



**Board of Education
Big Lake School District #727
Regular Meeting**

**Thursday, August 6, 2020
6:30 PM
Virtual
701 Minnesota Ave
Big Lake, MN 55309**

Mission Statement

Our mission is to challenge, educate, & inspire all students to reach their highest level of achievement in academics, athletics, & the arts.

- I. Call to Order
Chair, Tonya Reasoner
- II. Roll Call
Chair, Tonya Reasoner
- III. Approve Agenda
Chair, Tony Reasoner
- IV. Pledge of Allegiance
Chair, Tonya Reasoner
- V. Open Forum
Chair, Tonya Reasoner
- VI. Update on Fall 2020 (*A. Implement Practices for Exceptional Learning*)
Executive Director of Teaching and Learning, David Bernard
- VII. Review and approve revised MOU (*A. Implement Practices for Exceptional Learning*)
Human Resources Manager, Sue Schmidt
K-12 Teacher Professional Development Time
- VIII. Updated 2020-2021 Calendar (*F. Expand and Strengthen Public Support*)
Superintendent, Tim Truebenbach
Approve the updated 2020-2021 calendar
- IX. Approve weather related elearning plan (*A. Implement Practices for Exceptional Learning*)
Executive Director of Teaching and Learning, David Bernard
- X. Financial Report (*C. Strong Financial Foundation*)
Director of Business Services, Angie Manuel
December report will be presented.
- XI. Transportation Contract Addendum (*F. Expand and Strengthen Public Support*)
Director of Business Services, Angie Manuel
- XII. Athletics Handbook (*F. Expand and Strengthen Public Support*)
Activities Director, Logan Midthun
Review and approve changes to athletics handbook
- XIII. Coaches Handbook (*F. Expand and Strengthen Public Support*)
Activities Director, Logan Midthun
Review and approve changes to the coaches handbook.
- XIV. Employee Handbook (*F. Expand and Strengthen Public Support*)
Human Resources Manager, Sue Schmidt
Review and approve updated employee handbook
- XV. School Board Policy Annual Review (*A. Implement Practices for Exceptional Learning*)
Superintendent, Tim Truebenbach

Policies that must be reviewed annually: 410 Family and Medical Leave, 413 Harassment and Violence, 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse, 506 Student Discipline, 514 Bullying and Intimidation Prohibition, 522 Student Sex Nondiscrimination, 524 Technology Acceptable Use and Safety Policy for Students, 616 School District System Accountability, 806 Crisis Management

XVI. Superintendent's Report (*F. Expand and Strengthen Public Support*)

Superintendent, Tim Truebenbach

Monthly Superintendent's Report

XVII. Adjournment

Chair, Tonya Reasoner

Strategic Directions

- A. Implement practices that ensure all learners achieve at exceptional levels
- B. Ensure that staff, students, and families share in the accountability for the educational success of each student
- C. Establish a strong financial foundation that supports achievement of school district goals
- D. Seamlessly integrate technology as both a tool and a catalyst to maximize daily learning opportunities for students and staff
- E. Ensure that the facilities and infrastructure of Big Lake Schools are designed to optimize student learning in a safe, sustainable, and attractive environment
- F. Expand and strengthen public support for the school district

Fall 2020 Planning Updates

August 6, 2020


Fall 2020 Planning Updates

- State Guidance and Goals
- Delivery Options
- MDE Recommended Options
- Transportation and Start Times
- Childcare
- School and Classroom Procedures
- Devices
- First Week of School
- Big Lake Online
- 2020-2021 Calendar Updates
- Weather Related Learning Plan

State Guidance and Goals

- Prioritize the safety of students and staff
- Prioritize in-person learning, especially for younger learners
- Consider infectiousness and transmission risk among different ages
- Support planning, while permitting flexibility to districts
- Take into account COVID-19 prevalence at a local level

