prohibited and may result in discipline.

#### **Communicable Diseases/Health Concerns**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school secretary or principal so that other students who might have been exposed to the disease can be alerted. This would include significant health concerns such as but not limited to asthma, seizure disorder, allergic reactions or medications that are given at home that could affect your child's behavior/attention in school (i.e. allergy medication, antibiotics, and so on).

## GUIDELINES FOR WHEN STUDENTS CAN RETURN TO SCHOOL

The following guidelines will be used to assist in determining if a student will remain in school or if the parent/guardian will be contacted to have the student sent home from school.

Fever/ill symptoms – A student with a temperature of 100.1 degrees or more will be sent home. The student can return to school 24 hours after temperature returns to normal and when ill symptoms no longer exist.

Vomiting/diarrhea – If a student has an episode of vomiting with other ill symptoms, the student will be sent home. The student can return to school 24 hours after last episode.

Sore throat/earache – If a student has complaints of sore throat or earache, accompanied by a temperature of 100.1 degrees or greater, the student is to be sent home and referred for medical follow up. The student can return to school after the child has been on an antibiotic for 24 hours (if strep throat) or when symptoms disappear. If the student has no temperature and no previously identified problems but has drainage from the ear and ear pain, the parent will be contacted to make them aware of the situation. It will be the parent's responsibility to determine if medical follow up is necessary. The child may remain in school.

Head lice – If a student has an identified case of head lice, including nits, the student will be sent home immediately for treatment. Students should be treated with the lice remover shampoo and all nits should be combed out thoroughly. Students will be rechecked upon returning to school.

Pink eye (with pus) – If a student has extreme redness of the eyes accompanied by itching and pussy drainage from the eye, the student is to be sent home/referred for medical follow up. Students can return to school 24 hours after treatment with appropriate eye drops.

Skin rashes - Students can return to school after the symptoms disappear, or when the rash is self-contained, non-draining, or covered.

Cold sores and common cold – Students can be in school (unless accompanied by a temperature or other symptoms).

Impetigo – Home 24 hours with salve – if spreading, student will need to be home longer and on medication.

If your child becomes seriously ill or is injured at school, every effort will be made to contact you or the emergency number you give. In an emergency, it may be necessary to have your child treated by a physician or taken to the hospital.

Keeping children home when they are sick helps keep students healthy in the long run. Parental cooperation is appreciated.

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.

Students who become sick at school should notify their classroom teacher. The school health aide will contact the parents/guardians to arrange for students who get sick at school to go home early. **If your child goes home sick for any reason during the school day, they are not allowed to return to school for any reason that day, including school activities in the evening.**

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Please call the elementary school office as soon as you know your child will not be in school. An answering machine will be available for these messages after school hours.

Vision and hearing screenings, along with scoliosis screenings are offered to students. School staff administers all medications. Under no circumstances are students to have in their possession any medication, prescription, or over-the-counter drug.

### **COVID Related Illness Information**

#### **Health Check**

- Families must complete a daily health and temperature questionnaire for their children and return it daily.
- Do not come to school if exhibiting a fever of over 100.1 or any of the following symptoms in the past three days (72 hours):
  - Fever/ Temp
  - Chills
  - Cough
  - Shortness of Breath
  - Muscle or body aches
  - Headache
  - Loss of taste or smell
  - Congestion/running nose – not related to seasonal allergies
  - Unusual fatigue
  - Nausea/vomiting/diarrhea
- Additional questions:
  - Does anyone in your household have any of the above symptoms?
  - Have you been in close contact with anyone with suspected or confirmed COVID-19?

- Have you had any medication to reduce a fever before coming to school?
- Have you traveled outside of the US in the past 14 days?
- If you answer yes to any of the additional questions, please keep your child home to self-quarantine and monitor for additional symptoms.

### **Illness At School**

- Individual rooms will be provided for students demonstrating symptoms.
- Parents will be contacted immediately.
- This room will be sanitized immediately.

### **Immunizations**

All students must be properly immunized 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 elementary office.

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

The school district acknowledges that some students may require prescribed drugs/medication or over-the-counter drugs/medication during the school day. A ***Prescription Medication Authorization Form OR Over-the-Counter Medication Authorization Form*** is available from the elementary school office or on the school website. The appropriate form must be filled out and returned to the school if your child is taking any medication that must be given during the school day. All medications must be provided in the original labeled container and will only be administered to a student according to physician's orders and/or parent/guardian consent.



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 (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

Please forward any questions regarding specific medications and its use to the school office at 218-643-6681. These forms must be completed once a year and/or when a change in the prescription or requirements for administration occurs.

