

**BRECKENRIDGE SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT #846
WEDNESDAY, AUGUST 19, 2026
REGULAR MEETING - 7:00 AM
BHS MEDIA CENTER ROOM #215
710 13TH STREET NORTH
BRECKENRIDGE, MN 56520**

AGENDA

- 1. Call the Meeting to Order**
 - A. Pledge of Allegiance
- 2. Approval of Agenda**
- 3. Public Input**
- 4. Approval of Consent Agenda**
 - A. Minutes

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The Regular Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota, met Wednesday July 15, 2026 at 7:00 AM in the Breckenridge High School, Media Center.

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

Members Present: Ernst, Hasbargen, Hiedeman, Hought, Johnson, Neppl, Mikkelson
Member Absent:

Chairperson Johnson called the Regular Meeting to order at 7:00 AM with the Pledge of Allegiance recited.

Motion by Mikkelson, seconded by Hiedeman to approve the amended agenda as presented. 7-0.

CONSENT AGENDA:

Motion by Neppl, seconded by Ernst to approve the consent agenda. 7-0.

Previous month's minutes – June 17 , 2026

Financial reports as presented including:

General Ledger Debits: June 2026

General Fund: \$2,734,710.12—Food Service: \$51,595.34—Community Service:

\$115,406.70—Construction Fund: \$565,507.38—Debt Redemption:

\$1,038,718.51—Trust Fund: \$0.00—Student Activities: \$6,251.66

Accounts Payable/Wires & Checks: 6/16/26 -7/13/26

Total: \$4,512,189.72

Hires: Noah Brenden, K-12 Principal, Jessica Holland, Associate Principal/ ALP Director

Resignations: Joan Vagts, Food Service Aide

COMMUNICATIONS:

Community Education - Cathy Affield

◊Report given.

K-12 Principal - Corinna Erickson

◊Report given.

Business Manager – Dessica Komestakes

◊No Report given.

Superintendent – Kristie Sullivan

◊Report given.

Committee Reports – Kristie Sullivan

◊Facilities Committee, Negotiations Committee

OLD BUSINESS:

NEW BUSINESS:

Motion by Ernst, seconded by Neppl to award the Dairy Bid to Cash WA.7-0.

Motion by Mikkelson, seconded by Hasbargen to award the Fuel Bid to Farmers Union.7-0.

Motion by Mikkelson, seconded by Neppl 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 authorization for submission of the Plan to MDE.7-0.

Motion by Neopl, seconded by Hiedeman to accept services agreement from Lakes Country Service Cooperative.7-0.

Motion by Ernst, seconded by Hasbargen Memorandum of Understanding between Independent School District 846 and the Breckenridge Public Schools Principals' Association.7-0.

Motion by Hiedeman, seconded by Hought the Bus Driver contract settlement.7-0.

Motion by Mikkelson, seconded by Hiedeman to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy for the 2026 School Board Election.7-0.

Motion by Neopl, seconded by Hought to approve the worker's comp insurance renewal proposal with RAM Mutual. A motion is needed to renew with RAM for worker's comp insurance.7-0.

Motion by Ernst, seconded by Hasbargen to approve the renewal for property/liability insurance with MIST (Minnesota Insurance Scholastic Trust).7-0.

Motion by Ernst, seconded by Mikkelson to approve official groundbreaking ceremony for the Breckenridge Public Schools construction project to be held on Monday, August 10, 2026.7-0.

Motion by Ernst, seconded by Neopl to adjourn at 7:57 AM. 7-0.

The next regular meeting date is Wednesday, August 19, 2026 at 7 AM.

Chair

Clerk

B. Financials

1. Financial Report & Bills

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Breckenridge Public School
Student Activity Guideline
Period Ending July 31, 2026

Sequence: Group-Sub, Crs

B27												Remaining Balance		
L	Fd Org	Pro Fin	O/S	Crs	Class Sub	Description	Annual Budget	Period 202701	Year To Date	% YTD	Encumbrances		+ Enc	
00 Assets														
B	21	101	000		100	00	Student Activities Cash	0.00	970.11	55,287.23	0%	0.00	0%	(55,287.23)
B	21	115	000		100	00	Student Activities Accounts R	0.00	0.00	902.00	0%	0.00	0%	(902.00)
B	21	206	000		200	00	Student Activities Accounts P	0.00	(970.11)	0.00	0%	0.00	0%	0.00
B	21	401	926		400	00	Class of 2026	0.00	0.00	(6,195.85)	0%	0.00	0%	6,195.85
00 Fund Balance														
	926	Class of 2026					0.00	0.00	49,993.38	0%	0.00	0%	(49,993.38)	
E	21	005	298	301	401	926	Class of 2026 Supplies	0.00	0.00	3,628.87	0%	0.00	0%	(3,628.87)
	926	Class of 2026					0.00	0.00	3,628.87	0%	0.00	0%	(3,628.87)	
927 Class of 2027														
B	21	401	927		400	927	Class of 2027	0.00	0.00	(2,665.21)	0%	0.00	0%	2,665.21
E	21	005	298	301	401	927	Class of 2027 Expenses	0.00	0.00	7,375.12	0%	0.00	0%	(7,375.12)
R	21	005	298	301	099	927	Class of 2027 Revenue	0.00	0.00	(9,289.98)	0%	0.00	0%	9,289.98
	927	Class of 2027					0.00	0.00	(4,580.07)	0%	0.00	0%	4,580.07	
978 National Honor Society														
B	21	401	978		400	978	National Honor Society	0.00	0.00	(1,259.67)	0%	0.00	0%	1,259.67
E	21	005	298	301	401	978	National Honor Society Suppl	0.00	0.00	1,030.19	0%	0.00	0%	(1,030.19)
R	21	005	298	301	099	978	National Honor Society Reven	0.00	0.00	(2,818.57)	0%	0.00	0%	2,818.57
	978	National Honor Society					0.00	0.00	(3,048.05)	0%	0.00	0%	3,048.05	
979 High School Student Council														
B	21	401	979		400	979	High School Student Council	0.00	0.00	(5,757.31)	0%	0.00	0%	5,757.31
E	21	005	298	301	401	979	High School Student Council :	0.00	0.00	2,224.84	0%	0.00	0%	(2,224.84)
R	21	005	298	301	099	979	High School Student Council I	0.00	0.00	(3,011.00)	0%	0.00	0%	3,011.00
	979	High School Student Council					0.00	0.00	(6,543.47)	0%	0.00	0%	6,543.47	
980 Letterclub														
B	21	401	980		400	980	Letterclub	0.00	0.00	(6,229.36)	0%	0.00	0%	6,229.36
E	21	005	298	301	401	980	Letterclub Supplies	0.00	0.00	117.50	0%	0.00	0%	(117.50)
R	21	005	298	301	099	980	Letterclub Revenue	0.00	0.00	(1,000.00)	0%	0.00	0%	1,000.00
	980	Letterclub					0.00	0.00	(7,111.86)	0%	0.00	0%	7,111.86	
981 Mathletes														
B	21	401	981		400	981	Mathletes	0.00	0.00	6.74	0%	0.00	0%	(6.74)
R	21	005	298	301	099	981	Mathletes Revenue	0.00	0.00	(733.19)	0%	0.00	0%	733.19
	981	Mathletes					0.00	0.00	(726.45)	0%	0.00	0%	726.45	
982 HS Band														
B	21	401	982		400	982	HS Band	0.00	0.00	(11,409.71)	0%	0.00	0%	11,409.71

Breckenridge Public School
Student Activity Guideline
Period Ending July 31, 2026

Sequence: Group-Sub, Crs

B27										% YTD		Remaining					
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202701	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
982 HS Band																	
E	21	005	298	301	401	982	401	982	HS Band Supplies	0.00	0.00	10,245.51	0%	0.00	0%	(10,245.51)	
R	21	005	298	301	099	982	401	982	HS Band Revenue	0.00	0.00	(4,028.87)	0%	0.00	0%	4,028.87	
982 HS Band																	
983 Boys Golf																	
B	21	401	983					400	983	Boys Golf	0.00	0.00	(230.54)	0%	0.00	0%	230.54
983 Boys Golf																	
984 HS Choir																	
B	21	401	984					400	984	HS Choir	0.00	0.00	(5,972.44)	0%	0.00	0%	5,972.44
E	21	005	298	301	401	984	401	984	HS Choir Supplies	0.00	0.00	1,425.23	0%	0.00	0%	(1,425.23)	
R	21	005	298	301	099	984	401	984	HS Choir Revenue	0.00	0.00	(958.19)	0%	0.00	0%	958.19	
984 HS Choir																	
986 FFA																	
B	21	401	986					400	986	FFA	0.00	0.00	(6,711.13)	0%	0.00	0%	6,711.13
E	21	005	298	301	401	986	401	986	FFA Supplies	0.00	0.00	3,603.47	0%	0.00	0%	(3,603.47)	
R	21	005	298	301	099	986	401	986	FFA Revenue	0.00	0.00	(2,754.00)	0%	0.00	0%	2,754.00	
986 FFA																	
987 Close Up																	
B	21	401	987					400	987	Close Up	0.00	0.00	(1,620.79)	0%	0.00	0%	1,620.79
987 Close Up																	
988 Speech																	
B	21	401	988					400	988	Speech	0.00	0.00	(4,640.13)	0%	0.00	0%	4,640.13
R	21	005	298	301	099	988	401	988	Speech Revenue	0.00	0.00	(712.38)	0%	0.00	0%	712.38	
988 Speech																	
989 Drama Club																	
B	21	401	989					400	989	Drama Club	0.00	0.00	(855.07)	0%	0.00	0%	855.07
E	21	005	298	301	401	989	401	989	Drama Club Supplies	0.00	0.00	1,350.00	0%	0.00	0%	(1,350.00)	
R	21	005	298	301	099	989	401	989	Drama Club Revenue	0.00	0.00	(1,301.57)	0%	0.00	0%	1,301.57	
989 Drama Club																	
990 DECA																	
B	21	401	990					400	990	DECA	0.00	0.00	(9,189.78)	0%	0.00	0%	9,189.78
E	21	005	298	301	401	990	401	990	DECA Supplies	0.00	0.00	14,492.89	0%	0.00	0%	(14,492.89)	
R	21	005	298	301	099	990	401	990	DECA Revenue	0.00	0.00	(10,693.79)	0%	0.00	0%	10,693.79	
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Breckenridge Public School
Student Activity Guideline
Period Ending July 31, 2026

Sequence: Group-Sub, Crs

B27																	
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202701	Year To Date	% YTD	Encumbrances	+ Enc	% YTD	Remaining Balance
991 Robotics																	
B	21	401	991				400	991	Robotics	0.00	0.00	(1,651.06)	0%	0.00	0.00	0%	1,651.06
991 Robotics										0.00	0.00	(1,651.06)	0%	0.00	0.00	0%	1,651.06
Report Totals:										0.00	0.00	0.00	0%	0.00	0.00	0%	(0.00)

Report Totals:

0.00 0.00 0.00 0% 0.00 0%

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

Date of Report: August 14th, 2026

For the Month of July 2026

General Ledger Balances

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	\$2,989,757.45	831,342.45	1,251,754.26	\$2,569,345.64
Food Service	148,709.85	0.00	24,277.08	\$124,432.77
Comm. Serv.	332,858.81	1,538.50	52,861.55	\$281,535.76
Construction Fund	(3,224.50)	385,880.07	385,880.07	(\$3,224.50)
Debt. Redemption	1,144,171.72	345,131.25	699,631.56	\$789,671.41
Trust Fund	5,439.91	0.00	0.00	\$5,439.91
Student Activities	55,317.12	970.11	0.00	\$56,287.23
TOTALS:	\$4,673,030.36	\$1,564,862.38	\$2,414,404.52	\$3,823,488.22

Bank Balances

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Old National Bank	\$354,003.49	73,456.25	0.00	\$280,547.24
The 'Barn" Cash Box				50.00
BMO (Contingent)				8,000.00
TOTALS:				\$288,597.24

Investments

Minn. School District Liquid Asset Fund	3.5100%	\$ 525,094.37	
Minn. School District "MAX" Fund	3.6000%	\$2,956,084.84	
Old National Money Market	2.6800%	\$53,381.20	
TOTALS:		\$	3,534,560.41

TOTAL CASH AND INVESTMENTS:			\$3,823,157.65
=====			

Breckenridge Public School
Receipt Listing Report with Detail by Deposit
Fund Summary

Fund	Total
01	\$573,261.66
04	\$1,538.50
06	\$385,880.07
07	\$345,131.25
Report Total	\$1,305,811.48

Breckenridge Public School
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Pay/Void	Amount
FAB		48704		Wire	1	3782	DEPARTMENT OF EMPLOYMENT AND E		No	No	No	07/15/2026		14,734.76
FAB		48705		Wire	1	3782	DEPARTMENT OF EMPLOYMENT AND E		No	Yes	No	07/15/2026		14,775.55
FAB		48709		Wire	1	00193	GREAT PLAINS NATURAL GAS		No	No	No	07/21/2026		1,646.01
FAB		48710		Wire	1	00055	BRECKENRIDGE PUBLIC UTILITIES		No	No	No	07/28/2026		15,084.84
FAB		48711		Wire	1	00172	CASH-WA DISTRIBUTING		No	Yes	No	07/28/2026		10,942.78
FAB		48716		Wire	1	00039	MN DEPT OF REVENUE (EFT)		No	Yes	No	07/31/2026		12,482.88
FAB		48717		Wire	1	2277	EDUCATORS BENEFIT ACH		No	Yes	No	07/31/2026		16,442.01
FAB		48718		Wire	1	00599	P.E.R.A.		No	Yes	No	07/31/2026		5,651.35
FAB		48719		Wire	1	00600	TEACHERS RETIREMENT ASSN.		No	Yes	No	07/31/2026		31,673.08
FAB		48720		Wire	1	01233	EFTPS		No	Yes	No	07/31/2026		48,860.76
FAB		48721		Wire	1	00599	P.E.R.A.		No	Yes	No	07/31/2026		3,331.34
FAB		48722		Wire	1	00599	P.E.R.A.		No	Yes	No	07/31/2026		1,042.56
FAB		48723		Wire	1	00600	TEACHERS RETIREMENT ASSN.		No	Yes	No	07/31/2026		30,792.83
FAB		48724		Wire	1	01233	EFTPS		No	Yes	No	07/31/2026		44,603.37
FAB		48725		Wire	1	2277	EDUCATORS BENEFIT ACH		No	No	No	07/31/2026		3,723.14
FAB		48726		Wire	1	00014	ND STATE TAX COMMISSIONER		No	Yes	No	07/31/2026		377.74
FAB		48727		Wire	1	2656	QUADIENT FINANCE USA		No	Yes	No	07/31/2026		500.00
FAB		48728		Wire	1	3702	REVTRAK		No	Yes	No	07/31/2026		234.04
FAB		48729		Wire	1	3901	HEALTH EQUITY		No	Yes	No	07/31/2026		8,954.30
FAB		48730		Wire	1	4014	Vimly Benefit Solutions		No	Yes	No	07/31/2026		56,233.97
FAB		48731		Wire	1	4064	WELLS FARGO BANK		No	Yes	No	07/31/2026		699,631.56
FAB		48640	131362	Check	1	4064	WELLS FARGO BANK		Yes	No	Yes	07/31/2026		(699,631.56)
FAB		48703	131412	Check	1	1129	AMAZON CAPITAL SERVICES	Remit2	Yes	Yes	No	07/15/2026		6,616.37
FAB		48708	131415	Check	1	4065	BEHERNS, RYAN		Yes	No	No	07/21/2026		220.00
FAB		48713	131416	Check	1	3962	SUN LIFE		Yes	No	No	07/30/2026		2,145.00
FAB		48712	131417	Check	1	1569	WAHPETON AUTO VALUE		Yes	No	No	07/30/2026		816.06
FAB		48714	131418	Check	1	01184	MN SCHOOL EMPLOYEES ASSOC		Yes	No	No	07/31/2026		73.01
FAB		48715	131419	Check	1	1292	ND CHILD SUPPORT DIVISION		Yes	No	No	07/31/2026		457.50
FAB		48773	131420	Check	1	4054	ADVANCED BIONICS LLC		Yes	No	No	08/19/2026		1,960.00
FAB		48763	131421	Check	1	3697	A-OX WELDING SUPPLY COMPANY INC		Yes	No	No	08/19/2026		112.58
FAB		48753	131422	Check	1	2265	AVIBEN LLC- EDUCATORS BENEFIT CC		Yes	No	No	08/19/2026		148.17
FAB		48776	131423	Check	1	4066	BRECKENRIDGE CITY HALL		Yes	No	No	08/19/2026		559.00
FAB		48771	131424	Check	1	4034	CONCORD THEATRICALS		Yes	No	No	08/19/2026		20.95
FAB		48760	131425	Check	1	3519	COWGIRL VOLLEYBALL BOOSTER CLL		Yes	No	No	08/19/2026		600.00
FAB		48732	131426	Check	1	00111	CULINEX		Yes	No	No	08/19/2026		1,980.00
FAB		48779	131427	Check	1	4069	DLD Technologies Corporation		Yes	No	No	08/19/2026		17,550.00
FAB		48758	131428	Check	1	3303	ECOLAB		Yes	No	No	08/19/2026		114.64
FAB		48767	131429	Check	1	3878	ENTOURAGE YEARBOOKS		Yes	No	No	08/19/2026		100.00

Breckenridge Public School
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
FAB		48740	131430	Check	1	01994	FARM CITY SUPPLY		Yes	No	No	08/19/2026	356.63
FAB		48734	131431	Check	1	00153	FARMERS UNION OIL CO		Yes	No	No	08/19/2026	1,207.10
FAB		48739	131432	Check	1	01666	GERRELLS SPORTS CENTER, INC.		Yes	No	No	08/19/2026	382.00
FAB		48747	131433	Check	1	1499	GOPHER STATE ONE-CALL		Yes	No	No	08/19/2026	18.90
FAB		48745	131434	Check	1	1432	GRIPPERS SPORTS TROPHYS		Yes	No	No	08/19/2026	926.25
FAB		48768	131435	Check	1	3894	GRUVY EDUCATION, LLC.		Yes	No	No	08/19/2026	6,792.00
FAB		48778	131436	Check	1	4068	GUILFORD PUBLICATIONS, INC		Yes	No	No	08/19/2026	2,194.00
FAB		48738	131437	Check	1	01529	HILLYARD /HUTCHINSON		Yes	No	No	08/19/2026	3,310.15
FAB		48765	131438	Check	1	3785	HOWIES ATHLETIC TAPE		Yes	No	No	08/19/2026	1,469.35
FAB		48770	131439	Check	1	4030	INTERSTATE ENGINEERING, INC		Yes	No	No	08/19/2026	2,059.25
FAB		48744	131440	Check	1	03428	JAWASKI GLASS & REPAIR, INC.		Yes	No	No	08/19/2026	125.00
FAB		48735	131441	Check	1	00242	JOHNSON CONTROLS BUILDING SOLU		Yes	No	No	08/19/2026	2,905.30
FAB		48777	131442	Check	1	4067	Jordan Snyder		Yes	No	No	08/19/2026	228.56
FAB		48750	131443	Check	1	1929	JOSTENS		Yes	No	No	08/19/2026	2,745.85
FAB		48737	131444	Check	1	00518	LAKES COUNTRY SERVICE COOP		Yes	No	No	08/19/2026	19,023.50
FAB		48742	131445	Check	1	02873	LANDMARK LANDSCAPING		Yes	No	No	08/19/2026	1,515.00
FAB		48774	131446	Check	1	4057	LEISURE TIME TOURS		Yes	No	No	08/19/2026	1,894.00
FAB		48759	131447	Check	1	3328	MARCO TECHNOLOGIES, LLC		Yes	No	No	08/19/2026	2,373.99
FAB		48749	131448	Check	1	1863	MINN-KOTA COMMUNICATIONS, INC.		Yes	No	No	08/19/2026	46.25
FAB		48733	131449	Check	1	00133	MN DEPT OF HEALTH		Yes	No	No	08/19/2026	100.00
FAB		48756	131450	Check	1	3029	MN STATE COMMUNITY & TECHNICAL (		Yes	No	No	08/19/2026	1,500.00
FAB		48769	131451	Check	1	3976	NORTHLAND FIRE PROTECTION		Yes	No	No	08/19/2026	3,380.00
FAB		48752	131452	Check	1	2193	PEMBERTON LAW, P.L.L.P.		Yes	No	No	08/19/2026	481.00
FAB		48775	131453	Check	1	4059	PERFORMANCE OFFICE PAPERS INC		Yes	No	No	08/19/2026	5,024.00
FAB		48762	131454	Check	1	3572	RED RIVER TELEPHONE ASSN		Yes	No	No	08/19/2026	357.00
FAB		48736	131455	Check	1	00411	REGION I COMPUTER SERVICES		Yes	No	No	08/19/2026	4,831.13
FAB		48746	131456	Check	1	1434	RENAISSANCE LEARNING, INC.	Remit	Yes	No	No	08/19/2026	11,100.29
FAB		48757	131457	Check	1	3224	SANFORD HEALTH OCCUPATION MEDI		Yes	No	No	08/19/2026	115.00
FAB		48755	131458	Check	1	2412	REMIT SHI INTERNATIONAL CORP	REMIT	Yes	No	No	08/19/2026	232.50
FAB		48761	131459	Check	1	3524	SOLUTIONS		Yes	No	No	08/19/2026	1,310.40
FAB		48772	131460	Check	1	4035	STAGE PARTNERS		Yes	No	No	08/19/2026	42.16
FAB		48764	131461	Check	1	3777	T & G SANITATION		Yes	No	No	08/19/2026	985.52
FAB		48743	131462	Check	1	03117	U.S.AWARDS, INC.		Yes	No	No	08/19/2026	770.64
FAB		48754	131463	Check	1	2343	VALLEY FAB AND REPAIR		Yes	No	No	08/19/2026	181.76
FAB		48751	131464	Check	1	1945	WAHPETON ACE HARDWARE		Yes	No	No	08/19/2026	35.98
FAB		48748	131465	Check	1	1569	WAHPETON AUTO VALUE		Yes	No	No	08/19/2026	816.06
FAB		48741	131466	Check	1	02267	WASTE MANAGEMENT	remit	Yes	No	No	08/19/2026	339.02
FAB		48766	131467	Check	1	3801	WILKIN COUNTY HEALTH & HUMAN SE		Yes	No	No	08/19/2026	315.00

Breckenridge Public School
Payment Reg by Bank and Check

				Pay/Void					
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print Recon Void Date Amount
FAB		48780	131468	Check	1 2265		AVIBEN LLC- EDUCATORS BENEFIT CC		Yes No No 08/31/2026 145,98
									Bank Total: \$437,197.11
									Report Total: \$437,197.11

Breckenridge Public School-Contingent Account
Account Summary
 March 2026

	<u>Mar 26</u>
Ordinary Income/Expense	
Expense	
01005010000401000 Sch Bd Misc	15.00
01005760720401000 Transportatio	156.70
01005790499366118 LASSO TRAVEL	278.14
01100640306366000 Stf Devl Trav	37.70
01201258000430101 General Music	31.61
01300212000430000 HS Art Supply	52.71
01300291000369256 Band Enty Fee	580.00
01300291000369288 Spch Entry Fe	356.50
01300292000402216 BB Reimburse	600.00
01300294000319202 BoyBskt Ofcal	169.00
01300294000367210 Boys Track In	175.00
01300296000319202 Grl Bktbl Off	60.00
01300296000367210 Girls Track I	160.00
01300301830433000 Ag Ed Sup	51.26
04005570321490118LASSO FOOD	20.28
04005570499430118 LASSOSUPPLIES	52.26
04005591000142207 Open Gym	840.00
Total Expense	3,636.16
Net Ordinary Income	-3,636.16
Net Income	<u><u>-3,636.16</u></u>

Breckenridge Public School-Contingent Account
Transaction List by Date
July 2026

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Jul 26				
07/08/2026	27509	Emily Kjenaas	Replaced lost check - LASSO Sup...	-83.67
07/08/2026	27510	Scout Kappes	NL Softball	-220.00
07/08/2026	27511	Adam Haustel	NL Softball	-200.00
07/08/2026	27512	Riley Kappes	NL Softball	-200.00
07/08/2026	27513	Bekkett Mann	NL Softball	-60.00
07/08/2026	27514	Jordan Kappes	NL Softball	-40.00
07/08/2026	27515	Hudson Kratcha	NL Baseball	-250.00
07/08/2026	27516	Keaton Butts	NL Baseball	-270.00
07/08/2026	27517	Oliver Hoffert	NL Baseball	-280.00
07/08/2026	27518	Alyssa Martin	LASSO supplies	-357.63
07/08/2026	27519	Jordan Snyder	LASSO SUPPLIES	-156.21
07/16/2026	27520	Lori Randall	LASSO supplies	-28.94
07/21/2026	27521	Truax River Ranch	Abby Carlson	-270.00
07/23/2026	27522	Minnesota BCA	LW & EW	-30.00
07/27/2026			Deposit	380.96
Jul 26				

C. Hires

1. Tiffany Bakker, Student Success and Postsecondary Coordinator
2. Sheree Garaton, SpEd Para-Educator
3. Suzanne Olson, SpEd Para-Educator
4. Jazzlynn Santana, SpEd Para-Educator
5. Arwen Sheldon, SpEd Para-Educator
6. Miranda Miranowski, Community Ed Coordinator
7. Alexandra Swanepoel, Native American Liaison
8. Scott Wendorff, Technology Director

D. Resignations

1. Brandi Myhre, SpEd Para-Educator
2. Henry Peck, Bus Driver

E. Terminations

1. Tom Thielen, Technology Coordinator

F. Extra Curricular Contracts

G. Enrollment

5. Communications

A. Associate Principal /ALP Director

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Sept 2026

Associate Principal Report

Staffing Update

We have successfully hired four paraprofessionals, who will be great additions to our team. We are still actively looking to fill 1.5 additional paraprofessional positions. We will continue working to find the right people to support our students and staff.

Schedules & Student Placement

This week, we are putting the final touches on student schedules. We met as a Special Education Elementary staff this week and had to do a couple of switches due to staffing.

A Month in My New Role

It is hard to believe that I have been working in this role for one month already as the Associate Principal. I am learning something new every day, and I am super grateful to work alongside such a great staff.

Looking Ahead

I am super excited for the upcoming school year and, most importantly, for our students to return. I want to thank our staff for all of the work they have already put in to prepare for the school year. I am excited about what is ahead and look forward to a great year together!

ALP

We are setting up a couple intake meetings for our ALP. We have a very full section with our 11/12 graders. There is still some room in our 9/10 sections. We have a total of 15 enrolled in the program as of today.



Breckenridge Elementary School Breckenridge Pride...Inspiring to Excel



K–12 Principal Monthly Board Report August 2026 Noah Brenden

Breckenridge Pride:

- **Custodians, Buildings & Grounds:** Thank you to our custodial, buildings, and grounds staff for all of their hard work getting our buildings and grounds ready for the school year. We also appreciate their flexibility throughout a busy summer.
- **21CCLC:** A big shoutout to Dee Nelson, Jordan Snyder, and everyone who helped provide 21CCLC programming this summer. Thank you for the time, effort, and talents you shared with our students!
- **Administrative Assistants:** Thank you to our administrative assistants for all of the behind-the-scenes work they have done to get everything ready for the start of the school year. We appreciate all they do to keep things moving!
- **Special Education Staff:** Thank you to our special education staff for their work preparing for the new school year, including caseloads, curriculum, and paraprofessional schedules across both buildings.