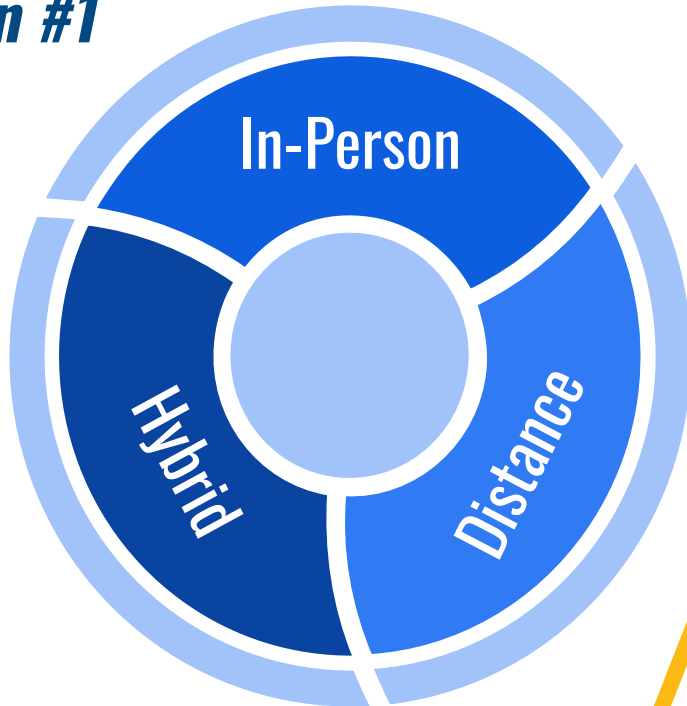
Delivery Options

A vertical yellow arrow pointing upwards, indicating a progression from Option #2 to Option #1.

<i>OPTION #1</i>	IN-PERSON	Learning with students physically in school
	HYBRID	A combination of in-person and distance learning
	DISTANCE	Students learning remotely with instruction from Big Lake teachers
<i>OPTION #2</i>	ONLINE	Virtual at-home learning with the support of Big Lake teachers

Delivery Options

Option #1



Option #2

Fully Virtual - At Home

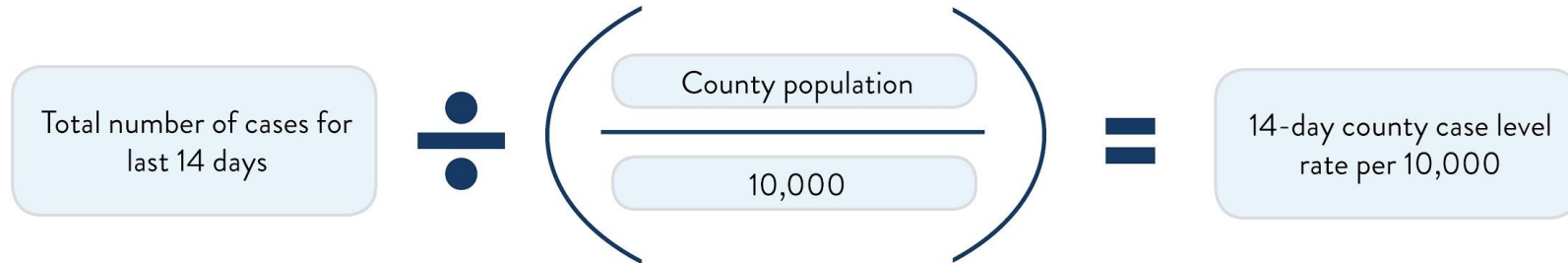


Determination of Learning Model

- MDH will use data from counties to determine a base learning model for public schools
- MDE will share county data and the consultative process for public schools to engage with public health experts to review our county health data and safe learning plans
- Public schools will evaluate their ability to implement required and recommended health practices
- Public schools will determine a learning model
- Schools will continue to monitor the community and school-level impact of COVID-19 on a regular basis and make adjustments as needed

Determination of Learning Model Cont.

- Each Thursday superintendent's in Sherburne County will receive updated data on COVID-19 metrics



MDE Recommended Options (based on 14-day case rate range)



0 to Less Than 10	In-Person
10 to Less Than 20	In Person for E-5 and Hybrid for 6-12
20 to Less Than 30	Both Hybrid
30 to Less Than 50	Hybrid for E-5 and distance learning for 6-12
50 or More	Distance Learning for E-12

Transportation and Start Times

- Shift initial drop off times to 7:15 for tier 1 transportation
 - Liberty and High School
- Shift initial drop off times to 8:45 for tier 2 transportation
 - Independence and Middle School
- Maximize K-5 students for in-person delivery
- Equalize ridership on both tiers

Start Times

Liberty	7:35-2:25 Students can enter at 7:15; busses begin loading at 2:25
Independence	8:50-3:40 Students can enter at 8:35; busses begin loading at 3:40
BLMS	8:45-3:45
BLHS	7:15-2:15

Childcare

- **Hive Time/Kids Club will function as normal under in-person learning and hybrid learning.**
- **Executive Order 20-82 states under a distance learning model we are required to provide school-aged care for Tier 1 workers at no cost during school hours.**
 - **We will provide care for families beyond Tier 1 on distance learning days.**