### **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, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting Brian Stevenson, Elementary Building Head Custodian.

### **Visitors in the Elementary Building**

Only students and staff should be present inside school buildings. Visitors will be limited. Any access allowed will be held to the main office in each building. Visitors will not be allowed into the building without face masks. Any communication/engagement that can be conducted outside (weather permitting), through electronic communication or phone should be done so to limit the number of individuals inside the school buildings.

### **Breckenridge School Policy Statements and Annual Public Notices**

The following school policy statements and notices can be found online at [www.breckenridgeschools.k12.mn.us](http://www.breckenridgeschools.k12.mn.us) or are available in print at the district office.

Policy 102 Equal Educational Opportunity  
Policy 413 Harassment and Violence  
Policy 419 Tobacco Free Environment  
Policy 501 School Weapons  
Policy 503 Student Attendance  
Policy 506 Student Discipline  
Policy 514 Bullying Prohibition Policy  
Policy 515 Protection and Privacy of Pupil Records  
Policy 516 Student Medication  
Policy 520 Student Surveys  
Policy 521 Student Disability Nondiscrimination  
Policy 522 Student Sex Nondiscrimination  
Policy 524 Internet Acceptable Use and Safety  
Policy 525 Violence Prevention  
Policy 526 Hazing Prohibition  
Policy 534 Unpaid Meal Charges  
Asbestos Notification  
Notice Concerning Use of Pesticides



**The following forms can be found online at -**  
**<http://www.breckenridge.k12.mn.us/page/3120>**

- Roller Skating Permission Form
- Over the Counter Medication Authorization Form
- Prescription Medication Authorization Form
- Consent to Release Private Data
- Health Information Sheet
- School Bus Waiver Form
- Parent/Student Technology Use Agreement
- Opt-Out Form
- New Student Enrollment Packet
- Volunteer/Field Trip Chaperone Background Check
- Mental Health Referral Form

## Acknowledgement Form

We have received a copy of the 2020-21 Student Handbook for the Breckenridge Elementary School.

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Student Printed Name

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Student Signature

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Date

# Breckenridge Public Schools

## Virtual Learning Academy Option Agreement K-12

### ***What does Breckenridge Virtual Academy mean?***

K-12 students have the option of participating in the Breckenridge Virtual Academy where students learn off-site during the regular school day using an online program. As a student of Breckenridge Public Schools, all applicable policies apply.

**Daily Schedule** - Students will follow their regular schedule during the regular school day. Teachers will connect with students through digital means during the day's lessons at the elementary level or class period at the secondary level (6-12). A variety of synchronous and asynchronous activities will make up each class session.

Students will login with a staff member between 8:20am-9:00am to discuss their daily learning plan. Students will also log-in at another predetermined time with a staff member to monitor their daily work progress.

**Attendance** - Teachers will take attendance following state guidelines. Elementary students will be considered present when they participate in morning and afternoon sessions. Middle School and High School students will be considered present during each period/block when they participate in the class lessons. If your student is ill or needs to be absent for the day, a call must be made to the school in order for it to be considered an excused absence. Students with excessive absences will be referred to the principal as stated in the student handbook. If a student fails to login between 8:20am-9:00am and at another other agreed upon time, they will be considered absent for the class period. All Breckenridge attendance procedures apply for the Virtual Academy.

**Assessments** - Teachers may schedule assessments before or after school in order to provide online monitoring of testing, or they may be monitored by a different school staff member. During state-wide testing, your student will need to come to the school building to complete testing, per guidelines by the Minnesota Department of Education.

**Student Services** - Students in the Breckenridge Virtual Academy have access to the school counselor, support staff, school nurse or other related student services..

**Grading and Report Cards** - The school handbook outlines the grading policies of the school. Students will receive a report card as scheduled by the school. Students will also be subject to eligibility/ineligibility reports. If a student's grading and homework are not in "good standing" with the individual school, students may be asked to come onto campus to get into "good standing" with the virtual school. This will be made on an individual case by case basis.

**Learning Materials** - Breckenridge Public Schools has a one-to-one program that provides technology for students. In addition, textbooks, packets, handouts, and class-specific materials will be provided to the student, as needed. Supplies typically supplied by the student, such as pencils, highlighters, and notebooks will be provided by the family.

**Course Options** - Due to the format of instruction, some courses at the secondary level will not be available. These may include items that require specialty equipment or are onsite-only such as construction trades, which builds a house at the high school. Your school's counselor/administrator/virtual teacher will build a schedule that meets your academic and graduation requirements for high school students. The elementary's virtual academy teacher will build a schedule for your child that meets the elementary requirements. Band, music and PE classes will also be a part of the responsibilities of students to attend as those classes require for attendance and grading purposes..