Welcome to our new staff or staff in new roles:

- ◆ Mr. Lucas Werner - Middle School Math
- ◆ Mrs. Ellen Werner - 6th Grade
- ◆ Mr. Gabe Skaria - Business Education
- ◆ Mr. Brady Cannon - High School Math
- ◆ Mrs. Hannah Birchem - Speech Language Pathologist
- ◆ Ms. Tiffany Bakker - Student Success & Postsecondary Coordinator
- ◆ Mrs. Alexandra Swanepoel - Native American Liaison
- ◆ Mr. Scott Wendorff - Technology Coordinator
- ◆ Mrs. Miranda Miranowski - Community Ed Coordinator

Handbooks

- [2026-27 High School Handbook](#)
 - Updates to Cell Phones and Other Devices policy.



Breckenridge Elementary School Breckenridge Pride...Inspiring to Excel



HS Master Schedule Highlights

- **New Courses in the Fall**
 - Mr. Stoll (Social Studies): College US History
 - Mr. Cannon (Math): Intro to CAD & Digital Design
 - Mr. Nordick (Science): College Prep Chemistry
 - Mr. Olsby (Music): Rock Music & Culture
 - Mr. Skaria (Business): International Business
 - Ms. Collins (Ag/Industrial Tech): Small Engines, Career Seminar
 - Mr. Olson (Art): Visual Communication Design.
- **Team Time:** Remains at the end of the day. Shortened slightly to 20 minutes. We will be adding some high school literacy intervention support later in the fall.

Teaching & Learning / MTSS

- **MTSS:** Our District Leadership Team participated in Comprehensive Needs Assessment training in June and August. This will help us take a deeper look at our district data, identify areas where we can improve, and use that information to help guide our MTSS work moving forward.

21CCLC Summer Programming

- The 21CCLC had a great summer with all of the programs and opportunities they offered to students. Their summer programming wrapped up this past week. On July 23, they hosted a family picnic for students who participated in the summer programs and their families. It was a great turnout and a nice way to celebrate a busy and successful summer of programming.

K-12 Open House

- Open house is scheduled for September 2nd from 3pm-7pm at both the elementary school and high school.

Twin Town Block Party

- NDSCS will be hosting the Twin Town Block Party on Sunday, August 23 from 4:30pm-7:00pm. The event will include activities for all ages, a free meal, and games and activities for kids. A few of our activity groups will be volunteering and helping with the event. This is a great opportunity for our students to be involved in the community and help support an event that brings families and community members together.

- C. ZBA/GCS
- D. Business Manager
- E. Superintendent
- F. Committee Reports

6. Old Business

7. New Business

- A. Resolution Accepting Donations
- B. Fee Schedule

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FEE SCHEDULE						
	2026/2027		2025/2026		2024/2025	
Adult Athletic Season Ticket	50.00		50.00		50.00	
Breckenridge Student Athletic Season Ticket (K-12)	Free		20.00		20.00	
Senior Golden Age Pass (age 65)	Free		Free		Free	
Adult Athletic Game Ticket	8.00		8.00		8.00	
Breckenridge Student Athletic Game Ticket (K-12)	Free		5.00		5.00	
Guest Student Athletic Game Ticket (K-12)	5.00					
Adult School Play Ticket	8.00		8.00		8.00	
Breckenridge Student School Play Ticket (K-12)	Free		5.00		5.00	
Guest Student School Play Ticket (K-12)	5.00					
Breakfast (9-12)	Free		Free		Free	
Breakfast (7-8)	Free		Free		Free	
Breakfast (PK-6)	Free		Free		Free	
Reduced Breakfast (PK-12)	Free		Free		Free	
Adult Breakfast	4.00		2.55		2.55	
Adult Lunch	6.00		4.95		4.95	
Student Lunch (9-12)	Free		Free		Free	
Student Lunch (7-8)	Free		Free		Free	
Student Lunch (PK-6)	Free		Free		Free	
Lunch Seconds (K-12)	2.25		2.25		1.70	
Reduced Lunch	Free		Free		Free	
Milk	0.75		0.50		0.50	
Instrument Rental - Regular - Sr High	75.00		65.00		65.00	
Instrument Rental - Drums - Sr High	75.00		65.00		65.00	
Instrument Rental - Regular - Jr High	75.00		45.00		45.00	
Instrument Rental - Drums - Jr High	75.00		45.00		45.00	
Instrument Rental - Summer	25.00		25.00		25.00	
Art Class Fee - High School	25.00		20.00		20.00	
Welding Fee - High School	25.00		25.00		25.00	
Wood Shop Fee - High School	25.00		25.00		25.00	
F.A.C.S	25.00		25.00		25.00	
Driver Education-Classroom & Behind the Wheel	325.00		325.00		325.00	
USER FEES	2026/2027		2025/2026		2024/2025	
Activity	HS	MS	HS	MS	HS	MS
Football	100.00	75.00	100.00	75.00	75.00	50.00
Volleyball	100.00	75.00	100.00	75.00	75.00	50.00
Basketball (Boys & Girls)	100.00	75.00	100.00	75.00	75.00	50.00
Wrestling	100.00	75.00	100.00	75.00	75.00	50.00
Baseball	100.00	75.00	100.00	75.00	75.00	50.00
Softball	100.00	75.00	100.00	75.00	75.00	50.00
Track (Boys & Girls)	100.00	75.00	100.00	75.00	75.00	50.00
Golf (Boys & Girls)	100.00	75.00	100.00	75.00	75.00	50.00
Cross Country (Boys & Girls)	100.00	75.00	100.00	75.00	75.00	50.00
Cheerleading	100.00	75.00	100.00	75.00	75.00	50.00
One Act Play	100.00	75.00	100.00	75.00	75.00	50.00
3 Act Play	100.00	75.00	100.00	75.00	75.00	50.00
Speech	100.00	75.00	100.00	75.00	75.00	50.00
COOP-Hockey, Gymnastics, Swimming	100.00	75.00	100.00	75.00	75.00	*50.00
Fees are due and payable the first day of practice for activities and the first day of school for class supply fees.						
There is an individual user fee limit of \$250 and a family user fee limit of \$400.						
Cases of hardship in fee payment will be handled on an individual basis. (More information in the HS Office.)						
No one will be denied participation because of User Fees.						

C. Boys Assistant Hockey Coach
D. Employee Handbook

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EMPLOYEE HANDBOOK

2026-2027



BRECKENRIDGE PUBLIC SCHOOL DISTRICT NO. 846

Business Office
810 Beede Ave
Breckenridge MN 56520
218-643-6822

Elementary School
810 Beede Ave
Breckenridge MN 56520
218-643-6681

High School
710 13th Street N
Breckenridge MN 56520
218-643-2694

www.isd846.org

Breckenridge School District #846 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Kristie Sullivan, District Superintendent at 218-643-6822, has been designated to handle inquiries regarding discrimination. Additional information may be obtained from the US Department of Education, Office for Civil Rights, 500 W. Madison St., Suite 140, Chicago, IL 60661.

Board Approval Date: August 19, 2026

EMPLOYEE HANDBOOK

“Breckenridge Pride...Inspiring to Excel”

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EMPLOYEE HANDBOOK

“Breckenridge Pride...Inspiring to Excel”

1. 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 innovative builders of the future are developed.”

2. VISION STATEMENT

“A school system in which each learner graduates fully prepared to succeed in college, career, and life”

**See the District’s Guiding Principles on the following page.*

GUIDING PRINCIPLES



CORE VALUES

Empathy – We value the practice of seeking to understand others' experiences.

Integrity – We value the practice of acting with integrity in all aspects of education.

Respect – We value respect for our students, schools, and community.

Responsibility – We value the great responsibilities of educating our youth.

Breckenridge Pride . . . Inspiring to Excel!

WHAT

VISION STATEMENT

A school system in which each learner graduates fully prepared to succeed in college, career, and life.

HOW

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 innovative builders of the futures are developed.

WHY

BELIEF STATEMENTS

We believe:

- all students, given proper support, curriculum, and instruction, can learn and achieve at high levels.
- learning is an essential, innate, ongoing, and lifelong process.
- both self-perception and educator expectations directly affect motivation and learning.
- learning is most effective when information is embedded in purposeful and meaningful experiences and interactions.
- it is essential that learners can apply understandings in new situations in flexible and thought-provoking ways.
- a safe, welcoming, and affirming school environment is core to student success.
- all staff deserve high quality mentoring, training, and resources to be the best models demonstrating lifelong learning, development, and achievement for students.
- all students deserve access to high quality instruction and programming in which numerous perspectives are studied and shared.
- in clear and open communication and responsive leadership.
- in the responsible stewardship of resources.
- families and community are equal partners in our education system and **that our children are our future.**

3. GENERAL INFORMATION

- A. Employee Work Schedules and Report Times: Regular employee work schedules are assigned by the District and may vary by position, assignment, building, and applicable agreement. For licensed teachers covered by the Master Agreement, the basic teacher day shall be governed by Article XII of the Master Agreement unless modified by a written agreement between the District and the exclusive representative: regular report times are 7:45 a.m. to 3:30 p.m., unless otherwise assigned or approved by the Superintendent or designee. For employees not covered by the Master Agreement, your hours will be set in your annual work assignment / contract. Hours may be adjusted as needed by the Superintendent or designee.
- B. Teachers are expected to keep their classrooms locked when not occupied.
- C. The Breckenridge Public Schools' buildings, vehicles, and property are tobacco- and vape-free. Tobacco and vape device usage is not allowed.
- D. **Teachers- Do not leave classrooms unattended.** Teachers are legally responsible for the safety of each child under their supervision; gross negligence is displayed if students are left unsupervised. Secondary teachers are expected to be visible in the hallway between classes.
- E. The administration will conduct faculty meetings as needed. Up to three staff meetings may be scheduled each month. Meetings may begin at 7:30 a.m. (or at 7:15 for specific committees). For employees covered by a collective bargaining agreement, attendance at meetings shall be governed by the applicable agreement. Staff are expected to attend required meetings unless excused in advance by administration.
- F. Please see the principal regarding the format expectations of lesson plans.
- G. Teachers are expected to care for their room: writing on desks or other room surfaces is prohibited, desks should be rearranged after class, lights turned out after use, paper picked up off the floor, windows closed and locked at the end of the day, and rooms are to be locked after use. As appropriate, please have students put chairs and any other materials on the floor (i.e. book bins, folders, etc.) on top of their desks at the end of the day for easier and more thorough vacuuming. Teachers are asked to help keep the school clean. Students are not to be allowed to tamper with heating or cooling controls.
- H. Anytime teachers take students out of the building during school hours, a roll sheet is to be emailed to the principal and office secretaries and a copy carried on the bus for every bus trip except the routine rural runs. If a student is on the list but not on the bus, notify the office before leaving the school. These sheets are for emergency purposes and for taking roll on the way back home. Coaches/Advisors will ride the bus home from extra-curricular activities. Bus drivers are not to be left in charge of students. Vehicles carrying students to and from school events must be driven by an authorized adult with Type III Drivers training.
- I. Teachers conducting after hours activities are to remain in the building until the last student leaves. Upon leaving, rooms are to be straightened up, lights are to be turned off, and the doors and windows are to be locked. Do not prop doors for student use.
- J. **Teachers are not to let students use their keys.** The administrator may request that school keys be turned in at the end of the school year. If this request is made, keys should be submitted along with the end of the year checkout sheet.
- K. Teachers should require students to call them by Mr., Miss, Mrs., or Ms.
- L. Student and staff injuries are to be reported immediately to administration (including Dessica Komestakes) and an incident report completed.
- M. Teachers are not authorized to use school vehicles without permission from administration. N. Teachers are accountable for supplies and equipment under their care including staplers, tape

dispensers, copying, etc. Teachers will be responsible for inventory.

- N. A teacher file is maintained in the district office which includes: teacher certificate(s), leave slips, evaluations, etc.
- O. Licensure Responsibilities: Licensed staff are responsible for ensuring that any educator license, permission, or certification required for their assignment remains current and valid.

Employees are responsible for:

- Monitoring renewal timelines
- Completing required continuing education
- Completing mandatory training requirements
- Maintaining all required licensure documentation
- Ensuring the District Office has current licensing information for filing

Staff shall notify administration immediately if their licensure status changes or if a license may lapse or expire.

- P. Teacher tardiness to school or class will not be tolerated.
- Q. Teachers planning special events will have them cleared with the principal a minimum of one week before the event is to take place. Activities involving money or the school activity account must be cleared with the principal.
- R. Cash boxes and/or money from student activities may not be kept in classrooms; rather, turn cash and checks into the office. In the case where a deposit is not yet being made, office staff will store cash and checks securely in the vault.
- S. A detention for grades 7-12 will be scheduled by the Dean of Students. Structured detention may take place before school, after school, during a student's lunch or other pre-arranged time.
- T. Teachers are expected to become familiar with the items contained in the student handbook and student section of policy.
- U. The School Board hereby resolves to comply with Public Law 94-553 and Title 17 of the United State Code regarding Federal copyright laws. It is the intent of the Board of Education that employees shall respect the copyright laws and that copying machines, computers, etc. owned by the school district shall not be used in a manner as to infringe on the rights of others.

4. STUDENT DISCIPLINE

Discipline is not the responsibility of only the dean of students, principal, and/or superintendent. Each teacher in the district will share the responsibility of maintaining proper discipline. All rules and regulations put forth by the Board of Education and/or the offices of the superintendent and principal shall be enforced by each individual teacher. **Refer to the Student Handbook and Discipline policies** (500 series of policies apply specifically to students).

5. DRESS CODE

Teachers are expected to be professionally dressed during working hours. Employees are permitted to wear jeans and Cowgirl/Cowboy gear are permitted on Fridays.

6. SUBSTITUTES, SICK LEAVE, AND OTHER TEACHER ABSENCES

A. Absence Reporting All absences must be entered into Frontline as soon as the need for the absence is known. If a substitute is needed after 7:00 a.m., the employee shall notify the appropriate office secretary immediately. Entering an absence into Frontline does not replace any requirement for advance approval of leave.

B. Sick Leave Sick leave shall be granted in accordance with applicable collective bargaining agreements, employment agreements, School Board policy, Minnesota Earned Sick and Safe Time (ESST) law, and other applicable laws.

C. Personal Leave Personal leave shall be granted in accordance with applicable collective bargaining agreements and employment agreements. Requests must be submitted in advance whenever possible.

D. Leave Forms Leave forms shall be submitted electronically in advance whenever required.

E. Substitute Plans Detailed substitute plans must be prepared in advance for all planned absences.

Plans should include:

- Daily schedule
- Class rosters
- Seating charts
- Lesson plans
- Emergency procedures
- Duty assignments
- Student support information
- Staff contacts

Teachers should not share personal passwords with substitutes.

F. Minnesota Earned Sick and Safe Time (ESST) Breckenridge Public Schools complies with Minnesota's Earned Sick and Safe Time law. Employees may use ESST for qualifying purposes established by Minnesota law. Questions regarding ESST should be directed to the Business Office.

G. Minnesota Paid Leave Breckenridge Public Schools complies with Minnesota Paid Leave. Eligible employees may apply through the State of Minnesota for qualifying Paid Leave benefits. Employees are responsible for:

- Applying through the state system
- Following District notification procedures
- Entering absences into Frontline
- Providing required documentation

Paid Leave may run concurrently with other leave as permitted by law.

H. Unpaid Leave Discretionary unpaid leave not otherwise provided by law, School Board policy,

employment agreement, or collective bargaining agreement may not be taken until applicable paid leave balances have been exhausted. Prior written approval from the Superintendent is required. Taking unauthorized leave without prior approval may result in disciplinary action up to and including termination of employment.

7. STUDENT ABSENCES AND ATTENDANCE

- A. Teachers are required to keep a record of absences for each individual class. Junior high and senior high school teachers will enter absences/tardies into the district computer system for each class period in the first ten minutes of class. Three unexcused tardies shall count as a class absence and count toward the district attendance policy. Elementary attendance is taken twice daily, once in the a.m. and once after lunch.
- B. Teachers are expected to make valid assignments for makeup work to be given to students after they have missed class. This work should be designed to adequately make up for the number of classroom minutes missed and the student's understanding or performance of the learning objective(s) of the lesson(s) missed.

8. ACTIVITIES

- A. Teachers and support staff are encouraged to attend school events including athletic events, music programs, graduation, holiday programs, class plays, etc.
- B. School events are authorized only with permission from the principal.
- C. Teachers and/or support staff may be asked to chaperone school parties during the school year.
- D. Lights in the gym are to be turned off after activities are finished. Equipment is to be put away after use.
- E. Teachers and paraeducators are required to accompany and supervise students in lyceums, assemblies, and pep rallies and are required to sit with their classes or assigned students.
- F. It shall be the duty of the coaches/office to inform students if they become ineligible for a sport or activity.
- G. Both case managers and classroom teachers assigned to work with paraeducators are expected to communicate proactively and professionally.

Teachers should provide:

- Daily schedules
- Instructional expectations
- Student accommodation information
- Behavior plans
- Materials and resources
- Duty expectations

Licensed staff remain responsible for instructional planning, grading, and parent communication.

9. PURCHASES

All purchases by employees are required to follow proper purchasing procedures. The school district will not accept responsibility for unauthorized purchases. The requisition/purchase order process will be strictly followed. All requisitions should be completed by April 1 of the school year for the current

school year. If an item is needed after this date such as perishable items, be sure to contact the principal prior to purchasing. Unauthorized purchases will become the financial responsibility of the employee placing the order or making the purchase. Student accounts should be approved by administration if there are any questions about the approval of the purchase.

10. MONEY

- A. All money turned into the office should be counted.
- B. Money disbursed for field trips, etc. is to be accounted for with receipts.

11. CUSTODIANS, COOKS, BUS DRIVERS, OFFICE SECRETARY

- A. Teachers have no authority over the custodians, cooks, bus drivers, office secretaries, or other teachers, etc.
- B. The work of custodians, cooks, bus drivers, office secretaries, technology staff, and other support personnel is important to the operation of the District.

Staff shall utilize the District ticketing system to report:

- Maintenance issues
- Custodial requests
- Technology concerns
- Hardware problems
- Software problems
- Equipment repairs

Technology support requests should be submitted through the District technology ticket system by emailing **Support@isd846.org**. Maintenance and custodial requests should be submitted through the District maintenance ticket system by emailing **Custodial@isd846.org**.

Emergencies should be reported immediately to administration in addition to submitting a ticket.

12. HOT LUNCH

- A. Employee lunch accounts may be established through the District's approved payment system.
- B. Staff lunch accounts must remain current. Staff lunch account balances may not exceed a negative balance of \$20.00. Staff whose accounts exceed this amount may be denied additional lunch charges until payment has been made. The District may pursue collection of unpaid balances as permitted by law. Any payroll deductions shall occur only when permitted by law, collective bargaining agreement, or written authorization.

13. HIGH SCHOOL CLASS PROCEDURES

- A. The full class period should be used for instruction. Do not allow students to line up at the door prior to the dismissal bell.
- B. Teachers will be at their door or in the hallway when classes are changing to ensure safety of students, facilitate orderly hallway traffic, and welcome students to class.
- C. Personal work is not to be done on school time.
- D. Authority to excuse students from class is reserved to the administration. Teachers are not to

allow a student to leave the school building to drive home to get forgotten items or to pick up items downtown, etc. If such things are necessary, they must be cleared with administration.

- E. Teachers are not to allow students to disturb other classes.
- F. No personal use of technology when responsible for students.
- G. Help supervise students before and after school in the hallways.

14.HARASSMENT

General Statement of Harassment Policy:

It is important to remind everyone that ISD 846 does not tolerate acts of harassment, including acts of harassment based on disability in our district.

If you believe you have been subject to harassment or a hostile environment based on your disability or any other protected characteristic (such as age, gender, national origin, race, color, creed, religion, marital status, familial status, age, sexual orientation or receipt of public assistance), immediately report the harassment or hostile environment to the district. The district is committed to conducting thorough investigations into reports of harassment or hostile environments. Reports should be made to the District's Human Rights Officer, Superintendent, 710 13th St. N, Breckenridge, MN, 56520, (218) 643-6822.

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, employee discipline policy, or collective bargaining agreement where applicable.

If circumstances warrant it, such discipline may include suspension and expulsion for students, suspension or termination for district staff.

General Statement of Sexual Harassment 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 Harassment and Violence Policy 413 in full detail is available upon request from the District office or on the school website under School Board > Policies

15. STAFF LOUNGE

- A. The staff lounge is provided for use during free time.
- B. Students are not allowed in the lounge.
- C. The refrigerator, sink, and coffee area are the responsibility of employees. Keep the lounge clean and orderly.

16. PUMP ACT As an employer, Breckenridge Public Schools is committed to supporting nursing mothers by providing a safe and private environment for them to nurse an infant or express milk. In accordance with applicable laws, all nursing mothers are entitled to reasonable break times during the workday for these purposes. The district has designated private locations that are free from intrusion where nursing mothers can comfortably and discreetly express milk. Employees are encouraged to reach out to their supervisor for more information or to make arrangements to utilize these facilities. We are dedicated to ensuring that all employees have the support and resources they need to balance their professional and personal responsibilities.

17.EVALUATION

Formal teacher evaluations will be conducted in accordance with Minnesota state law. Informal observations will be an on-going process throughout the school year. Please refer to the Educator Excellence Program for more information.

18.GRIEVANCE

Refer to the master agreement.

19.GRANTS & TECHNOLOGY PURCHASES BY TEACHERS

All grants sought out by teachers need to be approved by administration. This includes, but is not limited to, such grants as Donors Choose, Richland Wilkin Community Foundation, etc. Technology purchases and grant requests with technology requests need to be approved by technology staff personnel. For state and federal grants, teachers should consult with the superintendent, principal, and Miriam Tobola.

20.PROFESSIONAL GROWTH

Breckenridge Public Schools adheres to all professional growth requirements established by the Minnesota Department of Education and the Professional Educator Licensing and Standards Board. Licensed staff are responsible for maintaining all licenses, certifications, permissions, and required training associated with their assignment. Employees shall immediately notify administration of any

change in licensure status.

21.GRADING SCALE

A numerical grade will be used on the report card and permanent records for all academic subjects in grades 7-12. The following grading systems shall be used:

A 95-100	B- 80-82	D+ 67-69
A- 90-94	C+ 77-79	D 63-66
B+ 87-89	C 73-76	D- 60-62
B 83-86	C-70-72	F 59-00

I = Incomplete – No grade unless work is completed.

Grades K-6 use a standards based grading scale as follows:

E- Exceeds

M- Meets

PM - Partially Meets

DM - Does not Meet

22.CLUBS AND ORGANIZATIONS

All funds and financial transactions will flow through the appropriate office of that club or organization. No advisor shall solely maintain a club or organization's finances. Fundraisers for organizations must be approved by the School Board. Advisors **MUST** be present during fundraising activities and supervise the students involved.

23. FIELD TRIPS

NO STUDENT MAY GO ON A FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP.

Field trips are valuable if planned carefully by the teacher. If you wish to plan a field trip:

- A. Get the approval of the principal at least 2 weeks prior to the event.
- B. Get the approval of the place to be visited.
- C. Complete Bus Request form 2 weeks in advance.
- D. Instruct your students about the field trip, the approximate time of departure, time of return, and special actions to be taken on the students' part.
- E. Chaperones are to have a background check completed.

24. CODE OF CONDUCT

Staff members have a responsibility to make themselves familiar with and abide by, the laws of the state and the policies of the school district as these affect their work. District goals are dependent upon the professional behavior of all staff and the following responsibilities will be required:

- A. Faithfulness and promptness in attendance at work.
- B. Support and enforcement of policies of the School Board and regulations of the school administration.

- C. Diligence in submitting required reports at the time and in the manner specified by the law and the district policies and practices.
- D. Care and protection of school property.
- E. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under proper supervision at all times.
- F. Professional, timely, and proactive communication with students, parents/guardians, colleagues, paraeducators, support staff, and administration.
- G. Timely completion of instructional, grading, attendance, supervision, safety, and reporting responsibilities.
- H. Use of District-approved systems and procedures, including Frontline and District ticketing systems.
- I. Maintenance of required licenses, certifications, permissions, and training.

25. CHAIN OF RESPONSIBILITY

Students, parents, and teachers are encouraged to follow the appropriate chain of responsibility for resolution of any problems or concerns. The chain of responsibility is:

Student/Parent → Teacher → Building Principal → Superintendent → School Board

26. SCHEDULING EVENTS

The school calendar is extremely important for planning school events and activities. For the sake of conflict, **all school activities will be scheduled through the principal's office.** Contact an administrative assistant in either school office. Also the Activities Director can be contacted for either building. Only those items approved through the administrative offices will be considered as having official sanction. School events can be found at the school website at www.isd846.org and click Activity Calendar.

27. PREPARATION TIME

Preparation periods shall be used for:

- Lesson planning
- Assessing student work
- Updating gradebooks
- Parent communication
- Collaboration
- Student support

Teachers shall remain in the building during preparation periods unless approved to leave.

28. MEDIA CENTER

Teachers will schedule time in the library with the media aide. Teachers must supervise students who are working in the library unless arrangements have been made with the media aide.

29. PAYROLL

Payroll will be ready on the 15th of each month and the last day of each month or the last working day falls on a weekend or holiday. If payday falls on a weekend or holiday, payment will be made the last working day of the pay period.

30. EMPLOYEE CONTRACTS AND AGREEMENTS

Employees are responsible for understanding all contracts, agreements, School Board policies, and handbook provisions applicable to their position. For employees covered by collective bargaining agreements, the collective bargaining agreement shall govern where applicable.

31. TORNADO, FIRE, & LOCKDOWN DRILLS

Teachers are to be familiar with emergency procedures including fire and tornado drills. Fire and tornado drills are to be conducted under the supervision of the principal. The signal for a fire drill will be an automated warning and the use of Crisis Go. The signal for a tornado drill will be voiced over the intercom and through Crisis Go. Holds and lockdowns will also be called over the intercom and Crisis Go. **Teachers must have their Emergency Procedures Flipcharts, class rosters, and bucket of supplies with them during drills or emergencies. Teachers should immediately take attendance to account for their students. You will do this through the Crisis Go app when possible.**

32. STORM PROCEDURES

In the event of emergency school closings, including calling off school or early dismissal, students and parents should listen to the following radio and television stations for school information: KBMW, WDAY, KFGO, and KVLV. The district's School Messenger Notification System and Facebook page will also be used to notify parents/students of any emergencies or closings.

33. STUDENT MEDICATION

Students who must depend upon receiving medication during the school day must have a written order from a physician giving specific directions for taking the medication. Prescription medicine must be in the original container and kept in a locked container in the school office / nurse's office during the day. Students in grades 7-12 must also have a signed permission slip by their parents/guardians to carry any over the counter medications such as aspirin, Tylenol, etc., on their person or to have them stored in their bags or lockers.

34. 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 lifestyles 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 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.

35. 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 the bus is being used to transport one or more elementary, middle, or secondary students.

36. 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, on buses, or on 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 brought a firearm to school. The superintendent may modify such expulsion on a case-by-case basis.

37. 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 District Office at the Breckenridge Elementary School. The persons designated as Asbestos Program Manager for our district are Chad Affield and Austin Robert. Both 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.

38. ACCEPTABLE TECHNOLOGY USE

Upon hire, all employees must sign the internet acceptable use agreement and observe the district's social media guidelines. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in the files in the system. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or district policy. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under MN Stat.Ch 13(the Minnesota Government Data Practice Act). The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

Staff must use the District technology ticketing system to report technology concerns. Employees shall not share passwords or permit others to use their assigned District accounts. Technology concerns involving student safety, cybersecurity, or data privacy shall be reported immediately.