School Procedures

- Temperature monitoring devices at entrances
- Priority on proper hand hygiene and use of PPE
- Signage and barriers to support social distancing
- Visitor access to schools will be limited to office areas
- HVAC systems will be adjusted for increased outside air to increase indoor air quality
- Isolation rooms for symptomatic students waiting for parent pickup
- Increased sanitation of common areas and high touch surfaces

Classroom Procedures

- Hand Sanitizer in all classrooms for students to use upon entrance.
- Desks spaced apart as far as feasible to enforce the practice of social distancing and all workstations will face the same direction.
- Sanitation supplies and training will be provided to all staff to assist with periodic daily cleaning of shared work surfaces.
- Nightly cleaning procedures will have an emphasis on the disinfection of high touch surfaces.
- Floor marking stickers and supplies will be provided to help promote social distancing in classrooms, hallways, offices and areas of congestion.

Devices

- K-2 students will each have access to an iPad/case, as needed.
- 3-12 students will each have access to a Chromebook, as needed.
- This includes students enrolled in BL Online.
- Updates about device management and related resources will be shared prior to the start of the school year.

First Week of School for E-5 (at this time)



- Students and families will schedule a designated and extended time on **one day** the week of September 8-11 with their classroom teacher to develop relationships and discuss student learning needs.
- Liberty and Independence will share instructions on scheduling personal appointments.
- All students will report to their school on **Monday, September 14** for the first full day of in-person learning.

First Week of School for 6-12 (at this time)



- Students will follow the A/B/A/B schedule* for the first week of school to ensure:
 - Relationships are developed
 - Shared expectations for engaging in flipped/blended learning are understood
 - Technology tools and resources are accessible.

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*For the remainder of the year, we will follow an AA/Distance/BB model

Big Lake Online

- Students enrolled in BL Online are BLS students and are supported and coached by Big Lake teachers.
- BLS is requesting families to finalize their child's enrollment by August 12.
- Big Lake teachers will have more engagement with students enrolled in BL Online than schools referenced in ratings about Edgenuity.

BL Online Supports

- Frequent support and progress monitoring/reports from Big Lake teachers
- Personalized coaching to support self-paced learning
- Participation in parent conferences
- Flexibly scheduled virtual conferences with Big Lake teachers
- Support from Big Lake social workers and counselors
- Frequent communication from your child's school (i.e., Liberty administration will communicate with BL Online families in grades K-2)
- Participation in typical school events (picture day, yearbook, family engagement events-as allowed)

Additional BL Online Supports

- Participation in Big Lake athletics and activities (as allowed by MN High School League, MN Department of Health, and MN Department of Education)
- Tech support for district-issued devices
- Tech support for accessing and utilizing BLS digital resources
- Access to resources from your school's media center
- Access to the lunches through BLS
- Support from our Big Lake Online coordinator
- Regular communication from our Big Lake Online coordinator

2020-2021 School Calendar

- August 26 and 27 have been added for teacher professional learning.
- February 16 is now a non-school day.
- February 26 is now K-5 conferences and 6-12 professional learning.
- March 1 is now a non-school day.
- The updated calendar will be posted on the district website, linked on each school's website, and shared via social media.

Weather Related Learning Plan

- BLS administrators, BLEM, and district staff collaborated on the development of our weather related learning plan.
- Student learning will not be disrupted.
- Students will be required to bring district-issued devices and chargers home.

Our Goal

While working through our plans, our end goal has always been to resume building meaningful connections with our students and providing exceptional learning opportunities for them. While this is our end goal, we know that our delivery to achieve this goal is going to need to be flexible and fluid.

MEMORANDUM OF UNDERSTANDING
K-12 Teacher Professional Development Time

WHEREAS, Big Lake Education Minnesota (BLEM) and the Big Lake School District have reached an agreement on the contract for 2019-2021; and

WHEREAS, the District requires professional development during the summer 2020 on August 26 and 27 for K-12 Teachers in order to train on changes in procedures due to the COVID-19 pandemic; and

WHEREAS, the Director of Teaching and Learning and building instructional coaches will provide professional learning for teachers who are unable to attend August 26 and 27. For those unable to attend, agreed upon times will be scheduled prior to the start of the school year to deliver professional learning.

WHEREAS, when a member of BLEM completes up to 16 hours of said professional development during the summer 2020, these hours will replace student contact days of February 16, 2021 and March 1, 2021 during the 2020-2021 school year.

THEREFORE, BE IT RESOLVED and agreed that the Memorandum of Understanding shall become effective upon ratification, by both parties, of the 2019-2021 Master Agreement and shall remain in effect through June 30, 2021.