**Meals** - Meals will not be provided to families choosing the Breckenridge Virtual Academy.

**Media Center** - Students will have access to materials that are available online through their media centers using login credentials provided by the Media Specialist at their school. Materials available for loan may be requested and picked up in the school office, utilizing regular check-out timelines and policies.

**Athletics/Activities** - Due to the nature of COVID-19, students choosing the Breckenridge Virtual Academy **ARE NOT eligible to compete/participate** in athletics/activities unless approved by the administration and/or eligibility committee.

## Breckenridge Virtual Academy Learning Option

The following agreement must be signed and returned to **the appropriate school office by Tues., September 8, 2020 for fall quarter. You will need to turn in two different forms for each office if you have children in both the elementary and high school.**

I request that my student participate in the **Breckenridge Virtual Academy for the 2020-2021 school year.**

Student(1) Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Student(2) Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Student(3) Name \_\_\_\_\_ Grade Level \_\_\_\_\_

***Students are not able to move between the Breckenridge Virtual Academy Option and face-to-face instruction during the quarter, unless the school district determines that elements of the agreement are not being met.***

Please indicate by checking the boxes below that you understand and agree to the following:

- I am applying for my child to receive distance learning instead of a traditional classroom setting.
- I understand that the academy will require **a daily average minimum of 4 hours of classwork by the student on a daily basis** to cover all the academic courses.
- I understand that my child is still responsible to follow the school's handbook.
- I understand that by choosing **Virtual Academy**, my student will have to remain in the Academy until the end of a term (elementary) or quarter (high school).
- If I do not have Internet capabilities at home, I will contact the school to determine the best method of providing access to instruction. I will ensure my student is present for daily learning and attendance sessions via digital means such as Google Meet, Google Classroom, etc.
- I understand that my child is responsible for completing all classroom assignments and returning completed work on time, or their grades may be negatively affected as outlined in the school handbook.
- I will ensure the work and all assignments are completed and returned.
- I will ensure academic integrity.
- I will contact the school in the event of my child's absence from learning.
- Students enrolling in the Virtual Academy **CANNOT take** NDSCS courses or other on-campus college courses.
- During State-wide testing, I understand that my child will need to come to the school building to complete testing, per guidelines by the Minnesota Department of Education. Teachers may schedule assessments before or after school in order to provide online monitoring of testing.
- ONLINE/VIRTUAL Academy Training sessions: Throughout your enrollment in the Virtual Academy, there will be ONLINE PARENT TRAINING sessions and STUDENT training sessions which need to be completed.**
- I understand that Online/Virtual Academy training sessions will need to be completed by both the student and by the parent/guardian to continue to be in "good standing".**

\_\_\_\_\_  
Print Student Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***\*\*\*NOTE: If student(s) wishes to return to hybrid/in-person learning after enrollment in the Virtual Academy, it is strongly recommended that students switch to the in-person/hybrid scenario at the end of the term ONLY***

**High School Terms:**  
Quarter 1: September 8-November 6  
Quarter 2: November 10-January 22  
Quarter 3: January 26-March 30  
Quarter 4: April 5-June 3

**Elementary Terms:**  
Term 1 ends October 2, 2020  
Term 2 ends November 22, 2020.

4. Re: Substitute coverage

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
BRECKENRIDGE SCHOOL DISTRICT 846 AND EDUCATION BRECKENRIDGE LOCAL 1299  
Addressing Emergency Duty

WHEREAS, the recent outbreak and spread of coronavirus (COVID-19) has prompted many necessary changes for school districts and educators for the duration of the 2019-20 school year; and

WHEREAS the district and the union agree that the current collective bargaining agreement between the parties governs terms and conditions of employment; and

WHEREAS clarification of emergency duty provisions during extraordinary circumstances to protect employees and families is needed to maintain a safe and healthy student population and workforce;

NOW THEREFORE, be it resolved; that for the 2020-21 school year, the following language supplements the language in **Article VI (Basic Schedule & Rate of Pay), Section 3 (Placement on Salary Schedule)** of the collective bargaining agreement:

Subd. 8. Emergency Duty: In the event when a teacher is asked to substitute in a study hall, classroom or cover a second class (supervise their and another teacher’s class), they will be compensated at the hourly rate (minimum of 30 minutes) of Step 0 Lane 1 divided by 182 divided by 7.25 hours. Substitute time will be rounded up to the nearest half hour.