39. SCHOOL BOARD POLICIES (400, 500 and 600 series of policies)

All School Board policies shall be followed at all times. Policies may be found on the District website or through the District Office. Employees are responsible for familiarizing themselves with policies applicable to their position.

40. COMMUNICATION WITH PARENTS/GUARDIANS

All staff are expected to communicate professionally, respectfully, and proactively. Employees should respond to parent or guardian contacts within 24 hours when school is in session whenever practical.

Teachers are responsible for proactively communicating with students and parents/guardians regarding:

- Student progress
- Student understanding
- Student performance
- Missing assignments
- Academic concerns
- Intervention needs

Teachers shall keep gradebooks updated weekly during school weeks with a minimum of 2 grades for each student entered each week at the secondary level (grades 7-12).

Teachers shall meet all District deadlines for:

- Progress reports
- Grade posting
- Report cards
- Semester grades
- Grade corrections

School-issued accounts, phones, and equipment shall be used for official school communications. The use of personal cell phones, email accounts, and social media platforms (other than those issued and maintained under the District) is strongly discouraged.

41. CHEMICAL FREE ZONE

In order to respect students and staff with allergy issues related to certain chemicals, please do not use scented soaps, body or air freshener sprays, cleaners, plug-in air fresheners, diffusers, etc. throughout the building. Students and staff with allergies or asthma are greatly affected by many of these types of scents and chemicals in the products.

42. SOCIAL MEDIA GUIDELINES FOR EMPLOYEES

At Breckenridge Public Schools, we recognize many staff, students, parents, and community members are active social media users. As a school district, we use social media as a strategic tool for communication with stakeholders. The purpose of these guidelines is to help our employees participate online in a respectful, relevant way that protects their reputation and the reputation of Breckenridge Public Schools, and respects the professional relationship between teachers, students, and families.

For the purposes of this document, social media includes but is not necessarily limited to platforms such as Facebook, X (formerly Twitter), Instagram, SnapChat, LinkedIn, TikTok, Flickr, Pinterest, Tumblr, and YouTube. It also includes blogs, comments on websites, discussion forums, podcasts, and any other online activity involving connecting or communicating with other users. These guidelines complement, but do not replace, any existing policies regarding the use of social networking, ethics, technology, computers, email, and the internet in place for Breckenridge Public Schools.

Personal Responsibility

We encourage responsible social media participation in adherence with policies concerning its use during work hours as well as other applicable policies. These policies include but are not limited to those concerning ethics, non-discrimination, anti-harassment, anti-bullying, student data privacy, and copyright/fair use.

We ask that you carefully consider the very public forum you may participate in and act in a way that properly represents both your professional reputation as an educator and the Breckenridge Public School District #846 as your employer.

Social Media Guidelines

- You are personally responsible for the content you publish online or send in a private message. “Content” includes personal comments, links, photographs, audio or video, and content created by other users that you choose to share, send, or re-post. Your social media pages are an extension of you. We encourage you to ensure that your online behavior reflects the same standards of honesty, respect, and consideration you apply offline.
- Use common sense when posting online. Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships.
- Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenity or other inappropriate content.
- Avoid posting, sharing, commenting, or otherwise engaging in rumors or unsupported information.
- Represent Breckenridge Public Schools, and the students, families, and community you serve in the best light. Your posts and comments should help build and support the school community.
- Posts, comments, and messages on your personal social media pages may be used by the media as quotes and taken as such without explicit permission; therefore, you should refrain from commenting on district issues online. Doing so could lead others to believe that you are speaking for the district.
 - The Superintendent and School Board Chair are the only district employees expressly authorized to speak on behalf of the district.
- Content you post should not include provocative photographs, sexually explicit messages, content showing or promoting the use of drugs or content showing or promoting the illegal use of drugs or alcohol, or any other illegal activity.
- Be mindful that once something is posted, you cannot take it back. Any content you publish will be public and can be shared with the click of a button. “Deleting” content does not make it disappear, as deleted content can still show up in online searches. (The FTC allows private corporations to store publicly accessible Facebook posts for a period of approximately seven years to be used in background checks made by current or potential employers.) Moreover, even posts, messages, and photographs that are “private,” shared only with your specific contacts, or designed to disappear after a short time may be shared, screenshotted, and/or re-posted by other users. All content should be posted with the assumption that it could become public.

Privacy and Copyright

- Respect the privacy and rights of both colleagues and students. Confidential student or personnel information should never be shared online. Photos and videos of students should not be posted on an employee's personal social media account. This is a violation of FERPA (Family Educational Rights and Privacy Act) and against the law.
 - Employees are encouraged to “share” posts from their school or from the district if they would like to feature their work on their personal pages.
- Do not create any social media account, blog, or website intended to represent Breckenridge Public Schools unless given permission by the Director of Learning and Innovation or Superintendent. Breckenridge Public Schools maintains one official Facebook page. Other pages add confusion and impose liability on the employee responsible. It is important to protect the district's brand by ensuring certain brand standards and content guidelines are maintained, and promoting a unified message on all district/school social media pages.
- Do not use logos or images without permission.
- Use your personal email addresses on social networking sites and while engaging in personal off-duty social media activities.
- You are responsible for understanding and controlling privacy settings on each social network you use. Always assume default settings will make your profile and any content you share publicly accessible. Even with maximum privacy settings in place, or in social media apps designed to make content disappear, content can still find its way into the public domain.

These guidelines complement, but do not replace:

- School Board policies
- Student data privacy requirements
- Acceptable use requirements
- Employee conduct expectations
- Collective bargaining agreements

Employees must use District-approved communication systems for official communication with students and parents/guardians.

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



PLEASE SIGN AND RETURN THIS PAGE TO YOUR PRINCIPAL.

This **employee 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, we 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 Public School Employee Handbook 2025-26. If you have any questions or comments about the contents of the handbook, please share them with your direct supervisor.

- I have been offered a copy of the Drug-Free Workplace/Drug-Free School Policy #418 at www.isd846.org.
- I have been offered a copy of the Internet Acceptable Use and Safety Policy #524 at www.isd846.org and Breckenridge Public School District #846 Social Media Guidelines for Employees (included in the Employee Handbook. I have read and agree to comply with all aspects of the School District's Acceptable Use Policy.
- I agree to abide by all school district policies. *School policies can be found online on the school website or are available at the District Office.*
- Confidentiality - I shall use my access to confidential information for the sole purpose of performing my job duties.
- I have read the Student Handbook of the appropriate building. The handbooks can be found under the elementary or high school office tab on the school website or are available in print at each school office. I understand my responsibility to enter absences into Frontline and provide substitute plans when required.
- I understand my responsibility to maintain any required educator license, certification, permission, or endorsement.
- I understand my responsibility to keep gradebooks updated weekly and meet grading deadlines.
- I understand my responsibility to communicate proactively with students and parents/guardians regarding student progress and performance.
- I understand my responsibility to communicate proactively with paraeducators with whom I work.
- I understand that technology and maintenance concerns should be reported through the District ticketing systems.
- I understand that staff lunch accounts may not exceed a negative balance of \$20.00.
- I understand that School Board Policy, law, employment contracts, and collective bargaining agreements supersede this handbook when applicable.

Employee Signature: _____ Date: _____

This Employee Handbook is shared with employee Google accounts on the school website.

School Board Policy & Master Teacher Agreement override this document.

Breckenridge Elementary School Student Handbook 2026-27



Approved by ISD #846 School Board on August 19th

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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

WELCOME TO THE BRECKENRIDGE SCHOOL DISTRICT

Dear Parent/Guardian,

Welcome to the 2026-27 school year! This is your copy of the Breckenridge Elementary School Handbook. It contains information, rules and regulations for grades preschool through sixth grade. The handbook is the official policy/procedure 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,

Jessica Holland

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 Noah Brenden and can be reached at 218-643-2694 or brendenn@isd846.org

The latest version of this handbook, including any changes made during the school year is available at our web site <https://bes.isd846.org/en-US/student-handbook-11ba50c7>

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 innovative builders of the future are developed.

PART I – GENERAL INFORMATION

Arrival and Dismissal Hours

School building hours are *8:00 a.m. - 3:15 p.m. when school is in session.*

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 prior to 7:45 a.m. Buses will drop students off on the west side of the school. Students should enter the main door of the building, Door #2, and report to the following locations as described below.

Kindergarten students will go to the gymnasium to be supervised there by school staff. They will be picked up by their teacher at 8:20 a.m. to go to their classrooms to drop off their backpacks before heading to the cafeteria for breakfast around 8:45 a.m. Students in grades 1-5 are to go to the cafeteria for breakfast. They will be picked up by their classroom teacher at 8:20 a.m.

Students are dismissed at 3:15 p.m. Students picked up by parents should do so out door #2.

Breakfast Program

Breakfast is served every day to students in grades K-6. There is no cost for breakfast. Students will not be offered 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 <https://isd846.org/>

Employment Background Checks [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

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 Jessica Holland, Associate 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.** Only store bought treats should be brought in for times such as birthday treats. (We encourage families to think about finding treats other than food to bring in and share.)

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 principal, Jessica Holland, if you need assistance.

Fun Club

School age child care is available for preschool through sixth grade students from Breckenridge Elementary and St. Mary's. The hours are from 3:15 p.m. - 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. There is no fee for this program due to our 21CCLC grant. 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 and school board. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

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: <https://isd846.org/>.

Lunch



Our school provides healthy meals each day. School breakfast and lunches are free for all students this year, ***BUT...We still need you to complete the Free/Reduced lunch form for your family.*** This is very important as other funding from the state/federal government and grants depend on the number of families that are eligible under those guidelines. Contact either office for details on the lunch application or to pick up a copy of the form.

Each student is assigned an identification number that is used in the lunch line. Lunch money for seconds, after-school snacks, classroom snacks, and extra milk will be kept in individual student accounts. Free milk, paid for through a special state funded program, is served in the Kindergarten classroom for snack time.

Breckenridge Elementary Lunchroom Expectations

See **R.I.S.E.** expectations grid on page 32.

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 Kristie Sullivan, 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/ParentVue. 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. A 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 an email 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

Academic related activities and events may allow for parents to volunteer and visit classrooms depending on the situation. We anticipate allowance of parents/guests on occasions such as chaperoning field trips and as guest speakers. Parents/Guardians attending field trips as chaperones are required to complete a background check. This can be completed in the District office. When entering the building, all guests and visitors should enter through door #2 to check in at the elementary office.

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 <https://isd846.org/> 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.

Login to ParentVue and StudentVue to get information regarding:

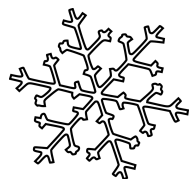
- CALENDAR for homework and missing assignments

- 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 canceled 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 Messenger 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, KVRR15, KXJB4 and Facebook.

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 canceled. 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 desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by

school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker [*]

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 (<https://isd846.org/>), 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 or designated authority.

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 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 every day of week. Students in grades 5-6th have the opportunity to participate in band and/or choir.

Physical Education - A well-rounded program emphasizing physical fitness will be carried out. K-6th grade students will have physical education class 5 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 Teacher Assistance 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.

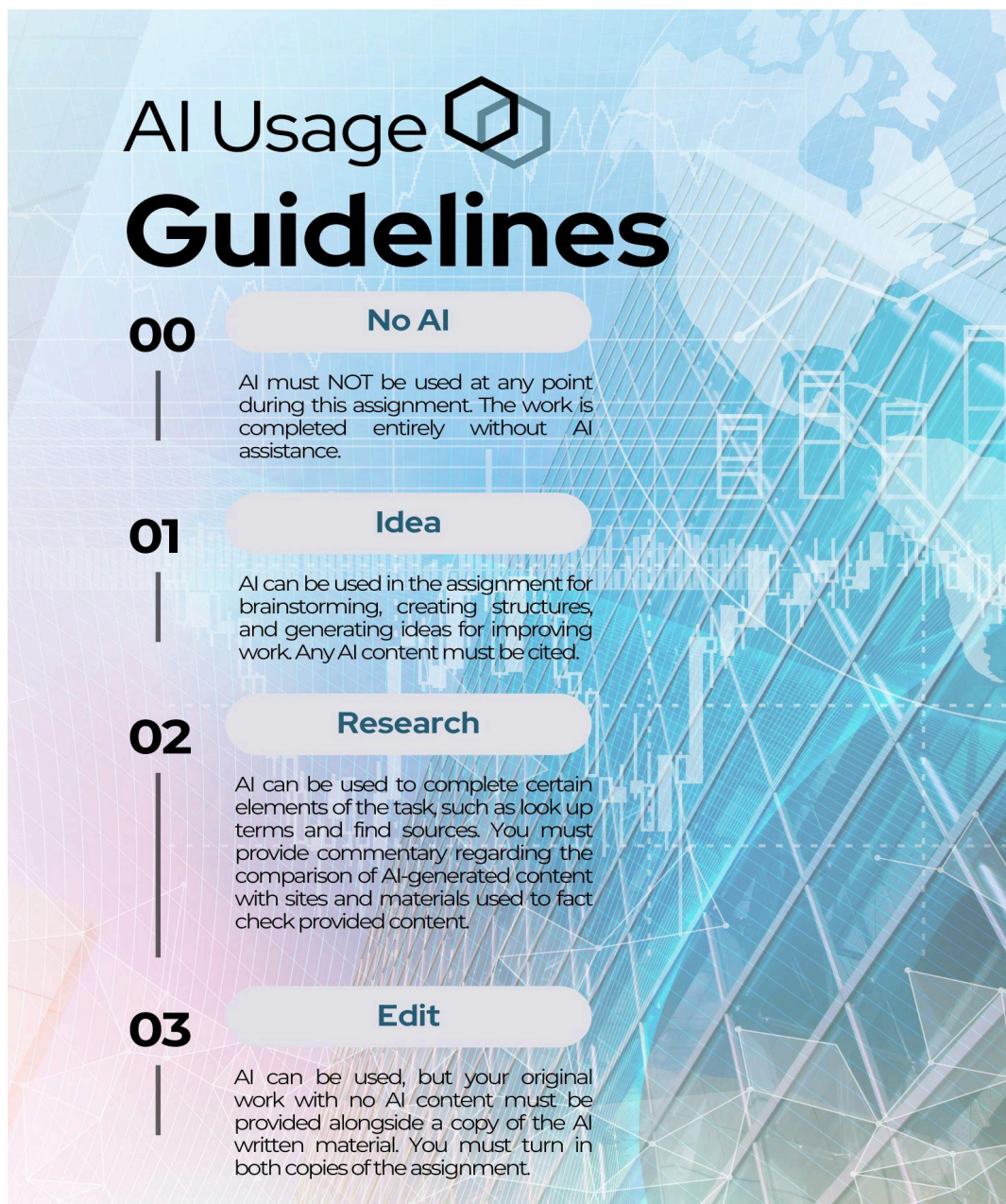
Assessments and Evaluations

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. Reading and Math FAST benchmark assessments are given 3 times a year to all K-6th grade students. AVMR math assessments are completed 3 times a year to determine math needs. Students in grades 4-6 are also administered the CAPTI reading assessment 3 times per year. 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 3rd through 6th grade.

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 - Jan. 22, 2027. 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.

AI Usage Guidelines:



Math Edition:  Blue Guidelines 00 to 03_math.pdf

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism 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 that can be found online or a copy can be requested from the district office.

Field Trips

Field trips are considered an extension of the classroom and are designed to enhance student learning and engagement. For this reason, field trips are part of the curriculum and recommended for students. Organizing and arranging for field trips is done by the elementary teacher and approved by the principal. Every precaution is taken for student safety and an adequate supervisory ratio is achieved in keeping with the event and the place visited. Occasionally teachers may request parent/guardian volunteers to assist during field trips. Background checks will be required for volunteers. The background check form that should be completed a week in advance can be found at: https://drive.google.com/file/d/1l0H8hRgWOYlj_IQs32yZ3LjhKYhiIIGm/view

Field Trip Eligibility Guidelines

Participation in field trips is a privilege and not a guaranteed right. To be eligible to attend a field trip, students must meet the following expectations:

- Less than 4 major incident referrals
- Less than 8 unexcused tardies or absences
- Less than 20 excused absences

In addition, students may be excluded from a field trip if significant behavioral concerns arise, particularly if there is a safety risk to themselves or others, or concerns related to elopement. Significant behavior concerns include, but are not limited to, the use or possession of tobacco or vaping products, vandalism, repeated defiance, or any behavior that has resulted in suspension or involvement with law enforcement. These expectations are in place to ensure the safety and well-being of all participants and to maintain the integrity of the learning environment during off-campus activities.

Students who are not permitted to attend a field trip are expected to attend school as usual on the day of the trip. Alternative assignments or activities will be provided.

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.
NA	Not Applicable	This will be used on a limited basis. An example of when this might be given would be when a student moved into the district and they were not in attendance when that standard was covered and assessed.

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 https://drive.google.com/file/d/1WRubwBWYG3MneQytCsA11LQjtB_HF_Im/view or at the end of this handbook.

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 Associate Principal, Jessica Holland.

Parent Right to Know [*]

If a parent requests, 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.

Standards Based Report Cards -- Grading for Learning

Breckenridge Elementary Schools are assessed using a Standards Based Report Card.

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 in 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 class 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 available 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.

IF YOU ARE GONE FOR A MEDICAL APPOINTMENT, YOU MUST BRING IN A NOTE FROM THE PROVIDER OR YOUR ABSENCE WILL BE UNEXCUSED.

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 5 unexcused absences or 10 excused absences. A conference with administration, parents, and social services will be held to determine a solution for 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, email, 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.

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.

Additional Breckenridge Elementary Bus Expectations

See **R.I.S.E.** expectations grid on page 31.

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.

Cell Phones and Other Electronic Devices



Students are prohibited from using cell phones and other electronic devices from 8:00 a.m. to 3:15 p.m. **This includes cell phones, Smartwatches, personal devices, etc. These items should be turned off and left in student lockers or backpacks throughout the school day.** 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 the Principal for investigation and action. The severity of the consequences applied by the administrator depends on several factors: 1) the seriousness of the offense, 2) the previous disciplinary record of the student, and 3) developmental age of the student.

A discipline incident report will be recorded in ParentVue for offenses that meet the criteria. School Administration may exercise discretion as to the consequences for the student's actions. The Principal shall be responsible for seeking the assistance of counselors, social workers and other professionals to help students correct their behavior problems.

The following flow chart will be used to provide corrective action for students who are disruptive to the school climate and culture. Further details on consequences for student actions can be

found in Appendix A of this handbook. Breckenridge Elementary wants to approach misbehavior as a lack of skills vs. a lack of will. With that in mind, the flow chart below has been designed to provide support, skills training and restitution for a student's behavior.



Breckenridge Elementary Behavior Flow Chart

Breckenridge Pride...Inspiring to Excel



Ongoing teaching and strategies to encourage appropriate behavior and building of relationships:

- Promote Breckenridge Pride
- Proactively Teach Behavior Expectations
- Specific Praise
- Preventative Prompts
- Individual Reinforcers
- Collaborative Problem Solving - teach lagging thinking skills.

Inappropriate Behavior Occurs

Breckenridge Core Values:
Empathy
Integrity
Respect
Responsibility

Staff
(Minor)

Administration
(Major)

Step 1:
-Privately ask the student which core value they are not meeting
-Try to find the antecedent
-Teach the student the skill they need to meet the expectation.

Step 2:
-Privately ask the student which core value they are not meeting
-Try to find the antecedent
-Reteach the student the skill they need to meet the expectation.
-Contact parents if you feel it is necessary

Step 3:
-Teach the student which core value they are not meeting
-Contact parents
-Document as a minor in Synergy

- Inappropriate Language
- Physical Contact
- Disrespect
- Defiance w/o a safety concern
- Disruption
- Property Misuse
- Work refusal
- Cheating

- Safety of students and/or staff
- Anything sexual
- Weapons
- Alcohol/Drugs/Tobacco
- Vandalism
- Stealing
- Bullying
- Harassment
- Habitual "minors"

Next Steps:
1) Document as MAJOR in Synergy
2) Collaborative Problem Solving
3) Restitution or Restorative Justice may include a Structured Detention

Possible referral to T.A.T for further review, interventions, and assessment.

Questions? Reach out to Mrs. Erickson or Mr. Christensen

- Steps to Specific Error Correction**
1. Respectfully address the student
 2. Describe the inappropriate behavior
 3. Describe expected behavior
 - a. Tie into Breck Pride
 4. Redirect back to appropriate behavior
 - a. Have student practice desired behavior

Note: Do this privately if at all possible

Tips for a Great Day!

- Remind students of Breckenridge Pride
- Reinforce students frequently for meeting expectations (4 positives to 1 correction)
- Hold students accountable for not meeting expectations (privately)
- Celebrate successes!

Suspension

Suspension is assigned for students that are a danger to themselves or others. 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 suspension and all 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.

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:

- does not injure people or damage property;
- does not materially and substantially disrupt or interfere with the educational process or classwork;
- does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
- does not involve substantial disorder or invasion of the rights of others.

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).
- Footwear that does not present a safety hazard.

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 (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
- Apparel promoting products or activities that are illegal for use by minors.
- Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
- 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.

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 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.

Food and Beverage Expectations (Aligned with District Wellness Policy)

To support a healthy learning environment and in accordance with our district wellness policy, the following guidelines are in place:

- Outside food and beverages are not allowed in classrooms.
- Beverages such as energy drinks, "teas," and other highly caffeinated drinks are not permitted in classrooms or stored in lockers.
- No food deliveries (including DoorDash, Uber Eats, or parent drop-offs) will be accepted during the school day.
- Water bottles or refillable water bottles are encouraged and allowed for student hydration.

Students are encouraged to bring a healthy lunch from home or participate in the school meal program. Thank you for helping us maintain a safe and focused learning environment.

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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.

Breckenridge Elementary Noon Hour Rules

See **R.I.S.E.** expectations grid on page 32.



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.

PBIS - Positive Behavior Intervention System -

Positive Behavior Interventions and Supports (PBIS) is a proactive approach used in elementary schools to promote and reinforce positive behavior. It focuses on teaching and rewarding good behavior to create a positive school environment. Key components include:

1. **Setting Clear Expectations:** Clearly defined and communicated behavioral expectations for students across all areas of the school.
2. **Teaching Positive Behaviors:** Direct teaching of expected behaviors, often using role-playing or examples.
3. **Consistent Reinforcement:** Recognizing and rewarding students who display positive behaviors, such as through praise, tokens, or other incentives.
4. **Data-Driven Decision Making:** Collecting and analyzing data on student behavior to inform and adjust strategies.
5. **Collaborative Approach:** Involving all school staff, students, and often parents in the development and implementation of the program.

The goal of PBIS is to improve social, emotional, and academic outcomes for all students by fostering a positive and inclusive school climate.

We are excited to promote this program throughout the building to positively reinforce that will create a positive learning environment, culture and school. The team created the idea using the slogan "Cowboys and Cowgirls R.I.S.E Up". The following R.I.S.E Matrix shows how the core values of respect, integrity, show respect and empathy are reflected throughout the building.

	Voice Level	R ESPONS IBILITY	I NTEGRITY	S HOW RESPECT	E MPATHY
All Settings		• Take care of your space • Ready to learn • Do quality work • Be on time	• Honest • Play fair • Trustworthy	• Follow directions quickly • Kind words and actions • Take care of school property • Use positive	• Actively listen • Help others • Include others • Apologize for accidents

				manners	
Hallways	1	• Close lockers properly • Keep hallways clear and clean • Report concerns	• Walk quietly • Pay attention to your surroundings • Walk with a purpose	• Keep hands off walls, lockers, and artwork • Move as a class • Keep personal space	• Wait patiently • Hold the door
Bathrooms	1	• 1 pump of soap • 1 paper towel • Keep area clean	• Flush • Wash • Go	• Give each other privacy • Wait your turn	• Respect Privacy • Report issues • Encourage hand washing
Cafeteria	2	• Follow procedures • Know lunch number • Report spills • Stay seated	• Wait your turn • Use good manners • One salad bar stop	• Raise your hand for help • Touch only your food • Clean up	• Sit with newcomers • Listen to others • Share your table with all
Playground	4	• Follow rules • Line up on 1st whistle • Clean up equipment • Report to supervisors	• Play to have fun • Listen to supervisors • Be active and exercise	• Take turns • Display good sportsmanship • Listen to supervisors	• Resolve conflicts peacefully • Offer a helping hand • Invite others to play • Include others
Gym	3	• Follow rules • Line up on 1st whistle • Clean up equipment • Report to supervisors	• Play to have fun • Listen to supervisors • Be active and exercise	• Take turns • Display good sportsmanship • Listen to supervisors	• Resolve conflicts peacefully • Offer a helping hand • Invite others to play • Include others
Bus	2	• Stay in seat • Follow driver's instructions	• Take care of belongings • Appropriate language and actions	• Quiet conversations • Be considerate of personal space	• Include others in conversations • Help with belongings
Classroom	0-3	• Complete assignments • Keep workspace organized • Ready to Learn • Actively participate	• Submit honest and original work • Assist classmates • Accountable for actions	• Polite language • Listen closely • Respect personal space	• Encourage classmates • Respect differences • Share
Library	0-1	• Borrow and return books • Handle books and material with care • Clean up	• Quiet and considerate behavior • Appropriate language and actions	• Quiet conversations • Be considerate of personal space • Follow directions	• Include others • Respect differences • Share

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 carrying or using activated electronic delivery devices in a public school, on school

grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" Policy 419. Contact school administration if you have questions or wish to report violations.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis 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 the 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.

Hand, Foot, and Mouth - Can return to school when sores are scabbed over and no new ones appear.

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.

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.

Opioid Antagonist

A school district must maintain a supply of opiate antagonists, as defined in section 604A.04, subdivision 1, at each school site to be administered in compliance with section 151.37, subdivision 12. Each school building must have two doses of nasal naloxone available on-site.

Menstrual Products

In accordance with Minnesota state law, our school provides free menstrual products to all students who need them. Our goal is to ensure that every student has access to the necessary resources to support their health and well-being during the school day. If you have any questions or need assistance locating these products, please do not hesitate to inquire in the school office.

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 Jim Grawe, Elementary Building Head Custodian.

Suicide Prevention Information

Minnesota's suicide prevention and mental health crisis service is available 24 hours a day, seven days a week. People can call, text, or online chat 988 to connect to the Minnesota Suicide Prevention and Crisis Lifeline Centers. You can also contact the local Mobile Mental Health Crisis Response team at 1-800-223-4512. They are also available 24 hours a day, 7 days a week.

Breckenridge School Policy Statements and Annual Public Notices

The following school policy statements and notices can be found online at isd846.org 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 - <https://bhs.isd846.org/en-US/forms-dcc56f32>

- 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



Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

Minnesota Comprehensive Assessments (MCA)

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

ACCESS and WIDA Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

English learners who take the ACCESS or WIDA Alternate ACCESS and meet certain requirements, have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

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

- Educators evaluate their instructional materials.

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

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

Additional Information

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

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____

Student ID Number (if known): _____

School: _____

District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐ MCA/MTAS ☐ MCA/Alternate MCA Science

☐ MCA/MTAS Mathematics ☐ ACCESS/WIDA Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments. (Note: This form is only applicable for the 20____ to 20____ school year.)

Updated March 2024

Appendix A -

STUDENT DISCIPLINE POLICY

Every student and employee of Breckenridge Public Schools is entitled to learn and work in a safe school environment. To ensure this, the District and each school have established clear student discipline policies and associated consequences for failure to follow the policies. Please also review District Policy No. 506 "Student Discipline" and the Student Handbook.