Big Lake Education Minnesota

BIG LAKE SCHOOL DISTRICT ISD 727

Kelly Jurek, President

Board Chair

Board Clerk

Dated: _____

Dated: _____

Big Lake Public Schools 2020-2021 School Calendar

Board approved
12/19/2019

Student Days.....168
Teacher Days.....183

Important Dates:

SEPTEMBER

Sep 7—Labor Day—No School
Sep 8—School begins 6-9th only
Sep 8-11 (Grade K-5 Assess. by appt)
Sep 9—School begins grades 10-12
Sep 14—School begins grades K-5

OCTOBER

October 15-16—No School

NOVEMBER

Nov 6—No School Students—MS & HS PD, K-5 PT Conferences
Nov 25—PD Day—No School Students
Nov 26-27—Thanksgiving—No School

DECEMBER

Dec 3—End Tri 1
Dec 4—No School Students—PD/TW
Dec 24-Jan 1—Winter Break

JANUARY

Jan 18—PD Day—No School Students

FEBRUARY

Feb 12-16—No School
Feb 26 K-5 Conferences, 6-12 PD No School Students

MARCH

Mar 1—No School
Mar 12—End Tri 2
Mar 15—No School Students—PD/TW

APRIL

Apr 1-5--No School

MAY

May 31—Memorial Day—No School

JUNE

June 2—Seniors Last Day
June 3—Last Day
June 4—Teacher PD/TW
June 4--Graduation

P/T Conferences

Nov 6—K-5
Feb 26—K-5

Trimester End dates

December 3
March 12
June 3

July 2020					August 2020					September 2020				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
		1	2	3	3	4	5	6	7		1 PD	2 PD	3 PD	4 NS
6	7	8	9	10	10	11	12	13	14	7 NS	8 K-5 Assess 6-9 start	9 K-5 Assess 10-12 start	10 K-5 Assess	11 K-5 Assess
13	14	15	16	17	17	18	19	20	21	14 K-5 Start	15	16	17	18
20	21	22	23	24	24	25	26 PD	27 PD	28	21	22	23	24	25
27	28	29	30	31	31 PD					28	29	30		

October 2020					November 2020					December 2020				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
			1	2	2	3	4	5	6 MS & HS PD K-5 PT conf.		1	2	*3 End Tri 1	4 NS PD/TW
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15 TC Ed MN	16 Ed MN	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25 PD	26 NS	27 NS	21	22	23	24 NS	25 NS
26	27	28	29	30	30					28 NS	29 NS	30 NS	31 NS	

January 2021					February 2021					March 2021				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
				1 NS	1	2	3	4	5	1 NS	2	3	4	5
4	5	6	7	8	8	9	10	11	12 NS	8	9	10	11	*12 End Tri 2
11	12	13	14	15	15 NS	16 NS	17	18	19	15 NS PD/TW	16	17	18	19
18 PD	19	20	21	22	22	23	24	25	26 MS K-5 Conf. 6-12 PD	22	23	24	25	26
25	26	27	28	29						29	30	31		

April 2021					May 2021					June 2021				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
			1 NS	2 NS	3	4	5	6	7		1	2 Seniors Last Day	*3 Last Day	4 NS PD/TW Graduation
5 NS TC	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31 NS					28	29	30		

NS = No School
N = New Teacher Work Day
PD = Professional Dev. Teacher
TC = Teacher Comp Day
PT = Parent/Teacher Conf.
* = End of Trimester

The following dates have been designated as potential make-up days: March 1, April 1, June 4, June 7, etc.

Tri 1=57
Tri 2=57
Tri 3=54 26

DRAFT COPY-Pending Board Approval



Big Lake Weather Related Learning Plan*

For weather related school cancellations, Big Lake students will participate in learning days as needed during the 2020-2021 school year.

[Device Management](#)

[Online Engagement](#)

[Student Attendance](#)

[Online Tasks](#)

[Online Protocols](#)

[Teacher Schedule](#)

[Posting Assignments](#)

[Alternative Assignments](#)

[Students on IEPs](#)

Device Management

- Students and staff need to take school issued devices and chargers home daily.

Online Engagement

- Students are expected to follow the guidelines for online engagement:
 - Elementary students = 1-2 hours/day
 - Middle school students = 2-3 hours/day
 - High school students = 3-4 hours/day
- Liberty and BLHS teachers will be accessible until 1:30. Independence and BLMS teachers will be accessible until 2:30.
- Ideally, teachers should respond within 30 minutes of a student's request.