- a. In the event that a teacher is unable to prep for his/her own class due to COVID-related illness or absence and a colleague is needed to prep for the absent teacher, and when such preparation will take 10 minutes or more of the cooperating colleague's work time, the colleague who agrees to prepare for the class shall be compensated at 30 minutes of substitute pay, per day per class, even though they are not physically covering the absent teacher’s classroom. This must be pre-approved by the building administrator.

1. **Terms of this Memorandum of Understanding; Modification.** This Memorandum of Understanding shall commence on the date the parties fully execute it and shall remain in effect until June 30, 2021. This Memorandum of Understanding may be modified by mutual written agreement between the parties hereto.

2. **No Past Practice.** By entering into this Memorandum of Understanding, the parties acknowledge and agree that the actions taken by the School District and the actions taken by the local union in this Memorandum of Understanding shall not constitute, nor be interpreted as, a past practice.

INDEPENDENT SCHOOL DISTRICT NO. 846

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

EDUCATION BRECKENRIDGE LOCAL 1299

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

**5. Re: Daily Start Time/End Times/Prep time**

**MEMORANDUM OF UNDERSTANDING BETWEEN  
BRECKENRIDGE PUBLIC SCHOOL DISTRICT 846 AND EDUCATION BRECKENRIDGE LOCAL 1299  
Addressing Hours of Service**

WHEREAS, the recent outbreak and spread of coronavirus (COVID-19) has prompted many necessary changes for school districts and educators for the duration of the 2019-20 school year; and

WHEREAS the district and the union agree that the current collective bargaining agreement between the parties governs terms and conditions of employment; and

WHEREAS clarification of emergency duty provisions during extraordinary circumstances to protect employees and families is needed to maintain a safe and healthy student population and workforce;

NOW THEREFORE, be it resolved; that for the 2020-21 school year, the following language supersedes and supplements the language in **Article XII (Hours of Service), Section 3 (Placement on Salary Schedule)** of the collective bargaining agreement:

Section 2. Secondary Assignments: Secondary teacher duties in a seven period schedule shall be five teaching periods, one supervisory period (examples may include, but are not limited to: noon duty, study hall, computer room) and one preparation period or six teaching periods and one preparation period. Secondary teacher duties in a four period day schedule shall consist of no more than three teaching periods, one half period preparation, and a maximum of 45 minutes of duties as assigned by administration. Secondary teacher duties in a five-period schedule (defined as four blocks and a prep) shall be no more than four teaching blocks (two skinnies equal one block) and shall include a 30-minute duty-free lunch as well as a total prep period of at least 45 minutes prior to the regular dismissal time of 3:23. IEP or other district meetings will take place outside of preparation time. Due to COVID-19, during the 2020-2021 school year only, teachers may also be assigned a 20-minute homeroom to monitor in order to limit student interactions.

Section 3. Elementary Prep Time: Kindergarten through grade six teachers shall have preparation time of no less than 250 minutes per week; 50 minutes each day, which time may be split into two nearly equal periods. All of the above preparation times shall occur during that portion of the school day during which students are in attendance. Due to COVID-19, during the 2020-2021 school year only, preparation time of two-to-three periods will total a minimum of 50 minutes, some of which may occur during a time when students are not in attendance but will still occur prior to regular dismissal time of 3:15.

1. **Terms of this Memorandum of Understanding; Modification.** This Memorandum of Understanding shall commence on the date the parties fully execute it and shall remain in effect until June 30, 2021. This Memorandum of Understanding may be modified by mutual written agreement between the parties hereto.

2. **No Past Practice.** By entering into this Memorandum of Understanding, the parties acknowledge and agree that the actions taken by the School District and the actions taken by the local union in this Memorandum of Understanding shall not constitute, nor be interpreted as, a past practice.

INDEPENDENT SCHOOL DISTRICT NO. 846

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

EDUCATION BRECKENRIDGE LOCAL 1299

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: 190 \_\_\_\_\_



# Breckenridge Public Schools

"Home of the Cowboys & Cowgirls"

INDEPENDENT SCHOOL DISTRICT #846 - DISTRICT OFFICE

810 Beede Avenue - Breckenridge, MN 56520

Phone: 218-643-6822 - Fax: 218-641-4035

www.breckenridge.k12.mn.us



## FAQ

### Leave Related to COVID-19 for Underlying Conditions - Fall 2020

#### What do I do if I have concerns about returning in the fall due to an increased risk?

Staff who have concerns about work situations in the fall should present those concerns to their supervisor or superintendent. All concerns will be addressed in a confidential and non-judgmental manner.