Students are expected to behave in accordance with federal, state, and local laws and rules; district and school policies and regulations; and in a way that respects the rights and safety of others. Corrective action to discipline a student and/or to modify a student's behavior will be taken by district personnel when a student's behavior violates the discipline policy. School administration may consult with appropriate community agencies to assist in a disciplinary situation which involves health and safety.

These discipline policies and the potential consequences apply at any time a student is present at a school location, attending a post secondary enrollment option, or at a school - sponsored event. Listed below are the violations and potential consequences for them. It is not a complete list and is not intended to be a complete list of behaviors that will result in disciplinary consequences. The District in its sole discretion may impose more severe consequences (example: expulsion or exclusion) beyond those set forth in this policy based on the particular misconduct.

Generally, discipline will be administered progressively with stronger consequences assigned depending upon:

- The age of the student;
- The frequency of the violations;
- The student's disciplinary history;
- The nature and severity of the incident;
- Whether the incident involves a violation of state or federal law; and
- Other factors discussed below.

Serious violations will result in serious disciplinary consequences without regards to these factors.

Discipline may include, but is not limited to:

- Verbal warning
- Dismissal from class
- Dismissal from school
- Seizure of student's technology (cell phone, computer, etc.)
- Seizure of any item, thing, or object belonging to a student if the item was involved in a policy violation
- Detention
- Student conference
- Parent/guardian conference
- Bus suspension
- Bus expulsion
- Fine/restitution
- Loss of school privileges, including extracurricular activities
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Truancy referral
- Police referral
- District personnel referral
- Recommendation for chemical assessment
- Referral to chemical specialist
- Recommendation for urinalysis
- Expulsion
- Exclusion

Prohibited behaviors and acts include:

1. Abuse, Verbal/Non\Verbal

The use of language and/or gestures that are obscene, discriminatory, abusive, or that degrade other people is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5 to students (directed at students)	*	*	1 day dismissal
Grades 6 - 8 to staff (directed at staff)	*	1-3 day suspension	3-5 day suspension
Grades 9 - 12	1 - 3 day suspension	3 - 5 day suspension and police referral	Suspension and police referral and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

2. Alcohol or Chemicals, Possession, Use, or Under the Influence

Possession, use, or being under the influence of any alcohol, narcotic, or controlled substance where possession or use is prohibited by Minnesota or federal law is prohibited. In addition, possession, use, or being under the influence of any prescription drug by an individual to whom the drug is not prescribed is prohibited. Students will be considered to be in possession of alcohol, narcotic, or controlled substances if they are in an area where such substances are present.

Grades	First Offense	Second Offense
Grades K – 5	1 - 3 day suspension and referral to chemical health or family service agency	1 - 5 day suspension and referral to chemical health or family service agency
Grades 6 – 8	1 - 5 day suspension and referral to chemical specialist and police referral	5 -10 day suspension and recommendation for chemical assessment and possible recommendation for expulsion and police referral
Grades 9 - 12	1- 5 day suspension and recommendation for chemical assessment and recommendation for expulsion and police referral and referral to chemical specialist	5 - 10 day suspension and recommendation for chemical assessment and possible recommendation for expulsion and police referral

3. Arson

Intentional destruction or damage to district property or other property by means of fire is prohibited.

Grades	First Offense	Second Offense
Grades K - 5	1 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 6 - 12	1 - 5 day suspension and possible recommendation for expulsion and police referral	5 -10 day suspension and possible recommendation for expulsion and police referral

4. Assault, Physical

Intentionally inflicting or attempting to inflict bodily harm upon another or committing an act with the intent to cause fear in another of immediate bodily harm or death is prohibited. More stringent consequences will be imposed for a group assault, assault with a weapon, assault that inflicts bodily harm, and/or assault upon district personnel.

Grades	First Offense	Second Offense
Grades K - 5	1 - 5 day suspension	5 - 10 day suspension and recommendation for expulsion and police referral
Grades 6 – 12	Suspension and police referral and possible expulsion	5 - 10 day suspension and police referral and possible expulsion

5. Bomb Threat

Making, publishing, or conveying in any manner a bomb threat pertaining to a school location, fellow student, or district personnel is prohibited.

Grades	First Offense	Second Offense
Grades K – 5	5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 6 - 12	Suspension and recommendation for expulsion and police referral	

6. Burglary

Entering any school location without consent and with the intent to commit a crime (example: vandalism or theft) is prohibited.

Grades	First Offense	Second Offense
Grades K – 5	1 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 6 - 12	Suspension and recommendation for expulsion and police referral	

7. Careless or Reckless Operation of a Vehicle

Operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited. The School District and law enforcement will work together for safety.

8. Discrimination

All inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin,

or sexual orientation are prohibited. For additional information, please refer to District Policies No. 521 "Student Disability Nondiscrimination," No. 522 "Student Sex Nondiscrimination," and No. 528 "Student Parental, Family, and Marital Status Nondiscrimination."

Grades	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 - 3 day suspension	3 - 5 day suspension
Grades 6 – 12	1 - 3 day suspension	3 - 5 day suspension	Suspension and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

9. Dishonesty, Scholastic

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism, or collusion is prohibited. Academic consequences may also be assigned.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	*	1 day dismissal
Grades 6 – 12	*	1 - 3 day suspension	3 - 5 day suspension

(*) indicates disciplinary action assigned by the building administration.

10. Disruptive Behavior

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process in the classroom, hallway, or at school function, including, but not limited to, disobedience, disrespectful behavior, inappropriate language, and some forms of harassment, discrimination, or defiance of authority.

Grades	First offense	Second offense	Third offense
Grades K – 2	*	*	*
Grades 3 – 5	*	*	1 day dismissal
Grades 6 – 8	*	*	1 - 3 day suspension
Grades 9 – 12	*	1 day dismissal	3 day suspension

(*) indicates disciplinary action assigned by the building administration.

11. Distribution, Sale, or Possession with Intent to Distribute or Sell Alcohol, Chemicals, Prescription Drugs, Inhalants, Over-the-Counter Drugs Used for Their Mood Altering Effects, and Other Substances Used for Their Mood Altering Effects.

Selling, distributing, delivering, exchanging, or possessing with intent to sell, deliver, exchange, or distribute any alcoholic, narcotic, controlled substance, prescription drugs, inhalants, over-the-counter drugs used for their mood altering effects, or other substances used for their mood altering effects is prohibited.

Grades	First offense	Second offense
Grades K – 5	5 day suspension police referral and referral to support services	Suspension and recommendation for expulsion and police referral
Grades 6 - 8	Suspension and recommendation for expulsion and police referral	

12. Distribution, Sale, or Possession with Intent to Distribute or Sell Tobacco, Look-Alike Chemicals, or Drugs and Drug Paraphernalia.

The sale, distribution, or possession with intent to distribute or sell tobacco, substances that look like chemicals, or drugs and drug paraphernalia is prohibited.

Grades	First offense	Second offense
Grades K - 5	Referral to support services	3 - 5 day suspension
Grades 6 - 12	3 - 5 day suspension and police referral and referral to chemical specialist	Suspension and recommendation for expulsion and police referral

13. Dress and Grooming

Please refer to District Policy No. 504 "Student Dress and Appearance."

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	1 day dismissal
Grades 6 - 12	*	1 day dismissal	3 day suspension

(*) indicates disciplinary action assigned by the building administration.

14. Explosives, Possession, Use, or Misuse

Possessing or using (or misusing) any compound or mixture which can cause an explosion is prohibited. Explosives fitting the federal law definition of firearm include any "destructive device" defined to include bombs, grenades, and a "rocket having a propellant charge of more than four ounces" or a "missile having an explosive or incendiary charge of more than one-quarter ounce."

Grades	First Offense	Second Offense
Grades K – 5	5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 6 - 12	Suspension and recommendation for expulsion and police referral	

15. False Fire Alarm or 911 Calls

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm is prohibited. False 911 reporting is prohibited.

Grades	First Offense	Second Offense
Grades K – 5	*	*
Grades 6 - 12	1 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral

(*) indicates disciplinary action assigned by the building administration.

16. Fighting

Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight or whether it is believed a student is acting in self - defense. This prohibition includes hitting, slapping, pulling hair, biting, kicking, scratching, or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	1 - 3 day suspension	1 - 5 day suspension

Grades 6 - 8	1 - 5 day suspension and possible police referral	5 - 10 day suspension and police referral and recommendation for expulsion	
Grades 9 - 12	Suspension and police referral and recommendation for expulsion		

(*) indicates disciplinary action assigned by the building administration.

17. Fire Extinguisher, Unauthorized Use

Unauthorized handling of a fire extinguisher is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	1 - 3 day suspension	3 - 5 day suspension
Grades 6 - 12	1 - 5 day suspension and police referral	Suspension and police referral	

(*) indicates disciplinary action assigned by the building administration.

18. Fireworks, Ammunition, or Odor Causing Aerosols Possession

Possessing, use of, or offering for sale any type of fireworks or device which dispenses odor causing aerosols (example: stink bomb, bullets, or ammunition) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	1 day suspension	3 day suspension
Grades 6 - 8	1 - 3 day suspension and police referral	3 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 9 - 12	1-5 day suspension and police referral	Suspension and recommendation for expulsion and police referral	

(*) indicates disciplinary action assigned by the building administration.

19. Gambling

Gambling, including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance), is prohibited. Discipline will be assigned by administration.

20. Gang/Gang-Like Activity

Gang/threat group - related activity, including the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, clothing, etc., is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	1 - 3 day suspension and police referral	3 - 5 day suspension and police referral
Grade 6 - 8	*	1 - 5 day suspension and police referral	Suspension and police referral and recommendation for expulsion
Grades 9 - 12	1 - 5 day suspension and police referral	5 - 10 day suspension and police referral and recommendation for expulsion	

(*) indicates disciplinary action assigned by the building administration.

21. Harassment, Discriminatory

Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. Harassment includes all forms of harassment based on a student's gender, color, creed, religion, national origin, familial status, disability, age, race, sexual orientation, or ethnicity.

Grades	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 - 3 day suspension	3 - 5 day suspension
Grades 6 –12	1 - 3 day suspension	3 - 5 day suspension	Suspension and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

22. Harassment, Offensive Behavior

Harassment, including teasing and other offensive conduct, which is not discriminatory in nature, is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K - 2	*	*	1 day suspension
Grades 3 - 5	*	1 day dismissal	1 - 3 day suspension
Grades 6 - 8	*	1 - 5 day suspension	Suspension and recommendation for expulsion
Grades 9 - 12	1 - 3 day suspension	3 - 5 day suspension	Suspension and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

23. Harassment, Sexual Harassment

Consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct has the purpose or effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve, but is not limited to, unwelcome verbal harassment, teasing, unwelcome pressure for sexual activity, unwelcome sexually motivated, or inappropriate patting, pinching, or physical contact.

Grades	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 - 3 day suspension	3 - 5 day suspension
Grades 6 –12	1 - 3 day suspension	3 - 5 day suspension	Suspension and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

24. Hazing Prohibition

Hazing is prohibited. Students may not participate with each other or with others to plan, direct, encourage, aid, or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. Please refer to District Policy No. 526 "Hazing Prohibition."

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	*
Grades 6 – 8	*	1 - 3 day suspension	1 - 5 day suspension
Grades 9 – 12	1 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral	

(*) indicates disciplinary action assigned by the building administration.

25. Inappropriate Sexual Behavior

Engaging in sexual intercourse, sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, or kissing is prohibited.

Grades	First Offense	Second Offense
K – 5	*	1 - 3 day suspension
Grades 6 - 8	1 - 5 day suspension and police referral	3 - 5 day suspension and recommendation for expulsion & police referral
Grades 9 - 12	Suspension and recommendation for expulsion and police referral	

(*) indicates disciplinary action assigned by the building administration.

26. Insubordination

Deliberate refusal to follow an appropriate direction given by district personnel is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 day suspension	2 day suspension
Grades 6 – 12	*	1 - 3 day suspension	3 - 5 day suspension

(*) indicates disciplinary action assigned by the building administration.

27. Misuse of Over-the-Counter Drugs, Prescription Drugs, Substances That Look Like Chemicals, or Possession of Drug Paraphernalia

The misuse of over-the-counter drugs, prescription drugs used or taken by the person to whom the prescription is issued, inhalants, substances used for their mood altering effects substances that look like chemicals, and the possession of drug paraphernalia is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	* referral to support services	1 - 3 day suspension	3 day suspension
Grades 6 – 8	1 - 3 day suspension and police referral and referral to chemical specialist	3 - 5 day suspension and police referral and referral to chemical specialist	5 day suspension and police referral
Grades 9 - 12	1 - 3 day suspension and police referral and referral to chemical specialist	3 - 5 day suspension and police referral and referral to chemical specialist	Suspension and police referral and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

28. Nuisance Objects

Possession or use of any object that causes distractions or is attended to annoy, such as squirt guns, games, laser pointers, etc., is prohibited. If a nuisance object is used in a manner which constitutes physical assault and/or a weapons violation, more serious consequences will result.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	*	*
Grades 6 - 12	*	1 day dismissal	1 - 3 day suspension

(*) indicates disciplinary action assigned by the building administration.

29. Pushing, Shoving, Horseplay

Physical contact such as, but not limited to, pushing, shoving, horseplay that is not defined as an assault, or fighting is prohibited. This also includes other physically intimidating contact aimed at another student.

Grades	First offense	Second offense	Third offense
Grades K – 5	*	*	*

Grades 6 - 12	*	1 - 3 day suspension	3 - 5 day suspension
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(*) indicates disciplinary action assigned by the building administration.

30. Records or Identification Falsification or Giving of False Information

Falsifying signatures or data, forging notes or hall passes, or giving false information to district personnel about a student, including about themselves, district personnel, occurrence, fact, or circumstance is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	1 day dismissal
Grades 6 - 12	*	1 - 3 day suspension	3 - 5 day suspension

(*) indicates disciplinary action assigned by the building administration.

31. Refusal to Identify Oneself to District Personnel

Refusing to identify oneself to district personnel who request identification is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	1 day suspension
Grades 6 - 12	*	1 - 3 day suspension	3 - 5 - day suspension

(*) indicates disciplinary action assigned by the building administration

32. Robbery or Extortion

Taking property from another person by use of force, threat of force, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	1 day suspension**	1 - 3 day suspension**
Grades 6 - 12	1 - 5 day suspension and police referral**	5 - 10 day suspension and recommendation for expulsion and police referral**	

(*) indicates disciplinary action assigned by the building administration.

(**) restitution may be required.

33. Sexual Misconduct, Non\consensual

Engaging in non-consensual sexual intercourse, sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited.

Grades	First Offense
K – 5	1 - 5 day suspension and professional, staff referral
Grades 6 - 8	1 - 5 day suspension and possible police referral
Grades 9 - 12	Suspension and recommendation for expulsion and police referral

34. Theft, Receiving, or Possessing Stolen Property

The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property, is prohibited. If the theft is over \$250.00, more serious consequences will be applied.

Grades	First Offense	Second Offense	Third Offense
Grades K - 2	*	*	1 day suspension
Grades 3 - 5	*	1 - 3 day suspension	3–5 - day suspension
Grade 6 - 8	1 - 5 day suspension and police referral	5 - 10 day suspension and police referral	Suspension and police referral and recommendation for expulsion
Grades 9 - 12	5–10 day suspension and police referral	Suspension and police referral and recommendation for expulsion	

(*) indicates disciplinary action assigned by the building administration.

35. Threats Toward Any Person

Any oral or written language that is threatening or intimidating or physical intimidation that is meant to threaten any person or cause fear of bodily harm or death is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 2	*	1 day dismissal and support services referral	1 - 3 day suspension
Grades 3 – 5	*	1–3 day suspension and support services referral	3–5 day suspension and police referral
Grades 6 - 12	1–3 day suspension and possible police referral	3–5 day suspension and possible police referral	Suspension and recommendation for expulsion and police referral

(*) indicates disciplinary action assigned by the building administration.

36. Tobacco Possession or Use

Possession or using tobacco in any school location is prohibited. Fergus Falls Public Schools is a tobacco - free district.

Grades	First Offense	Second Offense	Third Offense
Grades K - 2	*	*	1 - 3 day suspension
Grades 3 – 5	*	1 day suspension	3 day suspension
Grades 6 - 12	1 day suspension and police referral	1 - 3 day suspension and police referral	5 - 10 day suspension and police referral

(*) indicates disciplinary action assigned by the building administration.

37. Trespassing

Presence at any school location without permission of district personnel is prohibited. Students are not to go into other district buildings unless they have permission from the district personnel of that building. Any student on suspension who goes to a school location without permission is subject to an increase in suspension time. Admitting others through a locked or secured door without the permission of district personnel is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	1 day dismissal
Grades 6 - 12	1 - 3 day suspension and police referral	3 - 5 day suspension and police referral	Suspension and police referral and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

38. Vandalism, Major Acts

Littering, defacing, cutting, tagging, or damaging property, technology, or telecommunication equipment that belongs to the District, other students, district personnel, or other individuals where damages are over \$500.00 is prohibited

Grades	First Offense	Second Offense
Grades K – 5	1 - 5 day suspension and police referral	5 - 10 day suspension and recommendation for expulsion and police referral
Grades 6 – 12	5 - 10 day suspension and recommendation for expulsion and police referral	

39. Vandalism, Minor Acts

Littering, defacing, cutting, or damaging property, technology, or telecommunication equipment that belongs to the District, other students, district personnel, or other individuals is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	1 - 3 day suspension	3 - 5 day suspension
Grades 6 – 12	1 - 3 day suspension and police referral	1 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral

(*) indicates disciplinary action assigned by the building administration.

40. Vehicle, Unauthorized Parking

Parking a motorized or non-motorized vehicle in unauthorized areas on district property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 8 - 12	*	*	*

(*) indicates disciplinary action assigned by the building administration.

41. Weapon

Possession, use, or distribution of any weapon on a school location is prohibited. 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, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Please refer to District Policy No. 501 "School Weapons Policy." Additional provisions to this policy include:

- Students who find a weapon on the way to school or in a school location should report the weapon immediately to school administration. Failure to report weapons will result in disciplinary action.
- If a student unintentionally brings a weapon to school, he/she must immediately turn the weapon into school administration.
- Students who bring/are determined to have brought a firearm to school will be expelled for one (1) year in accordance with state law.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	1 - 3 day suspension and police referral	3 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 6 – 12	Suspension and recommendation for expulsion and police referral		

Acknowledgement Form

We have received a copy of the 2026-27 Student Handbook for the Breckenridge Elementary School.

Student Printed Name

Student Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

STUDENT- PARENT HANDBOOK

Breckenridge High School (7-12)

2026-27



B



710 13th Street North
Breckenridge, MN 56520
(218) 643-2694
isd846.org

This handbook belongs to:

Name _____
Address _____
City/Town _____
State _____ Zip Code _____
Phone _____
Email: _____

BRECKENRIDGE SCHOOL VISION STATEMENT

A school system in which each learner graduates fully prepared to succeed in college, career, and life

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 innovative builders of the future are developed.

BRECKENRIDGE CORE VALUES

Responsibility, Empathy, Respect, Integrity

Welcome to Breckenridge High School

At Breckenridge High School, our mission is to provide every student with a safe, supportive, and engaging learning environment where they are challenged to grow academically, socially, and personally. Together, our Board of Education, staff, and administration are committed to preparing students for success beyond high school by fostering critical thinking, collaboration, creativity, and responsible citizenship. We are proud of the traditions of the Breckenridge Cowboys and Cowgirls, and we strive each day to build a culture of respect, integrity, accountability, and excellence.

This Student-Parent Handbook has been developed to provide students and families with a clear understanding of our school policies, expectations, procedures, and available resources. We encourage you to review it together and refer to it throughout the school year. Our goal is to create a positive and consistent learning environment where every student has the opportunity to succeed.

At Breckenridge High School, we believe that strong partnerships between school and home are essential to student success. We value your involvement, support, and communication, and we encourage you to reach out whenever you have questions, concerns, or ideas. By working together, we can provide the best possible educational experience for every student.

I am honored to serve as the K-12 Principal at Breckenridge Public Schools and look forward to partnering with you throughout the school year. Thank you for being an important part of our school community.

If you have any questions, please contact the high school office at 218-643-6681 or email me at brendenn@isd846.org.

I look forward to a great year together!

Noah Brenden
K-12 Principal
Breckenridge Public Schools

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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 9:00 am. Messages may also be left on the HS answering machine at any time. **IF YOU ARE GONE FOR A MEDICAL APPOINTMENT, YOU MUST BRING IN A NOTE FROM THE PROVIDER OR YOUR ABSENCE WILL BE UNEXCUSED.**

Sign In/Out

Guardians 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.**

TEAM Time – Time for Extra Access and Meetings

Students will report to their assigned TEAM Time teacher each Monday through Friday. TEAM Time provides dedicated time during the school day for academic support, assignment completion, makeup work, student meetings, and activities that promote academic and social development. Students may also sign out to meet with another teacher during TEAM Time when arrangements have been made in advance. In addition, TEAM Time provides opportunities for school organizations and student groups to meet without disrupting regular instructional time.

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. Doors #1 and #2 will be open for students starting at 8:00 a.m. Unless you are here for an early morning activity or class such as Jazz Band, you will not be allowed into the building prior to 8:00 a.m. Students arriving for early morning school activities should enter the building at Door #2 and follow instructions by the supervisors at that time regarding their personal electronic devices.

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. 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.

Tutoring

Tutoring is a program to help students who are academically struggling. Counseling and administration can assist students and parents in connecting with 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)

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

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.

Opioid Antagonist

A school district must maintain a supply of opiate antagonists, as defined in section 604A.04, subdivision 1, at each school site to be administered in compliance with section 151.37, subdivision 12. Each school building must have two doses of nasal naloxone available on-site.

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, Social Media, Videos & Student Art/Work in Schools:

Photographs of students and school activities may appear in various District materials, including the District's website (isd846.org), newsletters, yearbooks, brochures, social media 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

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" Policy 520. A complete copy of the school district's "Student Surveys" policy may be obtained at the district office or on the school website.

Emergency School Closing

School may be canceled 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 Messenger 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, KVR15, KXJB4 and Facebook. Be sure to have your ParentVue contact information updated for these important announcements. Contact the school office if you need assistance getting these notifications.

Flexible Learning Days

The school district will utilize Flexible Learning Days when school is canceled due to weather related emergencies. 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.

Field Trip Eligibility Guidelines

Field trips are considered an extension of the classroom and are designed to enhance student learning and engagement. Participation in field trips is a privilege and not a guaranteed right. To be eligible to attend a field trip, students must meet the following expectations:

- Fewer than 4 major behavior incident referrals
- Fewer than 8 unexcused tardies or partial-day absences
- Fewer than 7 unexcused full-day absences
- Fewer than 15 excused absences (partial or full day)

In addition, students may be excluded from a field trip if significant behavioral concerns arise, particularly if there is a safety risk to themselves or others, or concerns related to elopement. Significant behavior concerns include, but are not limited to, the use or possession of tobacco or vaping products, vandalism, repeated defiance, or any behavior that has resulted in suspension

or involvement with law enforcement. These expectations are in place to ensure the safety and well-being of all participants and to maintain the integrity of the learning environment during off-campus activities.

Students who are not permitted to attend a field trip are expected to attend school as usual on the day of the trip. Alternative assignments or activities will be provided.

Employment Background Checks [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be 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.

Student Fees

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

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)

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

No pupil's rights or privileges, including the receipt of grades or diplomas may be denied or abridged for nonpayment of fees; but this provision does not prohibit a district from maintaining any action provided by law for the collection of fees authorized by sections 123B.36 and 123B.38. (Minn. Stat. § 123B.37 Subd 2.)

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

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 Non School-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."

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;
- Features any object that may be considered a weapon.
- 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 Policy 515. 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 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 are encouraged to 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. 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. 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.

Riding a School Bus

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. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. 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.
9. No fighting, harassment, intimidation, or horseplay.
10. 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.

Lunch Program (Policies 533 and 534)

Our school provides healthy meals each day. School breakfast and lunches are free for all students this year, **BUT...We still need you to complete the Free/Reduced lunch form for your family.** This is very important as other funding from the state/federal government and grants depend on the number of families that are eligible under those guidelines. Contact either office for details on the lunch application or to pick up an application.

Parents/students are responsible for keeping sufficient funds in their account(s) for second chance breakfast, ala carte, or seconds at lunch. Lunch balances may be monitored on ParentVue and StudentVue. Electronic deposits may be made at the school web store isd846.org . Electronic deposits must be made before 11:00 AM in order for funds to be available that day.

Students in grades 7 through 10 that leave campus without a parent/guardian during lunch will be subject to disciplinary action. Juniors and Seniors are allowed to leave the building for lunch.

Online/College Courses:

Students who have online courses on their schedule have specific expectations to follow during those periods. All students in grades 9 through 12 are required to stay on campus and in the school building during the specified period on their schedule. In the event that a student is excused, the student would be required to sign out/in at the High School Office. Students required to stay in the building should remain in the Media Center or in a location deemed appropriate by school administration.

Students in grades 11 and 12 may leave campus to attend an in person college class, but students doing so would be required to sign out/in at the High School Office each time they leave the school building. Students will not be allowed to loiter in the parking lots or be on campus unless in a designated area, including the Media Center or other appropriate locations

determined by school administration. Students who violate school policies during these specific blocks may be assigned to be in a specific location. Any student in grades 9-12 who is not considered to be in “good standing” in any of their classes may be assigned to a specific location. Good standing is determined by passing grades in ALL classes, attendance and behavior standards.

Food and Beverage Expectations (Aligned with District Wellness Policy)

To support a healthy learning environment and in accordance with our district wellness policy, the following guidelines are in place:

- Outside food and beverages are **not allowed in classrooms**.
- Beverages such as energy drinks, "teas," and other highly caffeinated drinks are **not permitted in classrooms or stored in lockers**.
- No food deliveries (including DoorDash, Uber Eats, or parent drop-offs) will be accepted during the school day.
- Water bottles or refillable water bottles are encouraged and allowed for student hydration.

Students are encouraged to bring a healthy lunch from home or participate in the school meal program. Thank you for helping us maintain a safe and focused learning environment.

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 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 7-12 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 receiving a Chromebook will be required to sign and complete a user agreement to be kept on file with the tech department.

Chromebook Insurance (Optional)

Families are encouraged to purchase the following optional insurance coverage from District 846. At a rate of \$25 per year per student (\$65 annual family cap), any and all **accidental damages** will be covered by the policy. Students and families choosing to waive the optional policy would be subject to full repair cost for any damage to a leased chromebook.

- This does not cover Loss, Theft, or Intentional Damage to a chromebook.
- Claims should be filed with the Technology Coordinator within 7 days of the incident.

- Payment can be made on SchoolPay or at the school office between July 1 and October 1 (enrollment deadline) of the applicable year. Families enrolling within the school year must enroll within 2 weeks of their first day of classes.

Electronic, Video, and Communication Devices

Personal electronic devices, including cell phones, must be turned off and completely out of sight from 8:00 am to 3:23 pm during the school day. Smart watches (including Apple Watches and similar devices) and wireless earbuds (including AirPods or similar devices) are not permitted during the school day unless required for a documented medical reason.

Personal electronic devices may not be used or visible during the school day unless specifically authorized by a teacher or administrator for an educational or other school-related purpose. Students may use personal electronic devices before 8:00 am and after 3:23 pm.

Students are prohibited from photographing, recording, or creating any electronic record of other students, staff members, or visitors without the express consent of the individual being photographed or recorded. This expectation applies during the school day, at school-sponsored activities, and at any school event.. **All reported violations of this procedure will be handled based upon Policies 413, 514 and 526: Harassment, Bullying and Hazing. *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 will recite the Pledge of Allegiance to the flag of the United States of America weekly. 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.

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 and Curriculum Information

Curriculum and Curriculum Procedures (Policy 606, 616, 618)

Academic Lettering

Students may qualify for a Breckenridge High School Letter starting with their completion of 10th 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 an academic letter, lamp, or bar will be recognized each year.

Area Learning Program

The Breckenridge Alternative Learning Program (ALP) is a program designed to support at-risk students in grades 9-12. Our individualized approach addresses academic, social, and emotional needs through smaller class sizes, hands-on learning, and community partnerships. Eligibility for the ALC includes criteria such as academic underperformance, truancy, homelessness, and more. We strive to build strong connections with students and focus on college, career, and life readiness. We invite parents and guardians to partner with us in setting high expectations and encouraging students to develop personal responsibility and self-sufficiency. For more information, contact the ALP Coordinator Jessica Holland at 218-643-6681 or hollandj@isd846.org.

College or Vocational-Technical Visits (Gr. 10,11,12)

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 or vocational 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. Student Showcase Nights are scheduled twice a year.
2. 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 3rd 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 3rd removal and for every removal after the 3rd 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 9:00am of unplanned absences; illness, emergency, etc.
4. Homework requests for absent students should be made directly to the teachers by 10:00 am
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 isd846.org and update information as needed. If you do not have electronic access please contact the office and we will assist you.

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 the High School office at 643-2694.

A variety of automatic alerts can be set up to automatically go out to parents through ParentVue. Parents must set up these automatic alerts in their ParentVue account. Alerts can be set up for missing/failing grades, absences, discipline incidents, etc. It will be important to have your email address updated in the system as well so these alerts and other e-mailed information goes to the correct email address. This includes instant alerts for weather related emergencies and other notifications.

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 who pass 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 unless they have met the 3.5 credit graduation requirement.</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	3.5	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	7	

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

Academic Standards information can be found on the MDE website at:

<https://education.mn.gov/mde/dse/stds/>

School District Required and Elective Standards

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

- Health (.5 credit)
- Speech (.5 credits)
- Personal Finance (.5 credits)
- Phy Ed (.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 K-12 principal*.

Recognition at Graduation Ceremony

Breckenridge recognizes graduating students in the form of Summa Cum Laude (Cumulative GPA of 3.90-4.0), Magna Cum Laude (Cumulative GPA of 3.70-3.89) and 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"

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 K-12 principal.

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

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: Teachers and school staff will make reasonable efforts to communicate with students and parents/guardians when academic concerns arise that may result in a student failing a quarter or semester course. Communication may include parent/guardian contact, progress updates, academic meetings, or collaboration with counselors and administrators as appropriate. Efforts to address academic concerns and communication with families will be documented throughout the grading period.

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 be 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 NDSCS, MState 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.

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.
3. 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 the next activity for a minimum of a one game suspension.
4. Teachers must report all failures no later than 10:00 am on Tuesday 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 the 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 Principal's discretion.

Academic Integrity Policy

Breckenridge High School is committed to maintaining the highest standards of academic integrity. Academic dishonesty, including cheating, plagiarism, and the inappropriate use of artificial intelligence (AI) tools, undermines the learning process and the trust within our school

community. Students are expected to complete their own work, demonstrate honesty, and follow the expectations established by each teacher.

Academic Dishonesty

Academic dishonesty is any action intended to gain an unfair academic advantage or misrepresent a student's own learning. This includes, but is not limited to:

- Copying from another student during an exam or quiz.
- Using unauthorized materials or devices during an exam.
- Providing or receiving unauthorized assistance on assignments, projects, quizzes, or exams.
- Submitting work that is not your own.
- Collaborating with others when individual work is expected.

Plagiarism

Plagiarism is presenting another person's words, ideas, or work as your own without proper acknowledgment. Examples include:

- Copying text from books, websites, articles, or other sources without appropriate citation.
- Paraphrasing another person's ideas without giving credit.
- Submitting a paper, project, or assignment created by someone else.

Use of Artificial Intelligence (AI) Tools

AI tools can be valuable resources when used appropriately and in accordance with teacher expectations. Students must follow the guidelines provided by their teachers and course syllabi regarding acceptable AI use. Inappropriate use of AI tools includes, but is not limited to:

- Using AI to complete assignments, assessments, or portions of work when permission has not been provided.
- Submitting AI-generated content as a student's own original work.
- Failing to disclose or cite the use of AI tools when required by the teacher.

If students are unsure whether AI use is permitted, they are responsible for asking their teacher before using the tool.

Consequences

Violations of the Academic Integrity Policy may result in consequences, including:

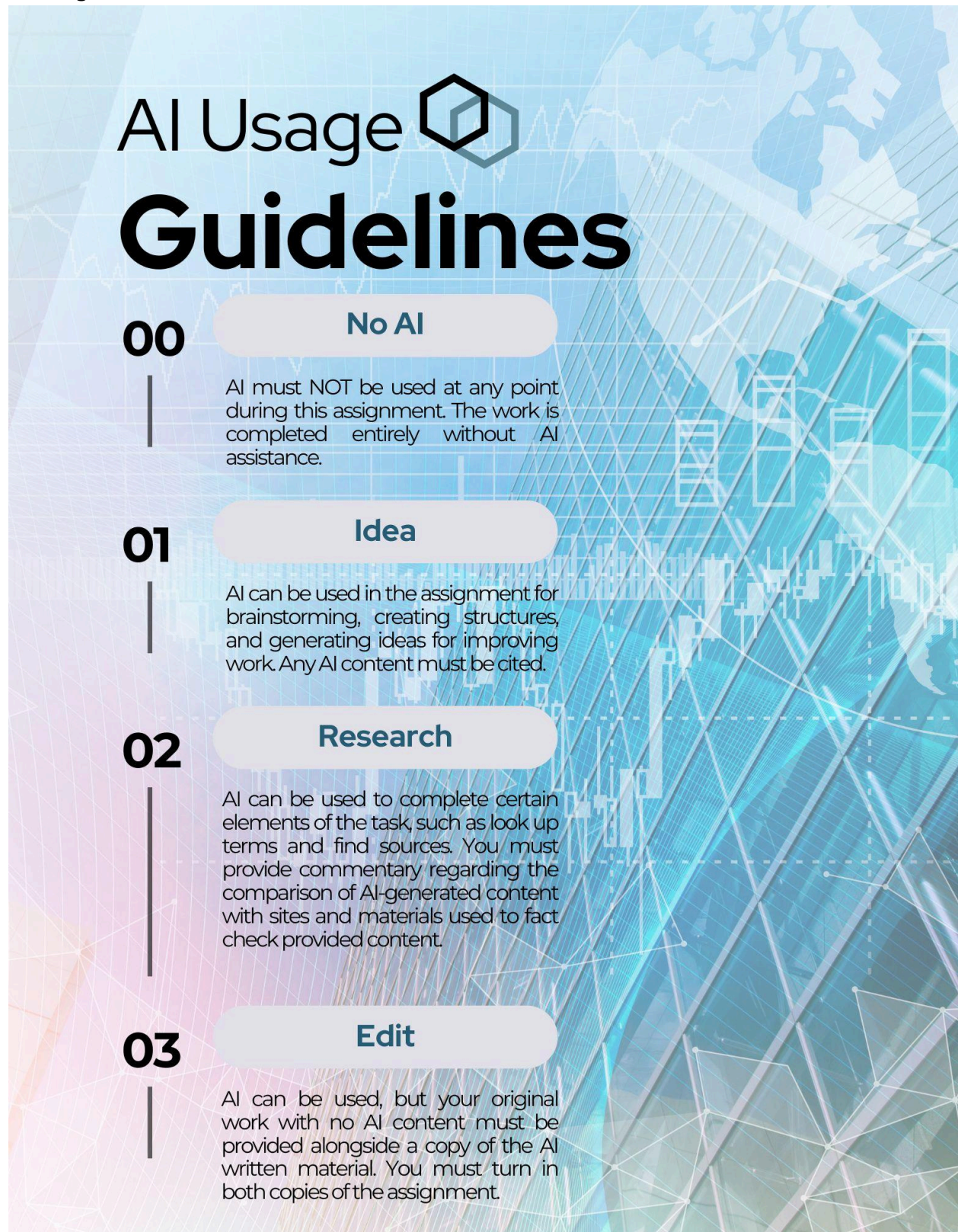
- Receiving a reduced or failing grade on the assignment, assessment, or project.
- Parent/guardian notification.

- Administrative referral and disciplinary action.

Additional consequences may be assigned in accordance with the Breckenridge High School Student Handbook.

The 7-12 English Department will have students sign an Academic Ethics/Academic Honesty Statement acknowledging their understanding of academic integrity expectations. By upholding these standards, students help create a learning environment built on honesty, responsibility, fairness, and respect.

AI Usage Guidelines:



AI Usage

Guidelines

- 00 No AI**

AI must NOT be used at any point during this assignment. The work is completed entirely without AI assistance.
- 01 Idea**

AI can be used in the assignment for brainstorming, creating structures, and generating ideas for improving work. Any AI content must be cited.
- 02 Research**

AI can be used to complete certain elements of the task, such as look up terms and find sources. You must provide commentary regarding the comparison of AI-generated content with sites and materials used to fact check provided content.
- 03 Edit**

AI can be used, but your original work with no AI content must be provided alongside a copy of the AI written material. You must turn in both copies of the assignment.

Math Version:  Blue Guidelines 00 to 03_math.pdf

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 the teacher syllabus for homework expectations.**

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 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 upon request. 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 October 30 or May 30 for enrollment the following semester. 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 K-12 principal**.

Post-Secondary Enrollment Options (PSEO) Program including College in the Schools (CIS)

Per Minnesota Statute, Students in grades 10, 11 and 12 are eligible to take select classes at post-secondary institutions. Any student interested should contact the counselor for details by October 30 or May 30 of the preceding semester. Students need to have a pre-qualified GPA to be able to enroll in PSEO/CIS courses.

The following policy has been adopted by the school board;

College Credits	Breckenridge HS credits
1	.250
2	.500
3	.750
4	1.00
5	1.25

A student may wish to have their post-secondary institution send a transcript to Breckenridge High school to receive graduation credit. Credits earned under the Post-Secondary Enrollment Options program will be equated with high school credit according to guidelines presented in M.S. 123.3514 Post Secondary Enrollment Options Act, subd. 5 Credit. All students taking advantage of this program will be given a copy of this policy prior to their enrollment in the post-secondary institution.

**** College credit may be denied in college courses if a student has exceeded 5 absences from that**

class in a semester. Students may still receive high school credit if they don't exceed 10 absences. Students taking PSEO/CIS courses are limited to a maximum amount of credits per semester.

*****Note: Students may take any class as Pass / Fail. A “P” on the transcript will be counted as a 2.0 in the cumulative GPA. An “F” on the transcript will be counted as 0.0 on the cumulative GPA. This also includes all concurrent enrollment courses (PSEO / CIS), correspondence, online and other courses offered at BHS. Excluded are Teaching Assistant (TA), Student Volunteer, and specific Music Lesson / Ensembles grades . Students who opt to take PSEO/CIS classes on a Pass / Fail basis may submit an appeal in writing to the Principal or Counselor requesting that one (1) course per semester be counted for credit only but not counted towards their cumulative GPA.**

*****All PSEO /CIS courses are included on the high school transcript according to MN Statute. (MS 123.3514)**

Education’s Postsecondary Enrollment Options (PSEO) webpage:

<https://education.mn.gov/mde/fam/dual/pseo/>

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

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see “Student Records” (*Appendix 3*). A complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained at the district office or on the school website.

Testing

The following are important state and national tests that students are required to take or are recommended for students to take at Breckenridge High School.

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

MCA Opt out form

Parents/Guardians may choose not to have their student take the MCA exams. The test out form can be filled out at the website below or see the attached document at the end of the handbook.

 2024-25 Participation Guide and Refusal Information.form RE_ (2).pdf

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.

Google Classroom

At Breckenridge High School, teachers use Google classroom for their classroom setup. Assignments, homework, materials and videos are used to assess student learning. At any time, students and parents/guardians can and should access google classroom for any school work or classroom materials.

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 class 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 school 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. **IF YOU ARE GONE FOR AN APPOINTMENT, YOU MUST BRING IN A NOTE FROM THE PROVIDER OR YOUR ABSENCE WILL BE UNEXCUSED.**
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

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

IF YOU ARE GONE FOR AN APPOINTMENT, YOU MUST BRING IN A NOTE FROM THE PROVIDER OR YOUR ABSENCE WILL BE UNEXCUSED.

Truancy

(This includes Flex learning days, Edmentum and any college class off-campus)

Absence from school without parent's/guardian's or school's permission is truancy. The violation will result in the assignment of detention. 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 is responsible for

making up the missing assignments, but their agency score may be affected due to their truancy. Repeated truancy will result in loss of credit for missed class(es).

Excessive excused absences also affect a student's ability to perform well in school and develop healthy attendance practices as an adult in the workplace. Students that have 10 excused absences will be sent a warning letter. An Educational Truancy/Neglect warning letter will be sent when a student 10 excused absences. A conference with administration, parents, and social services will be held to determine a solution for the absences.

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.

Tardy to Class

(This includes Flex learning days and Edmentum)

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.
- On the third tardy in one period, **one hour of detention will be assigned, and for every tardy thereafter.**
- 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 coming to school following a partial day illness must be on time for their next class.

Make-Up Work

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, i.e. 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 permission 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 and class in a timely manner.
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

*****Note: This includes Flex Learning days, Edmentum and any College classes on & off-campus**

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 for 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, Soccer, Gymnastics, Swimming, Hockey, Wrestling, Cheerleading, Mathletes, 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

Independently Sponsored Activity Offerings (tentative)

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

V) Rules and Discipline

*****ALL School rules and discipline may/can be left up to the discretion of the building administration or designee. School rules and discipline are used as a guide for expectations at Breckenridge high school .School administration reserves the right to increase, decrease or modify disciplinary decisions based upon their undo discretion.**

Expected Behaviors at Breckenridge (This includes Virtual and/or Distance Learning)

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 ensure 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.

Cell Phones and other Devices

The use of cell phones and other electronic devices or any other items that interfere with classroom instruction are prohibited. These items affect concentration and the ability to maintain a classroom environment conducive towards learning. If a teacher or staff member observes a student with a cell phone or other prohibited personal electronic device that is visible or in use during the school day, the following procedures will apply:

1. The student will place the device in a Yondr pouch.
2. A staff member will lock the Yondr pouch.
3. The student will keep the locked pouch in their possession for the remainder of the school day.
4. The pouch may be unlocked after 3:23 pm at a designated Yondr unlocking station.

Repeated violations of the Personal Electronic Device Policy will result in progressive consequences, including parent/guardian contact.

A student's third violation within the same quarter will result in the assignment of an individual Yondr pouch. The student must secure their personal electronic device in the assigned pouch each morning in the high school office, in the presence of a staff member, and keep the device secured for the remainder of the school day for the rest of that quarter.

Additional disciplinary consequences may be assigned in accordance with the Breckenridge High School Student Handbook.

Students are expected to follow all reasonable directions from school staff. Refusal to place a personal electronic device in a Yondr pouch, removing a device from a locked pouch without authorization, damaging or tampering with a Yondr pouch, or otherwise attempting to circumvent

the school's Personal Electronic Device Policy may result in disciplinary action and the loss of personal electronic device privileges.

Exceptions to this policy may be made when required by law or approved by school administration. Students may use personal electronic devices during the school day when the device is required for medical monitoring or health-related needs, is identified as necessary within a student's Individualized Education Program (IEP), Section 504 Plan, or other documented accommodation plan, or when the principal or designee grants an emergency or special circumstance exception due to a specific student need. Any approved exception must be documented and communicated to appropriate school personnel, and students with approved exceptions are still expected to follow school expectations regarding responsible and appropriate device use.

Earbuds/Headphones in the Classroom:

Students shall not use personal **wireless earbuds/headphones** in the classroom. Students are asked to purchase wired headphones for classroom use.

Technology Use (This includes Flex learning days, Edmentum and college classes off-campus)

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.

Prom and Graduation Ceremony Participation – Grades 9–12

In order to attend Prom and participate in the Graduation Ceremony, seniors must meet the following expectations:

- **Complete all coursework** – All assignments and requirements must be submitted by the designated deadlines.
- **Resolve all financial obligations** – Any outstanding fees must be paid in full.
- **Serve all assigned detentions** – Detention hours must be completed as required.
- **Maintain acceptable attendance** – No more than **7 unexcused absences** (full or partial days of 2+ periods) will be permitted.

Failure to meet any of the above requirements will result in the loss of eligibility to attend Prom and/or walk in the Graduation Ceremony.

Students are encouraged to **monitor attendance, grades, and responsibilities closely**. Support is available—reach out to a teacher, counselor, or administrator if you need help staying on track.

Prohibited Possession or Use of Nicotine, Caffeine, or Look-Alike Substances

Students are prohibited from possessing, using, distributing, or being under the influence of nicotine pouches (e.g., Zyn, Rogue, On!), caffeine pouches, or similar products that are marketed to mimic the effects of regulated substances. This includes any substance intended to simulate or replicate the use of tobacco, nicotine, or mood-altering chemicals — regardless of legal status or age restrictions.

Dress Code: Policy 504 (This includes Flex learning and Edmentum)

Policy 504 Student Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:

- does not injure people or damage property;
- does not materially and substantially disrupt or interfere with the educational process or classwork;
- does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
- does not involve substantial disorder or invasion of the rights of others.

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).
- Footwear that does not present a safety hazard.

Inappropriate clothing includes, but is not limited to, the following:

5. Disruptive to the normal operation of a classroom.
6. Clothing or shoes must not be such as to cause damage to school property (for example: steel cleats on shoes).
7. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
8. Apparel promoting products or activities that are illegal for use by minors.
9. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
10. Students must wear shoes at all times while attending school.
11. 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.

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.

Discipline

(This includes Virtual School and/or Distance Learning)

When corrective actions taken by the classroom teacher have failed or the rule infraction is of serious nature, the incident shall be referred to the Principal or Dean of Students 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.

Structured Detention

Structured 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 for their detention.

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.

Fundamental Authority for the Regulation of Student Behavior (121.45, NED)

121A.45 GROUNDS FOR DISMISSAL.

- Subdivision 1. Provision of alternative programs.
 - “No school shall dismiss any pupil without attempting to use non-exclusionary disciplinary policies and practices ( Non-Exclusionary-Interventions-Guide.pdf) before dismissal proceedings or pupil withdrawal agreements, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.”
- Subd. 2. Grounds for dismissal.
 - A pupil may be dismissed on any of the following grounds:
 - (a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
 - (b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 - (c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Suspension Procedures

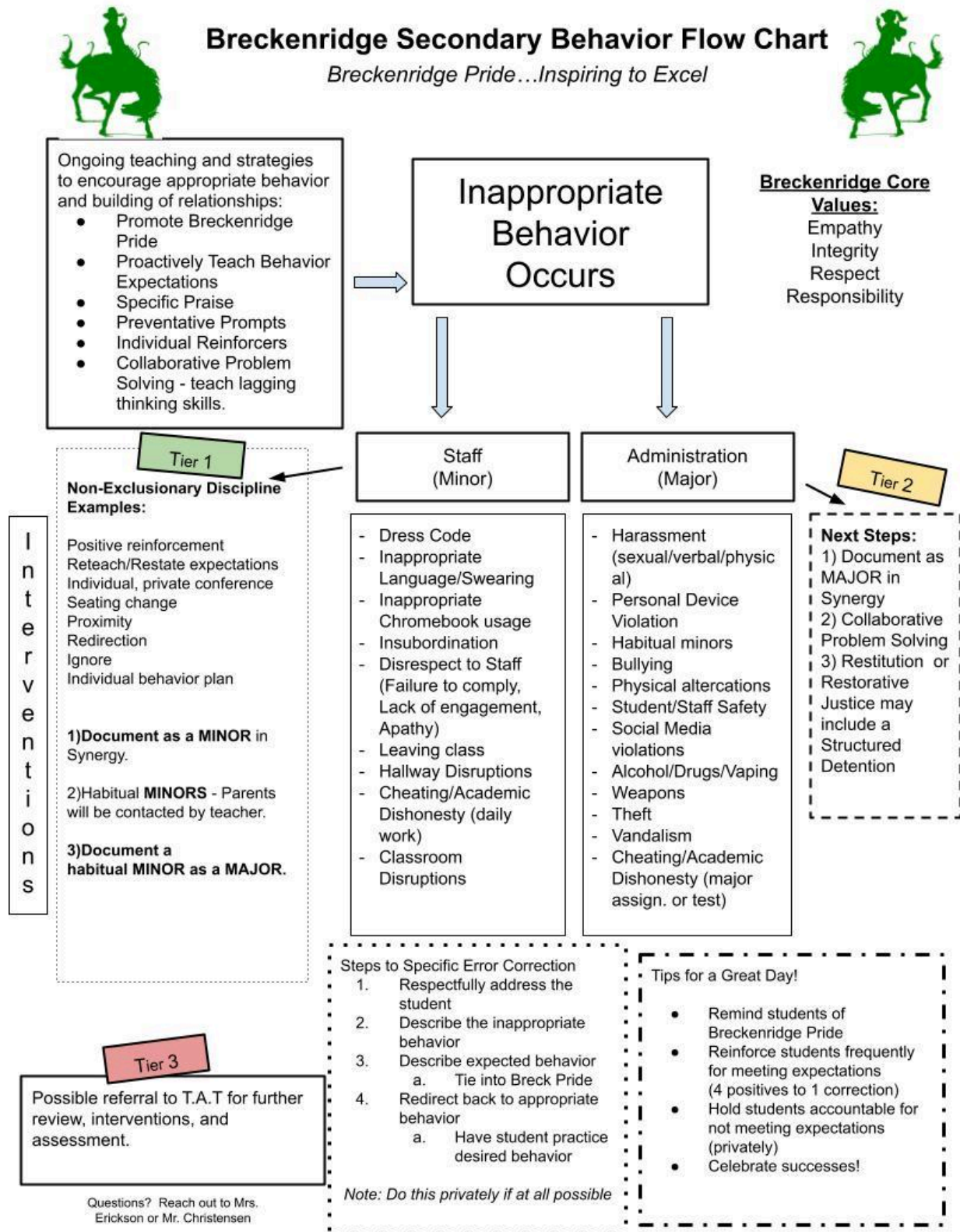
1. While serving in-school suspension (ISS), a student will be assigned to a designated area. Except when the infraction is serious enough to warrant a level six consequence, or when the student's presence in the building poses a threat to the health and safety of the other students, staff or the operation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

*****ALL School rules and discipline may/can be left up to the discretion of the building administration or designee. School rules and discipline are used as a guide for expectations at Breckenridge high school. School administration reserves the right to increase, decrease or modify disciplinary decisions based upon their undo discretion.**

Breckenridge Secondary Behavior Flow Chart



Homophobic and Racial Harassment and Abusive Language

Breckenridge School District does not accept racial and sexual harassment or derogatory/inflammatory language or actions directed at anyone in Breckenridge schools. The use of racial, homophobic, derogatory or insulting language at Breckenridge or on social media will not be accepted.

Reporting Procedures

Students, parents/guardians and/or community members are encouraged to report via verbal, email, written or any other communication if racial or other derogatory language has been used.

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.

Menstrual Products

In accordance with Minnesota state law, our school provides free menstrual products to all students who need them. Our goal is to ensure that every student has access to the necessary resources to support their health and well-being during the school day. If you have any questions or need assistance locating these products, please do not hesitate to inquire in the school office.

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, class presentation or by administrative discretion.

Searches

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

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

Lockers and Personal Possessions Within a Locker

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

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

Desks 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.

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.

Suicide Prevention Information

Minnesota's suicide prevention and mental health crisis service is available 24 hours a day, seven days a week. People can call, text, or online chat 988 to connect to the Minnesota Suicide Prevention and Crisis Lifeline Centers. You can also contact the local Mobile Mental Health Crisis Response team at 1-800-223-4512. They are also available 24 hours a day, 7 days a week.

Telehealth

Students that participate in telehealth sessions with a mental health provider will be allowed access to a private room in order to conduct their session on campus during school hours.

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 Jim Grawe, Elementary Building Head Custodian.

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 Kristie Sullivan, 710 13th St. North, Breckenridge, MN 56520 Ph. (218) 643-2694.

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 isd846.org.

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 isd846.org.

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 isd846.org.

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 a 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 Noah Brenden, K-12 Principal, Breckenridge Public School, 710 N. 13th St. N. 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 isd846.org.

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 Noah Brenden, K-12 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 the 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 Noah Brenden, Breckenridge Schools 710 13th St. N Breckenridge, MN 56520 Ph. 218-643-6822 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 isd846.org.

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 day 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 and Non Exclusionary Discipline.

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. 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 anti discrimination 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 Superintendent Kristie Sullivan.

(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 Kristie Sullivan. Mailing address: 710 13th St. N, Breckenridge, MN 56520. Telephone number: (218) 643-6822. Email address: sullivan@isd846.org

(2) The superintendent is Kristie Sullivan. Mailing address: 710 13th St. N, Breckenridge, MN 56520. Telephone number: (218) 643-6822. Email address: sullivan@isd846.org

(3) The school board contact information is: Brett Johnson. Mailing address: 710 13th St. N, Breckenridge, MN 56520. Telephone number: (218) 643-6822. Email address: johnsonb@isd846.org

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

Internet Acceptable Use and Safety Policy Policy 524

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

Breckenridge Public Schools provides students access to technology and the Internet for educational purposes such as classroom learning, research, and career development. Use of

school technology is a **privilege, not a right**, and students are expected to follow all rules to maintain access.

Acceptable Use Guidelines

Students are expected to:

- Use school technology for school-related tasks only.
- Follow all school rules when using the Internet or devices.
- Keep login credentials private and secure.
- Use respectful and appropriate language and content online.

Unacceptable Use Includes:

- Accessing or sharing inappropriate or harmful content (e.g., pornography, hate speech).
- Bullying, harassment, or cyberbullying.
- Damaging or tampering with school equipment or systems.
- Using someone else's login or accessing their files.
- Posting private information about themselves or others online.
- Downloading or sharing pirated software or copyrighted materials.

Internet Safety and Monitoring

- The school uses filters to block inappropriate websites and content.
- Staff supervise student technology use and monitor activity as needed.
- Students are taught about digital citizenship and safe online behavior.

Privacy and Parent Responsibility

- Students should not expect privacy in files or email stored on school systems.
- Parents are encouraged to monitor their child's Internet use outside of school.
- A signed **Internet Use Agreement** by the student, parent/guardian, and a supervising teacher is required before a student may access the Internet.

Consequences for Misuse

Violation of this policy may result in:

- Loss of technology privileges.
- School disciplinary action (such as detention, suspension, or expulsion).
- Legal consequences if laws are broken.

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.

Definitions

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.

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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 Noah Brenden, phone 218-643-2694, brendenn@isd846.org



Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

Minnesota Comprehensive Assessments (MCA)

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

ACCESS and WIDA Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

English learners who take the ACCESS or WIDA Alternate ACCESS and meet certain requirements, have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

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

Additional Information

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

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____

Student ID Number (if known): _____

School: _____

District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐ MCA/MTAS ☐ MCA/Alternate MCA Science

☐ MCA/MTAS Mathematics ☐ ACCESS/WIDA Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments. (Note: This form is only applicable for the 20____ to 20____ school year.)