#### What if I do not plan to report to work in the fall?

1. A current note from a medical provider will be required to be excused for medical leave.
2. Documentation must indicate that you cannot attend work due to specific circumstances or underlying medical conditions specified by the CDC that would not allow you to do the essential duties of your position on-site.
3. School district policy and applicable master agreements will guide employee paid and unpaid leave.

#### Will I be paid while I am on leave due to my inability to report to work?

1. Leave will be paid under the following conditions:
  - A. The [Families First Coronavirus Response Act \(FFCRA\)](#) provides expanded paid sick leave two (2) weeks where an employee is unable to work or telework because, due to COVID-19, the employee:
    - a. Is subject to a federal, state, or local quarantine or isolation order;
    - b. Has been advised by a health care provider to self-quarantine;
    - c. Is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
    - d. Is caring for an individual subject (or advised) to quarantine or isolation, as defined: as an immediate family member, roommate, or a similar person with whom the employee has a prior relationship with that creates an expectation that the employee would care for the person.
    - e. Is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or
    - f. Is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

The FFCRA is currently set to expire on December 31, 2020. *If these leave options were utilized during the Spring distance learning period, any remaining leave may be utilized at a later time, if needed, prior to December 31, 2020.*

B. The Emergency Family & Medical Leave Expansion Act (EFMLEA) allows employees 12-weeks of job-protected leave if an employee is unable to work or telework because:

- a. The employee is needed to care for the employee's son or daughter (who is under the age of 18) because the child's school or childcare facility has been closed or the child's childcare provider is unavailable due to the public health emergency.
- b. This is the **ONLY** reason this leave benefit is available.

C. Employee leave as defined and accrued through individual employee master agreements.

2. Leave will be unpaid under the following conditions:

- a. Cannot attend work; and
- b. Paid leave has been exhausted; and
- c. Alternative work assignments cannot be provided;

### **Will I be able to complete my work remotely?**

You will only be allowed to work remotely if the essential functions of your position can be completed remotely. The District will work with you and make every reasonable effort to provide alternative work schedules or routines to whatever extent possible. Possible available reasonable accommodations will be considered and discussed with you, but accommodations are not guaranteed because not every job can effectively be completed remotely.

### **Where can I find information about if I am at increased risk?**

The CDC maintains a [regularly-updated website](#) of information for people who need to take extra precautions in order to avoid getting COVID-19. People at an increased risk may be in the [Older Adults](#) category or the [People with Underlying Medical Conditions](#) category, or both. Please review the information posted on the CDC website to familiarize yourself with these categories. If you have more questions, you can view [this CDC video](#), which summarizes conditions which might put people at higher risk, or seek an opinion from a medical professional.

### **If You are Experiencing Fear or Anxiety**

Living in the time of a pandemic can be stressful. Many resources are available to help you take steps to manage stress and anxiety. Check out [NAMI – Minnesota](#), [CDC resources](#), or [TheVillage Employee Assistance Program](#) at 1-800-627-8220 for support and suggestions.

Updated 8/14/2020



Revised:

## **808 COVID-19 FACE COVERING POLICY**

***THIS PARAGRAPH WILL BE DELETED ONCE APPROVED [Note: The Governor’s Emergency Executive Order 20-81 generally requires Minnesotans to wear a face covering in certain settings and circumstances, including in various school settings. Emergency Executive Order 20-82 states that all Minnesota public schools must adhere to parameters determined by Minnesota Department of Health (“MDH”) in implementing or shifting between in-person learning, hybrid learning and distance learning. MDH’s Safe Learning Plan for 2020-21 and the 2020-2021 Planning Guide for Schools requires school district and charter schools to develop and implement a face covering policy that is clearly posted and communicated to students, staff, families, and potential visitors to the school building. The provisions of this policy substantially reflect the requirements of the 2020-2021 Planning Guide for Schools, Executive Order 20-81, and Executive Order 20-82.]***

### **I. PURPOSE**

The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

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

- A. The policy of the school district is to comply with Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect other people in case the wearer does not know they are infected.
- C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

### **III. DEFINITION OF FACE COVERING**

- A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:
  - 1. Paper or disposable mask;
  - 2. Cloth face mask;
  - 3. Scarf;
  - 4. Neck gaiter;
  - 5. Bandana;
  - 6. Religious face covering; and
  - 7. Medical-grade masks and respirators
- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.
- C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

### **IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING**

- A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- B. A face shield may be used as an alternative to a face covering in the following situations:
  - 1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.

2. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.
  3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
  4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.
- C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:
1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;
  2. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities should maintain six feet of distance to the extent possible;
  3. During activities, such as swimming or showering, where the face covering will get wet;
  4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
  5. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
  6. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
  7. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities should maintain six feet of distance to the extent possible;
  8. When required by school staff for the purposes of identification;
  9. Staff working alone in their offices, classrooms, vehicles, or job locations

that have no person-to-person interaction;

10. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or
11. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

## **V. IMPLEMENTATION**

- A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.
- B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.
- E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct. To the extent the face covering requirements of this policy conflict with MSBA Model Policy 504 – Student Dress and Appearance, this Policy shall control.

- F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

**VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE**

- A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.
- B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.
- C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning.
- D. The school district may, in its discretion, report violators of this policy to law enforcement. Any individual who willfully violates Emergency Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

**Legal References:** Emergency Executive Order 20-81  
Emergency Executive Order 20-82  
Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)  
Minn. Stat. § 12.45 (Violations; Penalties)

**Cross References:** Policy 807 (Health and Safety Policy)  
Policy 504 (Student Dress and Appearance)

*Adopted: 07/13/2004*

*Breckenridge ISD 846 Policy 422*

*Orig. 1995*

*Revised: 07/21/2020*

*Rev. 2020*

## **422 POLICIES INCORPORATED BY REFERENCE**

### **PURPOSE**

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Policy 102	Equal Educational Opportunity
Policy 103	Complaints – Students, Employees, Parents, Other Persons
Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Policy 305	Policy Implementation
Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Policy 507	Corporal Punishment
Policy 510	Student Activities
Policy 511	Student Fundraising
Policy 517	Student Recruiting
Policy 518	DNR-DNI Orders
Policy 519	Interviews of Students by Outside Agencies
<b>Policy 522</b>	<b>Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process</b>
Policy 524	Internet Acceptable Use and Safety Policy
Policy 525	Violence Prevention
Policy 535	Service Animals in Schools
Policy 610	Field Trips
Policy 710	Extracurricular Transportation
Policy 711	Video Recording on School Buses
Policy 712	Video Surveillance Other Than on Buses
Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

***Legal References:***

***Cross References:***

**NEW POLICY**

**496 POLITICAL CAMPAIGNS AND ACTIVITIES**

**I. PURPOSES**

The purpose of this policy is to recognize the participation of students and employees in political issues. Further, the purpose of this policy is to establish guidelines for the participation of students and employees in political campaigns, partisan or non-partisan election activities, and the distribution of political or partisan materials.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district will maintain neutrality as to all political campaigns and issues. The school district will not expend public funds or resources to advocate for particular candidates or for only one side of a controversial question. However, the school district may expend reasonable amounts to apprise voters in the school district of facts pertinent to an election, bond issue, or referendum.
- B. The school district recognizes the rights of students and employees to participate in political campaigns and political issues, elections, and public service and the right of students to pursue an education conducted in a suitable academic environment free from disruption.
- C. To protect First Amendment rights, while at the same time preserving the integrity of the education objectives and responsibilities of the school district, the school board adopts the following guidelines.

**III. DEFINITIONS**

- A. “Distribution” means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material. This includes, but is not limited to, posting on a wall, bulletin board, or other building surface, or anywhere on school district property; leaving items to be picked up by interested persons; directly giving items to persons; or placing items in rooms in a school district building.
- B. “Nonschool-sponsored material” or “unofficial material” includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored material include, but are not limited to, leaflets, brochures, buttons, badges, fliers, petitions, posters, and underground newspapers, whether written by students or employees.

- C. “Nonschool person” means any person who is not a currently enrolled student or a current employee of the school district.
- D. “Political materials” include, but are not limited to, any paper, handbill, poster, booklet, brochure, advertisement, sample ballot, display, or audio or video presentation, that pertains to a political candidate or political issue.
- E. “Political issue” is an issue that is the subject of a public referendum which is being debated by political candidates or organizations.
- F. “Political candidate” is a person who seeks nomination or election to partisan or nonpartisan public or party office or who has filed as candidate for election.
- G. A “political activity” is an act that is of a nature, done with intent, or done in a way, to influence or tend to directly or indirectly influence, voting at a primary or an election or, if it is done because a person is about to vote, has voted, or has refrained from voting at a primary or an election.
- H. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- I. “Work hours” for school district employees refer to the period between the time an employee is scheduled to begin work and the end of the employee’s assigned work day (excluding the employee’s lunch and break periods), and any paid overtime hours or extra-duty hours for which the employee has volunteered or been assigned.