Updated March 2024

Appendix A -

STUDENT DISCIPLINE POLICY

Every student and employee of Breckenridge Public Schools is entitled to learn and work in a safe school environment. To ensure this, the District and each school have established clear student discipline policies and associated consequences for failure to follow the policies. Please also review District Policy No. 506 "Student Discipline" and the Student Handbook.

Students are expected to behave in accordance with federal, state, and local laws and rules; district and school policies and regulations; and in a way that respects the rights and safety of others. Corrective action to discipline a student and/or to modify a student's behavior will be taken by district personnel when a student's behavior violates the discipline policy. School administration may consult with appropriate community agencies to assist in a disciplinary situation which involves health and safety.

These discipline policies and the potential consequences apply at any time a student is present at a school location, attending a post secondary enrollment option, or at a school - sponsored event. Listed below are the violations and potential consequences for them. It is not a complete list and is not intended to be a complete list of behaviors that will result in disciplinary consequences. The District in its sole discretion may impose more severe consequences (example: expulsion or exclusion) beyond those set forth in this policy based on the particular misconduct.

Generally, discipline will be administered progressively with stronger consequences assigned depending upon:

- The age of the student;
- The frequency of the violations;
- The student's disciplinary history;
- The nature and severity of the incident;
- Whether the incident involves a violation of state or federal law; and
- Other factors discussed below.

Serious violations will result in serious disciplinary consequences without regards to these factors.

Discipline may include, but is not limited to:

- Verbal warning
- Dismissal from class
- Dismissal from school
- Seizure of student's technology (cell phone, computer, etc.)
- Seizure of any item, thing, or object belonging to a student if the item was involved in a policy violation
- Detention
- Student conference
- Parent/guardian conference
- Bus suspension
- Bus expulsion
- Fine/restitution
- Loss of school privileges, including extracurricular activities
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Truancy referral
- Police referral
- District personnel referral
- Recommendation for chemical assessment
- Referral to chemical specialist
- Recommendation for urinalysis
- Expulsion
- Exclusion

Prohibited behaviors and acts include:

1. Abuse, Verbal/Non\Verbal

The use of language and/or gestures that are obscene, discriminatory, abusive, or that degrade other people is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5 to students (directed at students)	*	*	1 day dismissal
Grades 6 - 8 to staff (directed at staff)	*	1-3 day suspension	3-5 day suspension
Grades 9 - 12	1 - 3 day suspension	3 - 5 day suspension and police referral	Suspension and police referral and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

2. Alcohol or Chemicals, Possession, Use, or Under the Influence

Possession, use, or being under the influence of any alcohol, narcotic, or controlled substance where possession or use is prohibited by Minnesota or federal law is prohibited. In addition, possession, use, or being under the influence of any prescription drug by an individual to whom the drug is not prescribed is prohibited. Students will be considered to be in possession of alcohol, narcotic, or controlled substances if they are in an area where such substances are present.

Grades	First Offense	Second Offense
Grades K – 5	1 - 3 day suspension and referral to chemical health or family service agency	1 - 5 day suspension and referral to chemical health or family service agency
Grades 6 – 8	1 - 5 day suspension and referral to chemical specialist and police referral	5 -10 day suspension and recommendation for chemical assessment and possible recommendation for expulsion and police referral
Grades 9 - 12	1- 5 day suspension and recommendation for chemical assessment and recommendation for expulsion and police referral and referral to chemical specialist	5 - 10 day suspension and recommendation for chemical assessment and possible recommendation for expulsion and police referral

3. Arson

Intentional destruction or damage to district property or other property by means of fire is prohibited.

Grades	First Offense	Second Offense
Grades K - 5	1 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 6 - 12	1 - 5 day suspension and possible recommendation for expulsion and police referral	5 -10 day suspension and possible recommendation for expulsion and police referral

4. Assault, Physical

Intentionally inflicting or attempting to inflict bodily harm upon another or committing an act with the intent to cause fear in another of immediate bodily harm or death is prohibited. More stringent consequences will be imposed for a group assault, assault with a weapon, assault that inflicts bodily harm, and/or assault upon district personnel.

Grades	First Offense	Second Offense
Grades K - 5	1 - 5 day suspension	5 - 10 day suspension and recommendation for expulsion and police referral
Grades 6 – 12	Suspension and police referral and possible expulsion	5 - 10 day suspension and police referral and possible expulsion

5. Bomb Threat

Making, publishing, or conveying in any manner a bomb threat pertaining to a school location, fellow student, or district personnel is prohibited.

Grades	First Offense	Second Offense
Grades K – 5	5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 6 - 12	Suspension and recommendation for expulsion and police referral	

6. Burglary

Entering any school location without consent and with the intent to commit a crime (example: vandalism or theft) is prohibited.

Grades	First Offense	Second Offense
Grades K – 5	1 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 6 - 12	Suspension and recommendation for expulsion and police referral	

7. Careless or Reckless Operation of a Vehicle

Operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited. The School District and law enforcement will work together for safety.

8. Discrimination

All inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin,

or sexual orientation are prohibited. For additional information, please refer to District Policies No. 521 "Student Disability Nondiscrimination," No. 522 "Student Sex Nondiscrimination," and No. 528 "Student Parental, Family, and Marital Status Nondiscrimination."

Grades	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 - 3 day suspension	3 - 5 day suspension
Grades 6 – 12	1 - 3 day suspension	3 - 5 day suspension	Suspension and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

9. Dishonesty, Scholastic

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism, or collusion is prohibited. Academic consequences may also be assigned.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	*	1 day dismissal
Grades 6 – 12	*	1 - 3 day suspension	3 - 5 day suspension

(*) indicates disciplinary action assigned by the building administration.

10. Disruptive Behavior

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process in the classroom, hallway, or at school function, including, but not limited to, disobedience, disrespectful behavior, inappropriate language, and some forms of harassment, discrimination, or defiance of authority.

Grades	First offense	Second offense	Third offense
Grades K – 2	*	*	*
Grades 3 – 5	*	*	1 day dismissal
Grades 6 – 8	*	*	1 - 3 day suspension
Grades 9 – 12	*	1 day dismissal	3 day suspension

(*) indicates disciplinary action assigned by the building administration.

11. Distribution, Sale, or Possession with Intent to Distribute or Sell Alcohol, Chemicals, Prescription Drugs, Inhalants, Over-the-Counter Drugs Used for Their Mood Altering Effects, and Other Substances Used for Their Mood Altering Effects.

Selling, distributing, delivering, exchanging, or possessing with intent to sell, deliver, exchange, or distribute any alcoholic, narcotic, controlled substance, prescription drugs, inhalants, over-the-counter drugs used for their mood altering effects, or other substances used for their mood altering effects is prohibited.

Grades	First offense	Second offense
Grades K – 5	5 day suspension police referral and referral to support services	Suspension and recommendation for expulsion and police referral
Grades 6 - 8	Suspension and recommendation for expulsion and police referral	

12. Distribution, Sale, or Possession with Intent to Distribute or Sell Tobacco, Look-Alike Chemicals, or Drugs and Drug Paraphernalia.

The sale, distribution, or possession with intent to distribute or sell tobacco, substances that look like chemicals, or drugs and drug paraphernalia is prohibited.

Grades	First offense	Second offense
Grades K - 5	Referral to support services	3 - 5 day suspension
Grades 6 - 12	3 - 5 day suspension and police referral and referral to chemical specialist	Suspension and recommendation for expulsion and police referral

13. Dress and Grooming

Please refer to District Policy No. 504 "Student Dress and Appearance."

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	1 day dismissal
Grades 6 - 12	*	1 day dismissal	3 day suspension

(*) indicates disciplinary action assigned by the building administration.

14. Explosives, Possession, Use, or Misuse

Possessing or using (or misusing) any compound or mixture which can cause an explosion is prohibited. Explosives fitting the federal law definition of firearm include any "destructive

device" defined to include bombs, grenades, and a "rocket having a propellant charge of more than four ounces" or a "missile having an explosive or incendiary charge of more than one-quarter ounce."

Grades	First Offense	Second Offense
Grades K – 5	5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 6 - 12	Suspension and recommendation for expulsion and police referral	

15. False Fire Alarm or 911 Calls

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm is prohibited. False 911 reporting is prohibited.

Grades	First Offense	Second Offense
Grades K – 5	*	*
Grades 6 - 12	1 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral

(*) indicates disciplinary action assigned by the building administration.

16. Fighting

Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight or whether it is believed a student is acting in self - defense. This prohibition includes hitting, slapping, pulling hair, biting, kicking, scratching, or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	1 - 3 day suspension	1 - 5 day suspension
Grades 6 - 8	1 - 5 day suspension and possible police referral	5 - 10 day suspension and police referral and recommendation for expulsion	

Grades 9 - 12	Suspension and police referral and recommendation for expulsion	
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(*) indicates disciplinary action assigned by the building administration.

17. Fire Extinguisher, Unauthorized Use

Unauthorized handling of a fire extinguisher is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	1 - 3 day suspension	3 - 5 day suspension
Grades 6 - 12	1 - 5 day suspension and police referral	Suspension and police referral	

(*) indicates disciplinary action assigned by the building administration.

18. Fireworks, Ammunition, or Odor Causing Aerosols Possession

Possessing, use of, or offering for sale any type of fireworks or device which dispenses odor causing aerosols (example: stink bomb, bullets, or ammunition) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	1 day suspension	3 day suspension
Grades 6 - 8	1 - 3 day suspension and police referral	3 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 9 - 12	1-5 day suspension and police referral	Suspension and recommendation for expulsion and police referral	

(*) indicates disciplinary action assigned by the building administration.

19. Gambling

Gambling, including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance), is prohibited. Discipline will be assigned by administration.

20. Gang/Gang-Like Activity

Gang/threat group - related activity, including the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, clothing, etc., is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	1 - 3 day suspension and police referral	3 - 5 day suspension and police referral
Grade 6 - 8	*	1 - 5 day suspension and police referral	Suspension and police referral and recommendation for expulsion
Grades 9 - 12	1 - 5 day suspension and police referral	5 - 10 day suspension and police referral and recommendation for expulsion	

(*) indicates disciplinary action assigned by the building administration.

21. Harassment, Discriminatory

Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. Harassment includes all forms of harassment based on a student's gender, color, creed, religion, national origin, familial status, disability, age, race, sexual orientation, or ethnicity.

Grades	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 - 3 day suspension	3 - 5 day suspension
Grades 6 –12	1 - 3 day suspension	3 - 5 day suspension	Suspension and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

22. Harassment, Offensive Behavior

Harassment, including teasing and other offensive conduct, which is not discriminatory in nature, is prohibited.

Grades	First Offense	Second Offense	Third Offense
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Grades K - 2	*	*	1 day suspension
Grades 3 - 5	*	1 day dismissal	1 - 3 day suspension
Grades 6 - 8	*	1 - 5 day suspension	Suspension and recommendation for expulsion
Grades 9 - 12	1 - 3 day suspension	3 - 5 day suspension	Suspension and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

23. Harassment, Sexual Harassment

Consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct has the purpose or effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve, but is not limited to, unwelcome verbal harassment, teasing, unwelcome pressure for sexual activity, unwelcome sexually motivated, or inappropriate patting, pinching, or physical contact.

Grades	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 - 3 day suspension	3 - 5 day suspension
Grades 6 –12	1 - 3 day suspension	3 - 5 day suspension	Suspension and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

24. Hazing Prohibition

Hazing is prohibited. Students may not participate with each other or with others to plan, direct, encourage, aid, or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. Please refer to District Policy No. 526 "Hazing Prohibition."

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	*
Grades 6 – 8	*	1 - 3 day suspension	1 - 5 day suspension

Grades 9 – 12	1 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
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(*) indicates disciplinary action assigned by the building administration.

25. Inappropriate Sexual Behavior

Engaging in sexual intercourse, sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, or kissing is prohibited.

Grades	First Offense	Second Offense
K – 5	*	1 - 3 day suspension
Grades 6 - 8	1 - 5 day suspension and police referral	3 - 5 day suspension and recommendation for expulsion & police referral
Grades 9 - 12	Suspension and recommendation for expulsion and police referral	

(*) indicates disciplinary action assigned by the building administration.

26. Insubordination

Deliberate refusal to follow an appropriate direction given by district personnel is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 day suspension	2 day suspension
Grades 6 – 12	*	1 - 3 day suspension	3 - 5 day suspension

(*) indicates disciplinary action assigned by the building administration.

27. Misuse of Over-the-Counter Drugs, Prescription Drugs, Substances That Look Like Chemicals, or Possession of Drug Paraphernalia

The misuse of over-the-counter drugs, prescription drugs used or taken by the person to whom the prescription is issued, inhalants, substances used for their mood altering effects substances that look like chemicals, and the possession of drug paraphernalia is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	* referral to support services	1 - 3 day suspension	3 day suspension
Grades 6 – 8	1 - 3 day suspension and police referral and referral to chemical specialist	3 - 5 day suspension and police referral and referral to chemical specialist	5 day suspension and police referral
Grades 9 - 12	1 - 3 day suspension and police referral and referral to chemical specialist	3 - 5 day suspension and police referral and referral to chemical specialist	Suspension and police referral and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

28. Nuisance Objects

Possession or use of any object that causes distractions or is attended to annoy, such as squirt guns, games, laser pointers, etc., is prohibited. If a nuisance object is used in a manner which constitutes physical assault and/or a weapons violation, more serious consequences will result.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	*	*
Grades 6 - 12	*	1 day dismissal	1 - 3 day suspension

(*) indicates disciplinary action assigned by the building administration.

29. Pushing, Shoving, Horseplay

Physical contact such as, but not limited to, pushing, shoving, horseplay that is not defined as an assault, or fighting is prohibited. This also includes other physically intimidating contact aimed at another student.

Grades	First offense	Second offense	Third offense
Grades K – 5	*	*	*
Grades 6 - 12	*	1 - 3 day suspension	3 - 5 day suspension

(*) indicates disciplinary action assigned by the building administration.

30. Records or Identification Falsification or Giving of False Information

Falsifying signatures or data, forging notes or hall passes, or giving false information to district personnel about a student, including about themselves, district personnel, occurrence, fact, or circumstance is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	1 day dismissal
Grades 6 - 12	*	1 - 3 day suspension	3 - 5 day suspension

(*) indicates disciplinary action assigned by the building administration.

31. Refusal to Identify Oneself to District Personnel

Refusing to identify oneself to district personnel who request identification is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	1 day suspension
Grades 6 - 12	*	1 - 3 day suspension	3 - 5 - day suspension

(*) indicates disciplinary action assigned by the building administration

32. Robbery or Extortion

Taking property from another person by use of force, threat of force, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K - 5	*	1 day suspension**	1 - 3 day suspension**
Grades 6 - 12	1 - 5 day suspension and police referral**	5 - 10 day suspension and recommendation for expulsion and police referral**	

(*) indicates disciplinary action assigned by the building administration.

(**) restitution may be required.

33. Sexual Misconduct, Non\consensual

Engaging in non-consensual sexual intercourse, sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited.

Grades	First Offense
K – 5	1 - 5 day suspension and professional, staff referral
Grades 6 - 8	1 - 5 day suspension and possible police referral
Grades 9 - 12	Suspension and recommendation for expulsion and police referral

34. Theft, Receiving, or Possessing Stolen Property

The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property, is prohibited. If the theft is over \$250.00, more serious consequences will be applied.

Grades	First Offense	Second Offense	Third Offense
Grades K - 2	*	*	1 day suspension
Grades 3 - 5	*	1 - 3 day suspension	3–5 - day suspension
Grade 6 - 8	1 - 5 day suspension and police referral	5 - 10 day suspension and police referral	Suspension and police referral and recommendation for expulsion
Grades 9 - 12	5–10 day suspension and police referral	Suspension and police referral and recommendation for expulsion	

(*) indicates disciplinary action assigned by the building administration.

35. Threats Toward Any Person

Any oral or written language that is threatening or intimidating or physical intimidation that is meant to threaten any person or cause fear of bodily harm or death is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 2	*	1 day dismissal and support services referral	1 - 3 day suspension

Grades 3 – 5	*	1–3 day suspension and support services referral	3–5 day suspension and police referral
Grades 6 - 12	1–3 day suspension and possible police referral	3–5 day suspension and possible police referral	Suspension and recommendation for expulsion and police referral

(*) indicates disciplinary action assigned by the building administration.

36. Tobacco Possession or Use

Possession or using tobacco in any school location is prohibited. Fergus Falls Public Schools is a tobacco - free district.

Grades	First Offense	Second Offense	Third Offense
Grades K - 2	*	*	1 - 3 day suspension
Grades 3 – 5	*	1 day suspension	3 day suspension
Grades 6 - 12	1 day suspension and police referral	1 - 3 day suspension and police referral	5 - 10 day suspension and police referral

(*) indicates disciplinary action assigned by the building administration.

37. Trespassing

Presence at any school location without permission of district personnel is prohibited. Students are not to go into other district buildings unless they have permission from the district personnel of that building. Any student on suspension who goes to a school location without permission is subject to an increase in suspension time. Admitting others through a locked or secured door without the permission of district personnel is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	1 day dismissal
Grades 6 - 12	1 - 3 day suspension and police referral	3 - 5 day suspension and police referral	Suspension and police referral and recommendation for expulsion

(*) indicates disciplinary action assigned by the building administration.

38. Vandalism, Major Acts

Littering, defacing, cutting, tagging, or damaging property, technology, or telecommunication equipment that belongs to the District, other students, district personnel, or other individuals where damages are over \$500.00 is prohibited

Grades	First Offense	Second Offense
Grades K – 5	1 - 5 day suspension and police referral	5 - 10 day suspension and recommendation for expulsion and police referral
Grades 6 – 12	5 - 10 day suspension and recommendation for expulsion and police referral	

39. Vandalism, Minor Acts

Littering, defacing, cutting, or damaging property, technology, or telecommunication equipment that belongs to the District, other students, district personnel, or other individuals is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	*	1 - 3 day suspension	3 - 5 day suspension
Grades 6 – 12	1 - 3 day suspension and police referral	1 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral

(*) indicates disciplinary action assigned by the building administration.

40. Vehicle, Unauthorized Parking

Parking a motorized or non-motorized vehicle in unauthorized areas on district property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 8 - 12	*	*	*

(*) indicates disciplinary action assigned by the building administration.

41. Weapon

Possession, use, or distribution of any weapon on a school location is prohibited. 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, air guns, pellet guns, BB guns, all

knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Please refer to District Policy No. 501 "School Weapons Policy." Additional provisions to this policy include:

- a. Students who find a weapon on the way to school or in a school location should report the weapon immediately to school administration. Failure to report weapons will result in disciplinary action.
- b. If a student unintentionally brings a weapon to school, he/she must immediately turn the weapon into school administration.
- c. Students who bring/are determined to have brought a firearm to school will be expelled for one (1) year in accordance with state law.

Grades	First Offense	Second Offense	Third Offense
Grades K – 5	1 - 3 day suspension and police referral	3 - 5 day suspension and police referral	Suspension and recommendation for expulsion and police referral
Grades 6 – 12	Suspension and recommendation for expulsion and police referral		

PLEASE RETURN THIS PAGE TO THE HIGH SCHOOL OFFICE, 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 2026-27**. You will also have the opportunity in ParentVue/StudentVue to electronically acknowledge receipt of this handbook. If you have any questions or comments about the contents of the handbook, please share them with a member of the administrative team.

Student Signature

Date

Parent/Guardian Signature

Date



Breckenridge Pride ... Inspiring to Excel!

Chromebook Procedures & Information Handbook

APPROVED AUGUST 2026

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BACKGROUND INFORMATION

The focus of providing Chromebooks at the Breckenridge Public School District is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for postsecondary education and the modern workplace. The Chromebook is a “next generation” device that makes learning more engaging and accessible. Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not

diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum.

Why use Chromebooks?

1. Speed and management. It is a completely web-based device so there is no need for downloading or installing.
2. The Chromebook is a cost effective device allowing the Breckenridge Public School District to provide 1:1 devices to students while also keeping our network secure.
3. Instant on and all day battery: Boot up time is less than 8 seconds. Battery life on a Chromebook is approximately 10 hours.
4. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. The Chromebook does not require internet to save work.
5. Contextual Learning: the Chromebook is an “anywhere anytime” learning device. A user can work offline and sync to their Google account when online. This makes it ideal for projects and learning which take place out of the classroom.
6. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Goals for Student Users

- *To increase students’ productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.*
- *To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.*
- *To facilitate mobile learning across the school district and beyond.*
- *To promote leadership in one’s own learning by establishing access to education resources and providing a host of tools to craft information in ways that support specific curricular areas.*

1. Receiving and Returning a Chromebook

1.1 Receiving a Chromebook

- a. Students in grades 9-12 will be issued their chromebook during Open House/Orientation prior to the beginning of the school year. There is no charge to use the chromebook, but all outstanding Tech Fines/Fees must be paid prior to checkout. Students in grades 7-8 have chromebooks available for use during the school day but are not taken home, unless prior arrangements have been made through the Technology Department.
- b. Students are issued one charger upon admission to Breckenridge High School in grade 9. They are not collected at the end of the year. Additional chargers may be purchased for \$20 in the event of loss, theft, or to have an extra.

- c. Parents/guardians and students must sign and return the District Issued Chromebook User Agreement (Appendix H) before a Chromebook is issued to the student.
- d. Chromebooks will be labeled in a manner specified by the Breckenridge Public School District. Labels may not be removed from the Chromebook. **Students are not allowed to place labels/stickers on the device.**
- e. The Chromebook and district-issued email account are the property of the Breckenridge Public School District and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- f. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the Breckenridge Public School District. In this case, your child will pick up and return a Chromebook from the media center each day for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

1.2 Probationary Student Privileges

To protect the assets of the Breckenridge Public School District, some students will be required to turn in their Chromebooks to the media center at the end of each day for a period specified by District Administration. The media center will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

Students who will be indicated as probationary will be the following:

- a. Students with poor attendance records (Students who have 10 unexcused absences in 3 or more class periods during the present or previous semester.)
- b. Students who have violated the Acceptable Use Policy during the current or previous semester.
- c. Students found to have damaged/misuse of chromebooks
- d. Others as determined by administration.

1.3 Returning a Chromebook

- a. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at Breckenridge Public Schools.
- b. Chromebooks must be returned immediately when a student transfers out of the Breckenridge Public School District, is expelled, or terminates enrollment for any reason.
- c. Any Chromebook not returned will be considered stolen property and law enforcement will be notified.

1.4 Fines Related to a Chromebook

- a. Chromebooks will be turned in to the building office staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage. The following fee schedule will be used to assess fines in the event of needed repairs:

Screen: \$100

Keyboard: \$60

Top or bottom Cover: \$35

Mainboard: \$150

Trackpad, daughterboard, bezel: \$30

Hinge Set: \$20

Stickers or defaced property: Fine of \$5-\$20 depending on severity

- b. Breckenridge Public Schools offers an optional insurance policy of \$25 per student, per year, with a family cap of \$65 (Appendix B) to indemnify against Accidental Damages to leased chromebooks.
- c. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed with the Breckenridge Local Law Enforcement.

2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the Breckenridge Public School District. Chromebooks that are broken or fail to work properly must be brought to the Tech Department for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login.

Chromebooks are the property of the Breckenridge Public School District and leased to the student user. All users will follow these procedures and the Breckenridge Public School District Acceptable Use Policy (524).

2.1 General Precautions

- a. Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- b. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the Tech Department or HelpDesk (support@isd846.org)
- d. **Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.**
- e. Never throw or slide a Chromebook.
- f. Always open the Chromebook from the center of the device and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen damage.
- g. Cords and cables must be inserted carefully into the Chromebook to prevent damage. Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in a bag or backpack while plugged in. Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- h. Chromebooks must remain free of any writing, drawing or stickers.

- i. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- j. Chromebooks are never to be left in an unlocked locker, on top of a locker, outdoors, or in any unsupervised area. Never leave your chromebook on the floor or a location where you can easily sustain damage. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- k. Chromebooks must be charged for school each day. **This is the student's responsibility.**
- l. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
- m. Use caution when taking your Chromebook off campus. Do not take your Chromebook places where it is possible it could be lost or stolen. For example, taking it to after school activities.
- n. Chromebooks should **always** be transported with the cover closed. Carrying the chromebook with an open cover risks significant damage to the screen.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, School messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes. **Chromebooks are only to be used in class when given permission by your classroom teacher.**

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. Repeat violations of this policy will result in disciplinary action. In the event of forgotten chromebooks, a limited number of spares are available for checkout from the High School Media Center.

Repeat violations of coming to school without your chromebook may result in loss of the privilege of taking the chromebook off campus.

3.2 Chromebook Undergoing Repair

Spare Chromebooks are issued to students when their Chromebooks are being repaired. These are issued from the Technology Coordinator when the damaged device is reported.

3.3 Charging a Chromebook's Battery

A full charge on a chromebook battery will allow the student 8-12 hours of use. Chromebooks must be brought to school each day in a fully charged condition. Repeat violations of this policy will result in disciplinary action. In cases where the battery is not charged, students are able to connect their Chromebook to power charging stations located in the Media Center.

3.4 Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drugs, alcohol, or gang related images are not permitted and subject to disciplinary action.

3.5 Sound, Music, Games, Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students should provide their own headsets/ear buds if said permission is obtained.
- c. All software/apps must be district provided.
- d. Internet games are not allowed on the Breckenridge Public School Chromebooks.

3.6 Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher.
- b. Plagiarism is a violation of the Breckenridge Public School District rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

3.7 Printing

Students may not print to district printers from their Chromebooks or personal devices. Printing to a personal non district owned printer is permitted.

3.8 Home Internet Access

Parents/guardians, please take the necessary precautions for internet safety with your student! For more tips, please see the *Parents' Guide. Safe and Responsible Internet Use*. (Appendix C).

REMINDER: Breckenridge Public School provides internet filtering on the Chromebook. In addition, families are encouraged to monitor the student's use of the internet outside of the school setting. Home use of the Chromebook is monitored by the Breckenridge Public School Technology Department.

- a. Students are allowed to set up wireless networks on their Chromebooks outside of the district network. This will assist them with Chromebook use while at home.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- c. All activity on the Chromebook and district issued email account, whether conducted at school or off site, is subject to search as school district property.

3.9 Using the Chromebook Camera

The Chromebook comes equipped with a camera with photo and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may only be used in the classroom if approved by the teacher and may never be used in a locker room or restroom. Students are not permitted to remove the bezel (screen cover) in order to cover the chromebook camera.

3.10 Managing & saving your digital work with a Chromebook

- a. Google Apps for Education (GAFE) is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- b. With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are. You can access your GAFE account from any computer with internet access by using the Google Chrome browser to login.
- c. All items will be stored online in the Google Cloud environment (Google Drive).
- d. Prior to leaving the district, or graduating, students wanting to save any work need to use Google Takeout to transfer any work to a personal Gmail account.

Chromebooks left in Unsupervised Areas

- a. Under no circumstances should the Chromebooks be left in an unsupervised area.
- b. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

4. Theft, Vandalism, or Lost Chromebook

- a. In cases of theft, vandalism, or loss the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be replaced.
- b. The fee for a Lost Chromebook is \$150. If a second device is lost, full replacement cost of \$400 will be assessed.
- c. Failure to report a lost or stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

Appendix A

FREQUENTLY ASKED QUESTIONS

- 1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?**

The Breckenridge Public School District will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit. The District regards the Chromebook as all other materials that are checked out to a student ex: library materials, sports equipment, etc.

2. Does my child have to accept a Chromebook?

A Chromebook will be made available to each student grades 9-12 for use at school and to take home. Students and parents/guardians must sign and return the District Issued Chromebook User Agreement (Appendix H) and pay any existing fines before a device is issued to the student. If a parent/guardian does not want the child to take a Chromebook home, the parent may notify the office in writing. In this case the student will need to check the Chromebook in and out of the Media Center each day.

3. How is the District paying for the Chromebooks?

The Chromebooks are purchased using dollars from the current technology budget and technology referendum.

4. As a parent/guardian, how do I monitor my child's use of the Internet?

Breckenridge Public Schools uses Securly as a filter for all student activity. During the school day, all online activity is monitored by the Technology Department. Parents are encouraged to closely monitor use of the chromebook in the family home. Please see the attached document entitled *Parents' Guide. Safe and Responsible Student Internet Use*. (Appendix C).

5. What if we don't have wireless internet access (Wi-Fi) at home?

Chromebook use is maximized with wi-fi. If a family does not have wi-fi, a student may use the Chromebook at school, at the public library, at local businesses with wi-fi capabilities, or wherever wi-fi is available. Students are still able to edit content in their Google Drive even without internet access.

6. What if a student forgets to charge the Chromebook?

Charging stations are available in the Media Center. Repeat violations of not having a fully charged Chromebook will result in disciplinary action.

Appendix B

Breckenridge District 846 Chromebook Insurance

Optional

Families are encouraged to purchase the following optional insurance coverage from District 846. At a rate of \$25 per year per student (\$65 annual family cap), any and all *accidental damages* will be covered by the policy.

Students and families choosing to waive the optional policy would be subject to full repair cost for any damage to a leased chromebook.

- This does not cover Loss, Theft, or Intentional Damage to a chromebook.
- Claims should be filed with the Technology Coordinator within 7 days of the incident.
- Payment can be made on SchoolPay or at the school office between July 1 and October 1 (enrollment deadline) of the applicable year. Families enrolling within the school year must enroll within 2 weeks of their first day of classes.
- For reference, current repair costs for the Lenovo 100e Chromebook are as follows

Screen: \$100

Mainboard: \$150

Top or Bottom Cover: \$35

Keyboard: \$60

Trackpad, daughterboard, or bezel: \$30

STUDENT NAME _____ Grade _____ Year _____

- ☐ I choose to purchase ADP insurance coverage for the _____ school year
- ☐ I waive the option to purchase ADP insurance coverage at this time

Parent/Guardian Name _____

Signature _____ Date _____

Appendix C

CHROMEBOOK USE: RULES AND EXPECTATIONS

Rules and Appropriate Usage

The Breckenridge Public School District encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the

educational purposes for which it was intended. The Chromebooks issued to students are the property of Breckenridge Public School District. The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before being issued a Chromebook for use at school and/or home, students and parents or guardians must sign a *District-Issued Chromebook User Agreement and a Student Internet Acceptable Use Consent Form*, and opt into optional insurance coverage.

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

USE OF EQUIPMENT (Hardware and Software)

- Student must have a user agreement signed by a parent/guardian on file with the Breckenridge Public School District to use the Chromebook and to use the Internet.
- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the Breckenridge Public School District
- Student may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.

THE NETWORK

- Online time must be used wisely to allow equitable access for all users.
- Chat lines, bulletin boards, forums, etc. may not be accessed by students.
- Engaging in activities that are pornographic or drug related will result in automatic termination of the student's network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.

PRIVACY

- It is a violation to share a password or any other confidential information with anyone else or to access any account belonging to other students, faculty, or staff.

APPROPRIATE LANGUAGE

- The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

MANAGEMENT

Breckenridge Public School District reserves the right to monitor all District technology use. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate.

Responsibilities

By signing the District-Issued Chromebook User Agreement and Student Internet Acceptable Use Consent Form, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any files, as well as to check browser histories and caches.
- Students are required to leave their Chromebooks at school over the summer for regular maintenance.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebook overnight each night to ensure that they are ready for classes the next day. Just as students are expected to be prepared for class by having all required materials, students must have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage and theft. Required precautions include the use of the protective case when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local law enforcement and school immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
- If the Chromebook is damaged, the parents or guardians will pay the cost of repair/replacement as laid out in Appendix B.
- Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the building office for assistance. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

Consequences for Breaches of the Acceptable Use Agreements

In the event a student breaches any part of the Chromebook Procedures & Information Handbook or Student Internet Acceptable Use Agreement, there will be consequences imposed by the school, consistent with the Parent/Student Handbook and District policies. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities.

Appendix D

Parents' Guide

Safe and Responsible Student Internet Use

The Breckenridge Public School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. **Take extra steps to protect your child.** Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
3. **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
5. **Limit the time your student is on the Chromebook.** While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
7. **Help your child develop a routine.** Many parents have found success by helping create a routine for their Child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
9. **Read and share with your child the Breckenridge Public School Chromebook Procedures and Information Handbook.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location. Let children show you what they can do online and visit their favorite sites. Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

Appendix E

SOCIAL MEDIA GUIDELINES

Educational Purpose

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, and learn through experiences, our students participate in using a variety of social media applications (blogs, wikis, podcasts) and content creation sites (Animoto, Glogster, Blogger). To protect student privacy and ensure safety, the following guidelines are to be followed:

Student Responsibility

- When creating accounts, provide their full first names and only the first letter of their last name.
- When asked to provide birth date information, all students will use January 1 of their birth year.
- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.
- Protect the Chromebooks from damage and theft per the 1:1 Technology Student Expectations. Required precautions include the use of the protective sleeve when transporting the Chromebook to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and school personal immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by the authorities.
- Understand the User Agreements, including Acceptable Use Policy (AUP), building specific student handbook rules, 1:1 Technology Student Expectations and Parent Permission Agreement.

Parent/Guardian Responsibility

- Monitor student Internet and social media use at home.
- Contact teacher who has assigned the project if any questions or concerns arise.
- Parents/Guardians are encouraged to obtain their child's log-in and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact their student's school Main Office for assistance.
- If the Chromebook is damaged, the parents or guardians will pay the full repair/replacement cost of the Chromebook, protective sleeve and/or AC power adaptor.

Appendix F

District-Issued Chromebook User Agreement

Agreement must be signed by the student AND parent/guardian before a Chromebook will be issued to a student.

As a user of the Breckenridge Public School District computer network and District-issued Chromebook, I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures and Information Handbook*.

Student Name (PRINT) _____ **Grad Year** _____

Student Signature _____ **Date** _____

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that I may be held liable for usage violations and/or equipment damage to District-issued Chromebooks. I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures and Information Handbook*.

Parent/Guardian Signature _____ **Date** _____

H. Rescind Cash-WA Distributing.Dairy Bid

I. Dairy Bid

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2026/2027 DAIRY BID SUMMARY

<u>MILK BIDS</u>	<u>CASH WA</u>	<u>PRAIRIE FARMS / LOL</u>	<u>CASS CLAY</u>
½ Pint 2% Milk	.3482	.3557	.364
½ Pint 1% Milk	.3412	.3522	.353
½ Pint Fat Free Milk	.3258	.3483	.343
½ Pint Chocolate Free Fat Milk	.373	N/A	N/A
½ Pint 1% Chocolate Milk	2% - .4	.3772	.364
1 Gallon 1% Milk	5.9525	4.6226	4.635
½ Pint Whole Milk	N/A	.360	.368
5lb. Cottage Cheese 2%	11.955	11.47	13.696
5 lb. Sour Cream Cultured	14.105	11.66	12.145
Sour Cream (1 Oz) 100 packs	.2318	N/A	.193
Ice Cream Vanilla Cups	.5225	N/A	N/A

PRAIRIE FARMS COMMENTS *MINIMUM DELIVERY – 10 cases delivery Once per week

- *RETURN POLICY – Prairie Farms will credit leaking or damaged product. No credit for outdates or left-over product.
- *Shelf stable product is available for vacations and breaks
- *Letter attached

CASH-WA DISTRIBUTING: BRAND/MANUF – Cass-Clay/Kemps

Please note: the enclosed pricing is based upon the school district purchasing a minimum of 25 cases of items (not including milk) from Cash-Wa Distributing. Deliveries must be made on the same day as the school's grocery delivery day. **Prices will fluctuate according to the raw milk market.**

*Letter attached

CASS CLAY: Letter attached

J. Contract Settlements

K. PSEO Agreement for 2026-2027 school year

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STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE
POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

This contract is by and between Breckenridge Public Schools ISD 0846, located at 810 Beede Ave, Breckenridge, MN 56520, (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State Community and Technical College (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

1. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (<https://www.revisor.mn.gov/statutes/cite/124D.09>) and Minnesota State Board Policy 3.5 (<https://www.minnstate.edu/board/policy/305.html>) and System Procedure 3.5.1 (<https://www.minnstate.edu/board/procedure/305p1.html>)
2. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide the following:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (<https://www.revisor.mn.gov/statutes/cite/124D.09>) and Minnesota State Board Policy 3.5 (<https://www.minnstate.edu/board/policy/305.html>) and System Procedure 3.5.1 (<https://www.minnstate.edu/board/procedure/305p1.html>)
3. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (<https://www.revisor.mn.gov/statutes/cite/124D.09>) and Minnesota State Board Policy 3.5 (<https://www.minnstate.edu/board/policy/305.html>) and System Procedure 3.5.1

(<https://www.minnstate.edu/board/procedure/305p1.html>); and all other duties as stipulated in Attachment A.

4. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this contract shall be paid by the SCHOOL DISTRICT as follows:
 - i. The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the respective academic year rate for tuition, fees, and textbooks per credit hour per student as follows.
 - 1. Fall Semester Tuition shall be billed at the rate of \$230.96 per credit, which includes a \$.61 per credit association fee and a \$30 PSEO administrative fee.
 - 2. Spring Semester Tuition shall be billed at the rate of \$230.96 per credit, which includes a \$.61 per credit association fee and a \$30 PSEO administrative fee.
 - 3. Books, supplies, uniform fees, and other required items shall be billed at the normal college rates. In addition, all other established course charges shall be the responsibility of the SCHOOL DISTRICT. Tools will not be billed as part of this contract.
 - 4. Other non-required costs related to course specific software and tools are the responsibility of the student.
 - 5. The SCHOOL DISTRICT will ensure that any student taking courses that require a laptop computer will have adequate computing resources provided to them by the SCHOOL DISTRICT or through their own resources to meet the course requirement.
 - 6. Expenses associated with providing disability accommodations are not reflected in the above costs. The cost of providing these accommodations will be handled on a student-by-student basis via a separate agreement.
 - 7. Students may not register for a number of credits that would cause an overload status.

5. Terms of Payment. Payments shall be made by the SCHOOL DISTRICT as follows:

- a. Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT after the 15th day of the fall and spring semester starts.
- b. Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the tuition/fees/textbooks charge for each semester will be made within thirty (30) days of the SCHOOL DISTRICT receiving the invoice.

- 6. TERM OF CONTRACT. This contract shall be effective on July 1, 2026, or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later, and shall remain in effect until June 30, 2027, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The

COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

This agreement is effective for the 2026-2027 Academic Year.

7. CANCELLATION. This contract may be canceled by the COLLEGE/UNIVERSITY or the SCHOOL DISTRICT at any time, with or without cause, upon thirty (30) days' written notice to the other party. Termination by the SCHOOL DISTRICT shall not become effective with respect to students then participating in the program. In the event of such a cancellation, the COLLEGE/UNIVERSITY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

8. AUTHORIZED REPRESENTATIVES.

- a. COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purposes of administration of this contract is:

Name and title: Megan Adamczyk, Director of Dual Enrollment and K12 Partnerships or her successor

Address: 900 Highway 34 East, Detroit Lakes, MN 56501

Telephone: 218-846-3867

E-Mail: megan.adamczyk@minnesota.edu

- b. SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name and title: Kristie Sullivan, Superintendent or his/her successor

Address: 810 Beede Ave, Breckenridge, MN 56520

Telephone: 218-643-2694

E-Mail: sullivank@isd846.org

The SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 5, paragraph b.

9. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COLLEGE/UNIVERSITY.

10. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.

11. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
12. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
13. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08 apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.
14. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
15. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.
16. FORCE MAJEURE. No party to this Contract shall be responsible for any delays or failure to perform any obligation under this Contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.
17. OTHER PROVISIONS. (Attach additional page(s) if necessary): The student must complete and submit the POST-SECONDARY ENROLLMENT OPTIONS PROGRAM FORM with the assistance of the appropriate high school staff to the Admissions Office at the appropriate MSCTC Campus.

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. SCHOOL DISTRICT: BRECKENRIDGE PUBLIC SCHOOLS – ISD 0846

School District certifies that the appropriate person(s) with delegated authority have executed the contract on behalf of the School District as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title
Name
Date

**2. MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE**

By (authorized college/university initiating agreement)
Title Director of Dual Enrollment and K12 Partnerships
Name Megan Adamczyk
Date

3. MINNESOTA STATE COLLEGES AND UNIVERSITIES

AS TO FORM AND EXECUTION:

By (authorized college/university initiating agreement)
Title Vice President of Finance and Facilities
Name Pat Nordick
Date

MSEA AGREEMENT

Between

**INDEPENDENT SCHOOL DISTRICT
NO. 846**

Breckenridge, Minnesota

and

**NON-CERTIFIED, CLERICAL,
PARA-EDUCATOR
AND FOOD SERVICE**

July 1, 2026 - June 30, 2028

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**INDEPENDENT SCHOOL DISTRICT NO. 846
NON-CERTIFIED, CLERICAL, PARA-EDUCATOR
AND FOOD SERVICE**

POLICIES AND SALARY SCHEDULE

2026/2027 - 2027/2028

**ARTICLE I
PURPOSE**

Section 1. Parties

THIS AGREEMENT, is entered into between the Independent School District No. 846, Breckenridge, Minnesota, referred to as the School District and Minnesota School Employees Association on behalf of the Breckenridge District No. 846 Non-Certified; Clerical, Para-Educator and Food Service personnel pursuant to and in compliance with the Public Employees Relations Act of 1971 as amended (hereafter P.E.L.R.A.) to provide the terms and conditions of employment for non-certified, clerical, para-educator and food service personnel during the duration of this Agreement.

**ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. Recognition

The School District recognizes the Breckenridge District No. 846 Minnesota School Employees Association of Non-Certified; Clerical, Para-Educator, and Food Service Personnel employed by Independent School District No. 846, as prescribed by P.E.L.R.A. The employer shall not enter into agreement with the employees under jurisdiction of this Agreement either individually or collectively which in any way conflicts with the terms and conditions of this Agreement.

Section 2. Description of Appropriate Unit

For purposes of this Agreement, the term Breckenridge District No. 846 Minnesota School Employees Association of Non-Certified; Clerical, Para-Educator, and Food Service personnel shall mean all persons in the appropriate unit employed by the School District in such classification excluding the following confidential employees: Business Manager, any support staff required to access and use labor relations data as defined by PERLA or actively participates in the meeting and negotiating on behalf of the public employer. The unit will also exclude employees working less than 14 hours per week and less than 67 days per year.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment

Shall mean the hours of employment, the compensation thereof including fringe benefits, except retirement program contributions and the employer's personnel policies affecting working conditions of the employees.

Section 2. Basic Work Week

The regular work week during the 9 month school year for employees shall consist of up to 8 hours in length per day, but not more than 40 hours nor less than 14 hours per week, exclusive of lunch periods. Summer hours will be 6 hours per day in length exclusive of lunch periods.

Section 3. Other Terms

Terms not defined in this Agreement shall have those meanings as defined in P.E.L.R.A. of 1971 as amended, hereinafter referred to as P.E.L.R.A. of 1971.

ARTICLE IV SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights

The exclusive representative recognizes that the School District is not required to meet and negotiate matters of inherent managerial policy which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities

The exclusive representative recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations

The exclusive representative recognizes that all employees covered by the Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the state of Minnesota and by the local board rules, regulations, directives, and orders issued by properly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this

Agreement and all provisions of this Agreement are subject to the laws of the state. Any provisions of the Agreement found to be in violation with any such laws, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights

The foregoing enumeration of District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein and all management rights and management functions as designated by P.E.L.R.A. and other Minnesota Statutes.

Section 5. Incidental Employees

The School District, reserves the right to employ such personnel as it deems desirable or necessary on an incidental basis. However, these employees shall not be used by the School District to replace the present full-time, part-time, or weekly secretarial or aide staff, nor shall such employees be used or granted overtime in lieu of, or in place of the regular staff; this is to exclude the Summer Migrant Program.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Right to Views

Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or their exclusive representative to the expression or communication of a view, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join

Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organization. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such a unit with the School District.

Section 3. Payroll Deductions

Pursuant to Minn. Stat. 179A.06, Subdivision 6, the Employer will deduct from the regular payroll: Association dues for those employees in the bargaining unit

who are members of the Association and who have requested in writing to have their regular Association dues paid by payroll deduction.

Subd. 1. Employers must commence deductions within 30 days of notice of authorization from the exclusive representative and must remit the deductions to the exclusive representative within 30 days of the deduction. The failure of an employer to comply with the provisions of this paragraph shall be an unfair labor practice under section 179A.13, the relief for which shall be reimbursement by the employer of deductions that should have been made or remitted based on a valid authorization given by the employee or employees.

Subd. 2. Remission of Withheld Funds. The aggregate of funds deducted and withheld from all employees in the bargaining unit shall be remitted by the Employer together with an itemized statement to the Minnesota School Employees Association no later than thirty (30) days following the end of each payroll period.

Rights and Obligation of Employers. Pursuant to Minn. Stat. 179A.07, Subdivision 8

Subd. 3. Bargaining unit information. Within 20 calendar days from the date of hire of a bargaining unit employee, a public employer must provide the following contact information to an exclusive representative in an Excel file format or other format agreed to by the exclusive representative: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

Subd. 4. Every 120 calendar days, a public employer must provide to an exclusive representative in an Excel file or similar format agreed to by the exclusive representative the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

Subd. 5. A public employer must notify an exclusive representative within 20 calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

Section 4. Remission of Withheld Funds

The aggregate of funds deducted and withheld from all employees in the bargaining unit shall be remitted by the Employer together with an itemized

statement to the Minnesota School Employees Association no later than ten (10) days following the end of each month between the months of October and May.

Section 5. MSEA Lists

The Employer shall report to the Association the information on all employees including additions, deletions, and status changes within the bargaining unit. The report shall be made on a monthly basis between the months of October and May and shall be transmitted no later than one (1) week following the end of each month.

Section 6. Personnel Files

Pursuant to Minnesota Statutes 181.961 all evaluations and files generated within the School District relating to each individual employee shall be available during regular school business hours to each individual employee upon that employee's written request. The employee shall have the right to reproduce any of the contents of the files and to submit for inclusion in the file written information in response to any material contained therein.

Section 7. Union Steward

The School District will provide the Union steward with the name and work location of each new employee when that employee begins work with the school district. The School District will also provide thirty (30) minutes of paid time to the Union to meet with the new employee.

ARTICLE VI RATE OF PAY

Section 1. Rate of Pay

Wages and salaries reflected in the Salary Schedule included here to shall be part of the Agreement.

Section 2. Mediation

Salaries shall not be deducted from officers or designated representatives of the association for attending mediation sessions.

Section 3. Advancement on Salary Schedule

Employees shall advance on the salary schedule according to the periods of service indicated thereon, unless otherwise noted on Schedule A attached hereto. In order to qualify for step advancement an employee must work at least one half of the normal work year required for that position.

Section 4. Pay Rate for Temporary Job

An employee required to fill a higher rate job temporarily for more than 5 consecutive days, shall receive the higher rate pay retroactive back to the first day. An employee required to fill a lower rate job temporarily shall receive their regular rate while on that job.

Section 5. Occupational Injury Pay

Employees who are required to leave their jobs because of occupational injury will receive pay for all hours scheduled to work on the day of injury or accident, without being deducted from sick leave.

Section 6. Beginning Salary

Previous experience and special training outside the School District may affect the beginning salary, but a new employee may not be given credit for more than 4 steps on the salary schedule.

Section 7. Wellness Buy Back

At retirement, and qualifying for P.E.R.A. benefits, accrued sick leave shall be purchased as wellness buy back by the District based on the following formula:

Basic daily rate of pay times the number of accrued accumulative leave days times years of service as set forth below.

The school district shall contribute into the retiring employees Health Care Saving Plan (MSRS) account, within sixty (60) days of retirement, the amount equal to the value of the employee's eligible wellness buy back. Payment will be made directly into the HCSP through the Minnesota State Retirement System, unless the employee completes and qualifies for a waiver of participation based on the health care savings plan criteria. This fully executed waiver must be presented to the District two (2) months in advance of the employee's retirement date.

The compensation to be paid each eligible employee shall be the product of the number of accrued sick leave days up to 120 days times the average daily rate of pay at the time of retirement or the highest average daily rate of pay in the last five (5) years of employment times the years of service formula. The percentage determined by the employee's years of service on their last day of employment.

15 full years of service	30%
20 full years of service	40%
25 full years of service	50%
30 full years of service	60%

If an employee dies, any unpaid wellness buyback shall be paid to the estate if all other conditions have been met, subsequent to submitting a written resignation, and approval of the school board.

Section 8. Deferred Compensation 403b

Subd. 1. All employees initially employed by Breckenridge School District after July 1, 2008 will only qualify for this Deferred Compensation 403b benefit plan and will not be eligible for the wellness buyback plan. This plan will begin September 2008.

Subd.1(a). All employees initially employed by ISD. 846 before July 1, 2008 may participate in Wellness Buy Back as defined in Article VI Section 8 and the Deferred Compensation 403b plan. Contributions made by ISD. 846 to an individual's Deferred Compensation 403b plan will be deducted from any payout the employee may be eligible for in Wellness Buy Back. ISD. 846 will match contributions by an individual on a sliding scale based on years of employment and contribution level.

Subd. 2. Service Contribution Levels

Years of Service in District 846	District Annual Contribution
2 – 3	\$200.00
4 – 7	\$300
8 – 12	\$400
13 – 17	\$500
18+	\$600

Subd. 3. Employee Contribution Requirements

Subd. 3(a). In order to receive a District 403b matching contribution, an employee must elect on the appropriate form by September 1 annually the amount of their 403b. Employee contributions will be deducted from the employee based on the number of pay periods paid in the school year.

Subd. 3(b). Should an employee who is eligible to receive a District matching contribution elect not to make a sufficient contribution, the employee shall be deemed to have forfeited the unpaid amounts of the maximum annual District matching contribution for that employee.

Subd. 3(c). An employee may elect to contribute to the selected program more than the District match. This Article established only the District contribution obligations.

Subd. 3(d). An employee on an unpaid leave of absence may not participate in the matching 403b plan during the period they are on leave.

Subd. 4. Claims against the School District

The parties agree that any description of benefits contained in the Article is intended to be informational only and the management of the contributed funds is the responsibility of the employee and the provider of the plan. It is further understood that the District's only obligation is to make contributions as

specified in the Article and no other claim shall be made against the District for any action taken or not taken related to the benefits provided in the Article.

Section 9. Pay Period

All the employees shall receive their paychecks on the 15th and last day of each month. If the 15th or last day falls on a weekend, payday will be the last day before the weekend.

ARTICLE VII LEAVE OF ABSENCE

Section 1. Sick Leave

Employees shall earn sick leave yearly according to the following schedule:

<u>Number of Days Worked</u>	<u>Number of Sick Leave Days Earned</u>
135 - 150	9
151 - 180	10
181 or more	12

Employees working less than 135 days per year may negotiate sick leave with the district on an individual basis. While on probation, an employee shall be allowed to use no more than one day per month. Thereafter, sick days are awarded on July 1. Sick leave may accumulate to 120 days. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability which prevented their attendance at school and performance of duties on that day or days. Pursuant to M.S. 181.9413, an employee may use their accumulated sick leave and the school board limits its use as permissible. A certificate of illness by the attending health care provider shall be required for all sick leave absences of more than 3 consecutive days.

Sick Leave Bank: The District shall permit employees to donate up to three (3) sick leave days per approved request to a colleague who has exhausted all available compensable leave due to a long term illness or disability. In order to be eligible to donate, an employee must have at least 60 days of accrued sick leave.

Each donated day shall have a value of 1 for 1 of a sick leave day.

The number of donated days which an employee may receive is limited to the number of days donated but may not continue beyond the employee's eligibility for long term disability.

The employee requesting donated days will apply in writing for those additional days to a committee consisting of two (2) district administrators (Superintendent and Business Manager), the chief steward and one (1) bargaining unit member. Each year the chief steward shall notify the district of the bargaining unit members. Sick leave bank requests approved by the committee will be forwarded on to the bargaining unit membership. Employees choosing to donate sick leave shall notify the district office in writing listing the number of days they are donating to the individual making the request.

Donated days will be deducted from the employees in the order the district received the donation form by units of 1 day at a time.

Section 2. Funeral Leave

Each employee shall be given up to five (5) days sick leave, which may be extended at the discretion of the School District to attend a funeral for members of the immediate family which includes the following: employee's spouse or child or employee's parents or father-in-law or mother-in-law. Up to 2 of the 5 days may be used for others with whom there existed a close relationship. Such leave shall be deducted from the employee's sick leave.

Section 3. Personal Leave

Employees hired prior to July 1, 2010 will be allowed:

- a. One paid personal leave day per year.
- b. Leave may accumulate to two days.

Employees hired after July 1, 2010 will be allowed:

- a. Three paid personal days per year
- b. Leave may accumulate to five days.

One employee per building may have personal leave at one time. The building principal has the discretion to approve more. An employee may be paid for unused days at the employee's contracted hourly rate of pay. The combination of unused vacation and personal days paid is limited to 5. To receive payment, the employee must complete a request of payment form on or before June 15th. Payment will be made on the last payment date in June.

Section 4. Jury Duty

An employee will be excused from other work assignments while occupied on jury duty. There will be no loss of income for such service. The employee will remit the jury fee to the School District. The employee will be paid their regular pay. Transportation costs paid by the county will be retained by the employee.

Section 5. Worker's Compensation

Subd. 1. Upon request of an employee who is absent from work as a result of a compensable injury under the provision of Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee's earned accrual of sick leave and/or vacation.

Subd. 2. A deduction shall be made from the employee's accumulated vacation or sick leave accrual time according to the pro-rata portions of days of sick leave or vacation time which is used to supplement worker's compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit their worker's compensation check, endorsed to the School District, prior to receiving payment from the School District for their absence.

Section 6. Parental Leave

Subd. 1. A child care leave shall be granted by the School District subject to the provision of this Section. Child care leave shall be granted because of the need to prepare and provide parental care for a child or children of the employee for an extended period of time.

Subd. 2. An employee making an application for child care leave shall inform the Superintendent in writing with intention to take the leave at least three calendar months before commencement of the intended leave. The application shall include the commencement date and tentative return date of the child care leave.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, the employee shall also provide at the time of the leave application, a statement from a physician indicating the expected date of delivery.

Subd. 3(a). A signed statement by a licensed physician must be on file in the District office stating that the employee cannot work because of pregnancy or pregnancy related illness, before the employee will be paid sick leave.

Subd. 4. Disability caused or contributed to by pregnancy or pregnancy related illness shall be subject to sick leave benefits subject to the same consideration as other illness or disability.

Subd. 5. A leave of absence without pay shall be granted for the purpose of infant care. This leave shall not exceed twelve (12) months in duration.