#### **IV. PROCEDURES**

- A. Political Activities of Employees in General
  - 1. Employees of the school district, while acting in the capacity of a school district employee, shall not engage in any political activity during the school day, during work hours, or at school activities.
  - 2. School district employees shall be free to engage in political activities outside of the school day, work hours, or school activities and to campaign and run for political office. Employees shall not allow such political activities to interfere with the proper performance of their school duties and shall not use school time, supplies, or equipment in these activities.



3. A school district employee or official shall not use his or her official authority or influence to compel a person to take part in a political activity, to pay or promise to pay a political contribution, or apply for membership in or become a member in a political organization.
4. Teachers or other school district employees may not use or recruit students during the school day, during work hours, or at school activities for either distribution of political materials or other political activities.
5. School district employees, while acting in the capacity of a school district employee, shall refrain from any conduct that is intended to be or that reasonably could be perceived as endorsing or opposing specific political issues or political candidates.
6. The implementation of and compliance with this policy shall be coordinated by the Superintendent. All inquiries regarding school district elections referendum candidates and campaigns shall be referred to the Superintendent.

B. Distribution of Political Materials

1. The distribution of political materials on school district property by nonschool persons is governed by Policy 904, Distribution of Materials on School District Property by Nonschool Persons.
2. The distribution of political materials on school district property by students and employees is governed by Policy 505, Distribution of Nonschool-sponsored Materials on School Premises by Students and Employees.

C. School District Property, Facilities, and Activities

1. Nonpublic forums. All school district property and facilities are nonpublic forums that are designated as reserved for their intended purpose of education and education-related activities. Political activities will not be allowed in such nonpublic forums unless it is part of approved curriculum. Further, reasonable time, place, and manner restrictions may be imposed in such a nonpublic forum.
2. Public forums by designation. The building principal, with approval of the superintendent and the school board, may designate specific property or facilities of the school district as limited public forums open for certain expressive activity such as political speech. The open character of such property or facilities will not be retained indefinitely. Further, reasonable time, place, and manner restrictions may be imposed. The building

principal and the superintendent are responsible for establishing the time, place, and manner restrictions and for ensuring equality of treatment toward all candidates and issues when such a designated public forum is created.

## **V. VIOLATION OF POLICY**

- A. Violation of this policy by a student will be halted, and appropriate disciplinary action will be taken in accordance with the school district's student discipline policy and/or any governing statute.
- B. Violation of this policy by an employee will be halted, and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called. In addition, other action may be taken, if appropriate.

## **VI. IMPLEMENTATION/NOTICE OF POLICY**

- A. A copy of this policy will be available in school buildings. The policy will be noted in student handbooks and available to students, staff, employees and community members in school buildings and the administrative office.
- B. The school district will develop a method of discussing the policy with students and employees.
- C. The school district administration may develop any additional guidelines and procedures necessary to implement his policy. Such additional guidelines shall be submitted to the school board for approval. Upon approval, such guidelines and procedures shall be an addendum to this policy.

- Legal References:*** Minn. Stat. § 10A.01, Subd. 5  
Minn. Stat. § 43A.32  
Minn. Stat. § 211A.02, Subd.8  
Minn. Stat. § 211B.09 (Prohibited public employee activities)  
Op. Minn. Atty. Gen. 159a-3 (May 24, 1966) (concluding that a school district could not make expenditure of public funds for printing and mailing of literature urging passage of a bond issue)
- Cross References:*** Policy 505 (Distribution of Nonschool-sponsored Materials on School Premises by Students and Employees)  
Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: 08/09/2005

Breckenridge ISD 846 Policy 522

Orig. 1995

Revised: 10/21/2020

Rev. 2020

**THIS IS A COMPLETE REWRITE OF THIS POLICY BY MSBA**

**522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**

~~*[Note: On May 6, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), released the long-awaited final rule amending Title IX regulations at 34 C.F.R. Part 106. These regulations, which go into effect on August 14, 2020, are the first Title IX regulations applicable to sexual harassment and are applicable to complaints by both school district students and employees. The extensive regulations will require districts to revise their policies and procedures with respect to sexual harassment and ensure that administration and staff are trained on the new requirements.]*~~

~~*The final rule requires school districts to provide notice of its nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the school district will respond to the following groups: applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the school district. 34 C.F.R. § 106.8(b). The provisions of this policy generally conform to the requirements of the new regulations.]*~~

**I. GENERAL STATEMENT OF POLICY**

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs

in the school district's education programs or activities.

- D. 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~~: Diane Cordes, Superintendent, 218-643-6822, 810 Beede Avenue, Breckenridge, MN 56520

~~{INSERT: NAME(S) TITLE(S) PHONE NUMBER(S) OFFICE ADDRESS(ES) EMAIL ADDRESS(ES)}~~

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator~~(s)~~, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

## II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "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).
- A. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- B. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.