Subd. 6. Child care leave shall be without pay, but the employee while on maternity and/or adoptive leave shall remain eligible to participate in insurance programs, if any, which the District may have in effect from time to time, if permitted under the insurance policy provisions, provided, however, that the employee shall pay the entire premium for such programs retained during the period of maternity and/or adoptive leave.

Subd. 7. Upon the expiration of maternity and/or adoptive leave, the employee shall continue their employment by the District and shall retain all previous experience at the commencement of the leave, but shall not accrue additional leave time during the period of maternity and/or adoptive leave.

Subd. 8. An employee returning from child care leave shall be returned to the position in which they were previously employed, or if this position no longer exists, in a position comparable to the employee's former position in classification, wage and number of hours for which the employee is qualified.

Section 7. Serving as an Officer or Attending Meetings

A leave shall be granted to designated members of the local association for attendance at meetings of the association. This leave shall be without pay and shall be limited to five (5) days per year.

Section 8. Unpaid Leave

Employees who have been employed full time in the District for five years are eligible for one, one year leave of absence without pay or fringe benefits or loss of seniority placement. Applications for the academic year are due by July 1. Mid term requests will be granted only if an acceptable replacement has been hired. This leave may be extended upon mutual agreement.

Subd. 1. An employee returning from leave shall be returned to the position in which they were previously employed, or if this position no longer exists, in a position comparable to the employee's former position in classification, wage and number of hours for which the employee is qualified.

Section 9. Compensable Time

Compensable time off shall be counted as time worked.

Section 10. Paid Holidays

Subd. 1: The following days are observed as paid holidays: Christmas Day and New Year's Day.

Subd. 2: If either of these holidays falls on Saturday, the preceding Friday shall be observed as a holiday. If either of these holidays falls on Sunday, the following Monday shall be observed as the holiday.

Subd. 3: Both holidays listed above shall be considered as days worked in the computation of time.

Section 11. Unauthorized Leave

Any unpaid leave of absence must receive prior written approval from the Superintendent or designee before the leave begins when practicable. The District maintains the right to not approve unpaid leave based on operational or student needs. Absence from work without prior approval may be considered unauthorized leave. Failure to report to work as scheduled, or failure to comply with District leave approval procedures may constitute just cause for discipline up to and including termination.

ARTICLE VIII HOURS OF SERVICE

Section 1. Compensation for Time

Employees will be compensated for time worked in the building with students or completing other duties as assigned by their supervisor. Employees requested to work beyond the normal work day will be paid time and one-half (1 1/2) after 40 hours a week. All employees shall be assigned and written notification shall be made of starting times prior to August 1st of each year and the approximate number of hours and days they intend to schedule that employee to work during the forthcoming 12 month period, unless employed in a government funded program whereas the school district may not be notified of the funding for a position until after August 1. This notification will also include workshop/training days prior to the start of school. The supervisor shall also inform the employee to whom they are responsible for the performance of their duties. The District also has the managerial right to schedule workshop/training days throughout the school year as necessary. A minimum of 60 days notice will be given for any added workshop/training days.

Section 1(a). The following work procedures will be adhered to when the student school day is changed:

Late Starts/Early Closings: Worktime missed due to District determined early outs/late starts will be paid according to Minnesota Statue. School Closings: When school is closed due to inclement weather para-educator and food service employees shall not report to work and shall be allowed to use sick, personal, or vacation leave to be compensated for these days. Clerical employees may report to work with supervisor approval on school closing days. Employees shall report to work on all student make up days.

In-service Meetings: Employees required to attend in-service training will be compensated for all training hours.

E-learning: E-learning days are paid in full per MN state statute 120A.414

Section 2. Lunch Period

Each employee shall be provided with a duty free non-paid lunch period of not less than thirty (30) minutes.

Section 3. Work Break

Each employee shall be provided with a duty free break of not less than fifteen (15) minutes during each three hour period of service, with a maximum of two (2) breaks per day.

Section 4. Mileage

The rate paid to an employee for use of their automobiles on school business which has been approved by their supervisor will be the same rate as paid to all other District employees, or the District will provide transportation. The current District travel allowance shall be paid to any employee who is assigned on a regular basis to more than one school.

Section 5. Vacation

One employee per building may have vacation leave at one time. Additional vacation leave, by department, may be approved at the discretion of the employee's immediate supervisor. An employee may be paid for up to 4.5 unused days at the employee's contracted hourly rate of pay. The number of hours in an employee's day is defined by the individual contract for that school year. In order to be paid, the employee must complete the district form on or before June 15 of the current school year. Payment will be made on the last pay date in June of the current school year. The combined number of unused vacation and personal days that will be paid is limited to 5.

Subd. 1. Employees hired prior to July 1, 2010 who work on an 11 month basis or more will receive vacation with pay according to the following schedule:

Year 1-7	2 weeks
Year 8-15	3 weeks
Year 16	3 weeks + 1 day
Year 17	3 weeks + 2 days
Year 18	3 weeks + 3 days
Year 19	3 weeks + 4 days
Year 20	4 weeks

Subd. 2. Employees hired prior to July 1, 2010 who work less than 11 months will receive vacation with pay according to the following schedule:

Year 1-7	3 days
Year 8-15	4 days

Year 16	5 days
Year 17	6 days
Year 18	7 days
Year 19	8 days
Year 20	9 days

Subd. 3 Employees hired after July 1, 2010 who work less than 240 days will not earn vacation with pay.

Subd. 4 Employees hired after July 1, 2010 who work 240 days or more will earn 10 days vacation with pay.

Section 6. Notice of Termination

An employee whose position is being eliminated shall be given thirty(30) days notice, This notice does not apply to probationary employees. Termination would be with just cause.

Section 7. Hepatitis Shot

Employees will be provided with a Hepatitis shot as outlined in District policy.

ARTICLE IX SENIORITY

Section 1. Length of Employment

Seniority shall mean continuous length of employment with the District in the classification covered by this contract. An employee's placement on the seniority list after their probationary period shall be determined by their first day of employment. Seniority classification shall be defined as: Clerical, Para-Educator, and Food Service.

Section 2. Resignation or Discharge for Cause

No employee shall suffer a loss of their seniority unless they resign or are discharged for cause.

Section 3. Recall List

Employees on layoff shall remain on the recall list for a period of 18 months. An employee who rejects a position equal to or greater in hours and rate to the position occupied by the employee at the time of layoff shall be removed from recall status.

Section 4. Vacancies

Subd. 1. Job Postings: Job openings in the classification covered by this Agreement will be posted in all buildings in the District for a period of five (5) days. Employees interested in the positions must advise the employer in writing within the posting period. The job will then be filled giving preference on the basis of seniority and qualifications. A permanent job opening is a vacancy in a position scheduled for more than 14 hours per week and 67 days per year or more. A permanent job opening will not exist when any person who has a seniority claim on that position is on vacation, sick leave or other leave of absence. If a position opens during the summer months, the District shall mail a job posting to the president of the unit. The posting period for mailings shall be two weeks, calculated from the postmark on the mailed notice. Nothing in this section shall prohibit the employer from hiring outside of the unit.

Subd. 2. Classification Transfers: Any employee transferred or reemployed in another classification shall carry forward into the new classification their original date of hire shall either be placed on the same step on the salary schedule in the new classification as the employee was on prior to changing classifications or the employee shall continue to be paid their original rate, whichever is greater.

Section 5. Job Posting Copies

Copies of all job postings shall be provided to the president of the local unit without delay.

Section 6. Reducing Personnel and Rehiring

In reducing personnel, the last employee hired within this classification shall be the first employee laid off and in returning employees to work the last employee laid off shall be the first employee called back to work.

Section 7. Employing New Employees

No new employee shall be employed by the District to work in this classification while an employee who could qualify for that position is laid off.

Section 8. Laid-Off Employees

An employee who has been laid off shall receive a notice of any non-certified job opening in the District and if qualified would have preference for that job over non-school employees.

Section 9. Notifying the District of a Change of Address

A laid off employee must advise the District of any change in address in order to be notified of job openings for which they may be qualified.

Section 10. Seniority List

A seniority list shall be posted in appropriate places for employees. This list shall be revised every year.

Section 11. Reclassification

If an employee or their supervisor believes a position has changed significantly and therefore might warrant reclassification, the following process for review may be initiated:

Subd. 1. By September 30th of each year a written request for review would be submitted to the Superintendent. If an employee or the supervisor believes a position's assigned duties have undergone significant and permanent changes, within the present job description, the following process for review may be initiated.

Subd. 2. The Superintendent/designee would forward the new/updated job description to an outside pay equity consultant.

Positions reclassified to a higher classification and granted by the Board of Education following these procedures and timelines would be made retroactive to the first day of the contract of the current school year. Employees in positions reclassified at a lower classification shall have their wage frozen at their current rate of pay until the new classification rate of pay is equal to or higher than the employee's current rate of pay.

Section 12. Probationary Period

Subd. 1. All new employees shall have a probationary period of 60 working days to be extended another 60 days, with a maximum of 120 working days. All new employees shall receive a written review, from their immediate supervisor, after 30 days. The employer should give written notice at the end of 60 working days and a conference time set up to review status or probation period.

Subd. 2. An employee promoted or transferred to a new position shall be on probation for thirty (30) working days during which period the Employer shall have the right to return the employee to their previous position and the employee shall have the right to return to the previous position. An employee promoted to a higher rated classification shall not have their wage rate reduced below the wage rate for their previous classification because they are serving a probationary period.

ARTICLE X GROUP INSURANCE

Section 1. Health and Hospitalization Insurance

Subd. 1. The School District shall contribute up to \$8400 per year for 12 months of coverage in 2026-2027 and \$8400 in 2027-2028 towards the health insurance premium of all employees enrolled in the District's group health and hospitalization plan and working at least 30 hours per week. Employees working at least 20 hours per week but less than 30 hours per week will be eligible for a prorated share of the District's monthly health insurance contribution. The District contribution for those employees enrolled in coverage for less than 12 months of the contract year (July-June) will be prorated based on the number of months of coverage. If the employee chooses a plan option that offers a qualified savings account (Health Savings Account (HSA), the district shall (if the employee elects to receive the funds) put the difference of the district contribution and the premium for the plan into the employee's qualified savings account not to exceed applicable IRS guidelines.

Subd. 2. The School District reserves the right to increase the contribution on an individual basis in order to avoid any fines or penalties imposed by the Affordable Care Act (ACA). This is due to the rate of pay affordability test.

Section 2. Life Insurance

The School District will provide \$30,000 for the 2026/2027 year and \$30,000.00 for 2027/2028. If the insurance carrier rejects the change, contract negotiations will be reopened regarding life insurance. Life Insurance Policy for its employees subject to any limitations contained in the contract between the insurance carrier and the District. This policy will be furnished at no cost to the employee. Employees must work 20 hours per week to qualify.

Section 3. Long Term Disability Insurance

The School District will provide Group Long Term Disability Insurance for its employees which shall cover a maximum annual salary of \$30,000. Employees must work 20 hours per week to qualify.

ARTICLE XI GRIEVANCE PROCEDURE

DEFINITIONS:

Grievance. "Grievance" means a dispute or disagreement as to the interpretation or application of a term or terms of any contract required under Minnesota Statutes 179.70, subd. 1.

Days. "Days" mean calendar days excluding Saturday, Sunday and Legal Holidays as defined by Minnesota Statutes.

Service. "Service" means personal service or by certified email.

Reduced to Writing. "Reduced to Writing" means a concise statement outlining the nature of the grievance, the provision(s) of the contract in dispute and the relief requested.

Small Group of Employees. "Small Group of Employees" means a group of employees consisting of five (5) or less.

Answer. "Answer" means a concise response outlining the employer's position on the grievance.

STEP I. Whenever an employee or small group of employees has a grievance, they shall meet on an informal basis with the employee's or employees' immediate supervisor in an attempt to resolve the grievance within twenty (20) days after the employee(s), through the use of reasonable diligence, should have had the knowledge of the occurrence that gave rise to the grievance. If the grievance is not resolved within fifteen (15) days of the first informal meeting, the grievance may be reduced in writing by the exclusive representative and served upon the public employer's designate (See Step II). Service must be made within fifteen (15) days of receipt of the informal meeting. The employer shall, within five (5) days of receipt of the written grievance, serve their answer upon the exclusive representative. In the event the exclusive representative refuses to process the grievance the employee(s) may proceed with the grievance and if they so choose, may select a designee to represent them.

If the grievance involves and affects more than five (5) employees, the grievance may be reduced to writing by the exclusive representative (or the employees or their designated representative in the event the exclusive representative has declined to proceed with the grievance) and must be served upon the employer within twenty (20) days after the grievance occurred or twenty (20) days after the grievants, through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance. The employer shall within five (5) days serve their answer upon the exclusive representative (or in the appropriate case, employee(s) or their designee).

STEP II. The employer's representative shall meet with the exclusive representative (or in the appropriate case, employee(s) or their designee) within seven (7) days after receipt of the written grievance. The parties shall endeavour to mutually resolve the grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. If no agreement is reached within fifteen (15) days of the first Step II meeting, the exclusive representative (or in the appropriate case, employee(s) or their designee), if they elect to proceed with the grievance, must proceed with Step III by serving a proper notification on the appropriate Step III official(s). The notification shall contain a concise statement indicating the intention of the party to proceed with the grievance, an outline of the grievance, the provision(s) of the contract in dispute, and the relief requested.

STEP III. The employer, its chief administrator or its special representative shall meet with the designated official of the exclusive representative (or in the appropriate case, employee(s) or their designee) within ten (10) days after receiving notice of intention to proceed with the grievance pursuant to Step II. If resolution of the grievance results, the parties shall reduce the resolution to writing and sign the memorandum as provided in Step II. If the parties are unable to reach agreement within ten (10) days after the first Step III meeting, either party may request arbitration by serving a written notice on the other party of their intention to proceed with arbitration.

If a grievance procedure is provided by a system civil service or other such body, the exclusive representative or employee(s) must elect either to process the grievance through this procedure or the civil service's or other such body's procedure, and in no event may a grievant avail themselves of both procedures.

STEP IV. The employer and the employee representative shall endeavour to select a mutually acceptable arbitrator to hear and decide the grievance. If the employer and the employee representative are unable to agree on an arbitrator, they may request from the Director of the Bureau of Mediation Services, State of

Minnesota, a list of five (5) names. The list maintained by the Director of the Bureau of Mediation Services shall be made up of qualified arbitrators who have submitted an application to the Bureau. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. Each party shall be responsible for equally compensating the arbitrator for their fee and necessary expenses. The arbitrator shall not have the power to add, to subtract from, or to modify in any way the terms of the existing contract. The decision of the arbitrator shall be final and binding on all parties to the dispute unless the decision violates any provision of the laws of Minnesota or rules or regulations promulgated thereunder or municipal charters or ordinances or resolutions enacted pursuant thereto, or which causes a penalty to be incurred thereunder. The decision shall be issued to the parties by the arbitrator, and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota. Processing of all grievances shall be during the normal workday whenever possible, and employees shall not lose wages due to their necessary participation. For purposes of this paragraph, employees entitled to wages during their necessary participation in a grievance proceeding, are as follows:

- a. The number of employees equal to the number of persons participating in the grievance proceeding on behalf of the public employee; or
- b. If the number of persons participating on behalf of the public employer is less than three, three employees may still participate in the proceedings without loss of wages.

The parties, by mutual written agreement, may waive any step and extend any time limits in a grievance procedure. However, failure to adhere to the time limits may result in a forfeit of the grievance as outlined in the last statement by the exclusive representative or employee.

The provisions of this grievance procedure shall be severable, and if any provision or paragraph thereof or application of any such provisions or paragraph under any circumstance is held invalid, it shall not affect any other provision or paragraph of this grievance procedure or the application of any provision or paragraph thereof under different circumstances.

ARTICLE XII DISCIPLINE

Section 1. An employee shall not be disciplined, reprimanded, or reduced in rank or compensation without just cause.

Section 2. Normal discipline will be prescribed in the following manner:

- a. Verbal warning;
- b. Written warning;
- c. Temporary suspension without pay;
- d. Termination

The employee shall be entitled to have a union representative present at all conferences.

Section 3. Extreme instances may require immediate termination.

ARTICLE XIII DURATION

Section 1. Term and Reopening Negotiations

This Agreement shall remain in full force and effect for a period commencing on July 1, 2026 through June 30, 2028 and thereafter until modifications are made. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent pursuant to P.E.L.R.A. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Retroactivity

The wages specified by Salary Schedule 2026/27 shall be retroactive to July 1, 2026. With respect to employees enrolled in the District's Group Health and Hospitalization Insurance Plan on July 1, 2026, District's contributions toward the premium thereafter shall be retroactive to July 1, 2026. Time lapse for accrual of leaves and vacation hereunder shall be retroactive July 1, 2026.

Section 3. Effect

This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules and regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 4. Finality

Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 5. Severability

The provisions of this Agreement shall be severable and, if any provisions thereof or the application of any such provisions under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.

ESSA (*Every Student Succeeds Act*) REQUIREMENTS:

1. Requirements- The District will follow the requirements of the MDE (Minnesota Department of Education) and State statute. Title Para-Educators will be required to meet one of the following under ESSA: Education, Credentialing, or the ParaPro Test.
2. When testing is required by the District, employees who successfully complete the ParaPro test will be reimbursed for the cost of the test after 60 days of service to the District.
3. Supervision: The supervision of a para-educator has two levels of supervision; first is the overall supervision of the employees by the building principal who will have the role of supervision of any instructional teacher, para-educator or other employee. Second is when a para-educator in the classroom works under the direct supervision of a teacher, if the teacher plans the para-educator's instructional activities and evaluates the achievement of the students with whom the para-educator works. In addition, if a para-educator works outside the classroom in an instructional setting, the direct supervision will be assigned by the building principal.

ARTICLE XIV

MSEA Contract Negotiations — Salary Schedule Summary

Hourly Wage Schedules — 26/27 and 27/28 Contract Years

SALARY SCHEDULE — 2026/27

	Asst. Cook	Head Cooks Para	Clerical Media	MARRS			
Step	B21	B22	B23	B31	B32	Longevity	Bonus (\$/hr)
1	\$17.50	\$18.56	\$19.62	\$20.69	\$21.75	7-10 years	\$0.50
2	\$17.77	\$18.83	\$19.89	\$20.95	\$22.01	11-15 years	\$0.75
3	\$18.03	\$19.09	\$20.16	\$21.22	\$22.28	16-20 years	\$1.00
4	\$18.83	\$19.89	\$20.95	\$22.01	\$23.07	21-25 years	\$1.50
5	\$19.62	\$20.69	\$21.75	\$22.81	\$23.87	26+ years	\$2.00
6	\$20.42	\$21.48	\$22.54	\$23.60	\$24.66		

SALARY SCHEDULE — 2027/28

	Asst. Cook	Head Cooks Para	Clerical Media	MARRS			
Step	B21	B22	B23	B31	B32	Longevity	Bonus (\$/hr)
1	\$17.85	\$18.93	\$20.01	\$21.10	\$22.19	7-10 years	\$0.50
2	\$18.13	\$19.21	\$20.29	\$21.37	\$22.45	11-15 years	\$0.75
3	\$18.39	\$19.47	\$20.56	\$21.64	\$22.73	16-20 years	\$1.00
4	\$19.21	\$20.29	\$21.37	\$22.45	\$23.53	21-25 years	\$1.50
5	\$20.01	\$21.10	\$22.19	\$23.27	\$24.35	26+ years	\$2.00
6	\$20.83	\$21.91	\$22.99	\$24.07	\$25.15		

*twenty-five cents (\$.25) per hour additional for food service staff with a "Serve-Safe" certificate.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT AS
FOLLOWS: , FOR BRECKENRIDGE DISTRICT NO. 846 ASSOCIATION OF
NON-CERTIFIED, CLERICAL, PARA-EDUCATOR AND FOOD SERVICE
(EXCLUSIVE REPRESENTATIVE), BRECKENRIDGE, MINNESOTA



MSEA Chief Steward



MSEA Field Representative

Dated this 17 day of August, 2026.

FOR INDEPENDENT SCHOOL DISTRICT NO. 846, BRECKENRIDGE, MN.

Chairperson

Clerk

Chief Board Negotiator

Dated this _____ day of _____, 2026.

SCHOOL HEALTH SERVICES AGREEMENT

Between Wilkin County Health and Human Services and Breckenridge Public School

1. PURPOSE

This agreement establishes a partnership between **Wilkin County Health and Human Services** ("Public Health") and **Breckenridge Public School** ("School") to support the health and well-being of students through preventive health services, screenings, education, and early identification of health concerns.

2. TERM OF AGREEMENT

This agreement shall become effective on **August 1, 2026**, or on the date it is signed by both parties, whichever occurs later, and shall remain in effect through **July 31, 2027**, unless terminated earlier by either party with **30 days' written notice**.

3. SERVICES PROVIDED BY PUBLIC HEALTH

Public Health agrees to provide the following services in coordination with the School:

A. Hearing Screenings

- Conduct hearing screenings for students in the following grades:
 - **Kindergarten**
 - **Grades 1, 3, 5, & 7**
- Prepare screening result and referral letters for students, as appropriate, and provide the letters to authorized School personnel for distribution to parents/guardians.

B. Vision Screenings

- Conduct vision screenings for students in the following grades:
 - **Kindergarten, including color vision deficiency screening for male students**
 - **Grades 1, 3, 5, & 7**
- Prepare screening result and referral letters for students, as appropriate, and provide the letters to authorized School personnel for distribution to parents/guardians.

C. Growth and Development Education

- Provide age-appropriate growth and development instruction:
 - **Grade 4–6:** Puberty education (physical and emotional changes, hygiene)
- Content may include:
 - Physical development
 - Emotional and social changes
 - Personal hygiene
 - Healthy decision-making
- Parent/guardian notification and opt-out options will be provided per School policy.

D. Early Childhood Screening Support (Minnesota ECS Requirements)

- Collaborate with the School to support **Minnesota Early Childhood Screening (ECS)**, required prior to kindergarten entry (typically at ages 3–5).
- Services may include:
 - Supporting screening components including:
 - Vision and hearing
 - Growth (height/weight)
 - Developmental and social-emotional screening
 - Immunization and health history review
 - Connecting families to early intervention and community resources, as appropriate
- Promote school readiness and early identification of developmental concerns in accordance with applicable Minnesota statutes.

4. RESPONSIBILITIES OF THE SCHOOL

The School agrees to:

- Provide appropriate space and scheduling for screenings and educational sessions.
- Ensure student participation lists are accurate and up to date.

- Obtain, distribute, collect, and maintain parent/guardian consent forms as required.
- Communicate screening dates and program information to families.
- Provide staff support as needed during service delivery.
- Maintain the official student screening records, including screening results, referrals, and related communications.
- Distribute screening result and referral letters prepared by Public Health to parents/guardians.
- Ensure compliance with applicable student privacy laws, including the Family Educational Rights and Privacy Act (FERPA).

5. RESPONSIBILITIES OF PUBLIC HEALTH

Public Health agrees to:

- Provide qualified personnel to deliver all services.
- Maintain appropriate licensure and certifications.
- Ensure equipment used for screenings is appropriately calibrated.
- Comply with all relevant state and federal laws and regulations, including the Health Insurance Portability and Accountability Act (HIPAA) requirements governing the services provided under this agreement.
- Provide completed screening results and referral letters to authorized School personnel in a timely manner for distribution to parents/guardians.

6. CONSENT AND CONFIDENTIALITY

- The School is responsible for obtaining and maintaining any parent/guardian consent required for student screenings or educational programming.
- Public Health will use student information only as necessary to perform the services described in this agreement and will safeguard the information in accordance with applicable federal and Minnesota laws.
- Public Health will not independently send screening results or referral letters to parents/guardians unless specifically authorized in writing by the School.
- Each party will comply with the privacy and data requirements governing its responsibilities under this agreement, including FERPA, the Minnesota Government Data Practices Act, and HIPAA, as appropriate.

- Nothing in this agreement requires either party to disclose data when disclosure is prohibited by law.

7. DATA MANAGEMENT AND RETURN OF RECORDS

The School will serve as the official custodian of student screening records and personally identifiable student information maintained under this agreement.

Public Health may access and use student screening information only as necessary to provide the services described in this agreement and will safeguard the information in accordance with applicable data privacy and security requirements.

Following the screenings, Public Health will return all original screening forms and related student records to authorized School personnel.

Public Health will prepare individual screening result and referral letters, as appropriate, and provide them securely to authorized School personnel. The School will be responsible for maintaining the official screening records and distributing the letters to parents/guardians.

Any copies, drafts, or other screening information temporarily maintained by Public Health will be retained or securely disposed of in accordance with applicable law and Public Health's records-retention schedule.

8. COST AND BILLING

Services will be provided at a cost of \$75.00 per hour. Public Health will submit invoices to the School for services provided under this agreement.

9. LIABILITY, INDEMNIFICATION, AND COVERAGE

Each party is responsible for its own acts and omissions and for the acts and omissions of its officers, employees, and agents in carrying out the terms of this agreement.

To the extent permitted by law, each party agrees to defend, indemnify, and hold the other party, including its officers, employees, and agents, harmless from claims, demands, actions, damages, losses, liabilities, costs, and reasonable attorney fees arising from the negligent or wrongful acts or omissions of the indemnifying party or its officers, employees, or agents in performing its responsibilities under this agreement.

Nothing in this agreement shall be construed as:

- A waiver of any statutory limits of liability, defenses, immunities, or exceptions available to either party;
- An agreement by either party to accept liability for the acts or omissions of the other party; or

- An obligation to indemnify the other party for claims arising from the other party's own negligence or wrongful conduct.

The liability of the parties is governed by applicable Minnesota law, including Minnesota Statutes Chapter 466. Each party will maintain liability coverage or self-insurance appropriate to its responsibilities under this agreement and will provide evidence of such coverage upon reasonable request.

10. TERMINATION

Either party may terminate this agreement with **30 days' written notice**. Either party may terminate the agreement immediately upon written notice in the event of material noncompliance, a safety concern, or a violation of applicable law.

11. AMENDMENTS

This agreement may be amended at any time by mutual written consent of both parties.

12. SIGNATURES

Public Health Agency Representative

Name: _____

Title: _____

Signature: _____

Date: _____

School/District Representative

Name: _____

Title: _____

Signature: _____

Date: _____

N. Land Purchase

O. Contracted Technology Services Agreement – Wheaton Area Schools

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Independent School District #846

Contract for Service

THIS AGREEMENT, effective the 24th day of August, 2026, by and between Independent School District #846, Breckenridge, located in Breckenridge, Minnesota, and Independent School District #803, Wheaton, located in Wheaton, Minnesota for the following services.

Wheaton School District will purchase from Breckenridge School District:

Service & Salary: Two days per week Tuesday and Thursday totaling 72 days, during the school year, and 17 additional days during summer months from Scott Wendorff for Technology Services. Wheaton agrees to pay Breckenridge School District 2/5th of Scott's salary and benefits. Number of days of service is 89 days, which is a total estimated cost of \$48,780.60

Dates of service: August 1, 2026 through July 31st, 2027

Breckenridge Contract

salary and benefits: Salary \$95,000 with 7.5% retirement benefits to PERA, FICA %7.65 (Social Security and Medicare), MN Pd Leave .44%, Life Insurance \$50,000 policy and LTD benefits, Health Contribution of \$12,000 a year or \$1,000 monthly, and 403b Match following our Teacher Master Agreement Schedule.

The Wheaton will remit payment to the Breckenridge School District for services provided at the conclusion of fiscal year.

The parties to this contract agree to accept its provisions.

ISD 846, Authorized Signature

ISD 803, Authorized Signature

Date

Date

8. Adjournment