- C. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
  2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- D. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- E. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- F. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- G. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- H. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the

provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);

2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
  3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- I. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- J. “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. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
  2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.

3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

~~*[NOTE: It is recommended that school districts designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this policy to serve in that role in a particular case.]*~~

### III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

#### A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative



interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

~~*[NOTE: The Title IX regulations require reasonably prompt timeframes for conclusion of the grievance process, but do not specify any particular timeframes. The time periods below are suggested. School districts may establish their own district-specific timeline, although it is recommended that legal counsel be consulted before adjusting time periods.]*~~

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. 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.
3. 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.
4. 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.
5. 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.

K. Potential Remedies and Disciplinary Sanctions

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 Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker 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.

#### **IV. 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. Any employee of the school district who has experienced, has actual 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.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail 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.
- D. 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.

#### **V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR**

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive

measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .

- B.** The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C.** If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D.** Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
  - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
  - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
  - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
  - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
  - 6. A copy of this policy.

## **VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT**

- A.** Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
  - a. The school district undertakes an individualized safety and risk analysis;
  - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
  - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

~~*[NOTE: The interrelationship between the Title IX regulations authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]*~~

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

## VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

### **VIII. DISMISSAL OF A FORMAL COMPLAINT**

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
  - 1. Would not meet the definition of sexual harassment, even if proven;
  - 2. Did not occur in the school district's education program or activity; or
  - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
  - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;

2. The respondent is no longer enrolled or employed by the school district;  
or
  3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
  - D. 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 Minn. Stat. § 122A.20, subd. 2, to make a mandatory report to PELSB concerning any teacher who resigns during the course of an investigation of misconduct.]*~~

## IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any

inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

## X. DETERMINATION REGARDING RESPONSIBILITY

~~*[NOTE: The Title IX regulations do not require school districts to conduct live hearings as part of the decision-making phase of the grievance process. Accordingly, this Policy does not include procedures for a live hearing. If a school district desires to create such procedures, legal counsel should be consulted.]*~~

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
  - 1. Identification of the allegations potentially constituting sexual harassment;
  - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  - 3. Findings of fact supporting the determination;



4. Conclusions regarding the application of the school district's code of conduct to the facts;
  5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
  6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **XI. APPEALS**

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
  2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the

matter.

- 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 Decision-maker, 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 Decision-maker 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 Decision-maker is final. No further review beyond the appeal is permitted.

## **XII. RETALIATION PROHIBITED**

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that

any party made a materially false statement in bad faith.

### **XIII. TRAINING**

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
  - 1. The Title IX definition of sexual harassment;
  - 2. The scope of the school district's education program or activity;
  - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
  - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
  - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
  - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

### **XIV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, 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. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

## **XV. RECORDKEEPING**

~~*[NOTE: School districts should consider amending their respective retention schedules to reflect the recordkeeping requirements discussed below].*~~

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
  1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
  2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
  3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
  4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

- B. The school district must also maintain for a period of seven calendar years records of:
1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
  2. Any appeal and the result therefrom;
  3. Any informal resolution and the result therefrom; and
  4. All materials used to train Title IX Personnel.

**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 of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)  
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:** Policy 102 (Equal Educational Opportunity)  
Policy 413 (Harassment and Violence)  
Policy 506 (Student Discipline)  
Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: 08/09/2005

Breckenridge ISD 846 Policy 523

Orig. 1995

Revised: 10/21/2020

Rev. 2012

## 523 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to students:

Policy 102	Equal Educational Opportunity
Policy 103	Complaints – Students, Employees, Parents, Other Persons
Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Policy 305	Policy Implementation
Policy 413	Harassment and Violence
Policy 417	Chemical Use and Abuse
Policy 418	Drug-Free Workplace/Drug-Free School
Policy 419	Tobacco-Free Environment
Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
<b>Policy 496</b>	<b>Political Campaigns and Activities Policy</b>
Policy 511	Student Fundraising
Policy 524	Internet Acceptable Use and Safety Policy
Policy 525	Violence Prevention
Policy 610	Field Trips
Policy 613	Graduation Requirements
Policy 614	School District Testing Plan and Procedure
Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
Policy 616	School District System Accountability
Policy 707	Transportation of Public School Students
Policy 708	Transportation of Nonpublic School Students
Policy 709	Student Transportation Safety Policy
Policy 710	Extracurricular Transportation
Policy 711	Video Recording on School Buses
Policy 712	Video Surveillance Other Than on Buses
Policy 801	Equal Access to School Facilities

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

*Legal References:*

*Cross References:*