Student Attendance

- Students are required to participate in eLearning activities for all scheduled classes on the day the plan is implemented just as they would for a traditional, on-campus day.
- Attendance must be verified for each class for 6-12. For E-5, students can also complete an attendance question.
- Students who do not participate in planned activities are considered absent for those class(es) and should be reported as absent just as if they were not present for an on-campus class.

- Students in grade 6-12 will submit required assignments, complete formative assessments, and/or other required documentation as assigned by teachers.
- E-5 students will reply to a teacher's post on Seesaw with a caregiver's assistance, as needed, or submit required assignments, complete formative assessments, and/or other required documentation as assigned by teachers.
- Students whose family chooses to not participate in the weather related learning day are reported as absent. It is up to the school whether to consider this an excused absence under Minnesota Statutes, section 120A.22, subdivision 12.

Online Tasks

- Teachers will need to plan for and/or post planned activities for each class.
- Completion of the planned task is required for each student.
- Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks.
- Tasks should be meaningful and important to students.
- Leverage digital tools students are using as part of their regular instruction (i.e., Otus, SeeSaw, Google Docs, apps).
- Include formative assessment and feedback.
- Provide opportunities for peer interaction. Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- Include the option for the class to meet synchronously via video chat like Google Hangouts, Zoom.

Online Protocols

- For class meeting times where live Google Hangouts or Zoom meetings are scheduled, students should keep their camera off and microphone muted unless speaking.

Alternate Assignments (Students without Access)

- For families who do not have access to online platforms, alternate assignments will be provided for students when school resumes.
- Upon completion of the tasks, students will not be considered absent.

Posting Assignments

- E-5 teachers will use Seesaw to post learning expectations for the day within 90 minutes of the start of their scheduled work day.
- 6-12 teachers will use Otus to post learning expectations for the day within 90 minutes of the start of their scheduled work day.
- Families and students will access work from either Seesaw or Otus.

Teacher Schedule

- Teachers will make themselves available to students for most of the day with the exception of lunch and their Professional Learning Communities (PLCs).
- Teachers will meet in their PLCs for an extended PLC of 90 minutes of their work day.
- The PLC meeting on weather-related cancellations will replace the weekly PLC meeting (for the current or following week's scheduled PLC).
- Ideally, teachers should respond within 30 minutes of a student's request.

Students on IEPs

- For students on IEPs, case managers, as part of an annual IEP meeting, will work with families to include appropriate options for students to complete on weather-related Learning days.

***Note: in the event of mechanical related school closures, Big Lake Schools will follow the "Weather Related" Learning Plan.**



School Board Financial Report

August 6th, 2020

Presented by Angie Manuel, CPA, Director of Business Services



Enrollment

2019-2020 actual average daily membership (ADM) is coming in very close to 2019-2020 total budgeted enrollment (3,094)

2020-2021 enrollment is to be determined

- Many changes anticipated in August
- Update on Big Lake Online: 180 enrolled (11 are new students)



Budget Revisions

**No budget revisions for 19-20 or 20-21
fiscal years**

**Additional COVID related costs will be
adjusted in the 20-21 budget when all
costs and revenue streams are finalized**

COVID Related Cost Estimates

Big Lake Online School Licensing:	\$120,000
• Approximately 15 new students offset cost (11 enrolled)	
Thermal Imaging Screening Devices:	\$66,000
Chromebooks, iPads & other Technology	\$535,000
• Approximately half funded by technology levy	
Hot Spots and Broadband Access	\$10,000
• Possibly funded by Sherburne County	
Food Service Technology and Supplies	\$28,000
• Food service fund balance will fund extra costs	
PPE and Extra Cleaning Costs	\$80,000



COVID Related Cost Estimates

Unknown and Pending Costs

- Regular and Special Education Transportation
 - ✓ Hybrid model transportation routes still being set up
 - ✓ Transportation forms sent to families
 - ✓ Eliminated parking fees (\$20,000)
- Community Education Childcare
 - ✓ School districts are still required to provide free childcare for Tier 1 families (health care and emergency workers, teachers)
 - ✓ General fund may have to subsidize Community Education due to lost revenue and possible additional staffing

COVID Related Revenue Streams

CARES Act funding \$258,000

- A portion must be set aside for non-public schools. Actual amount is pending clarification from the federal government
- Will mainly be used for extra technology costs

MA Provider Relief Funds

Coronavirus Relief Fund (CRF)

- MDE has applied for funds from the federal government
- Eligible expenditures from July 1st, 2020 to December 30th, 2020



School Board Action

Approve financial report

CASH REPORT FOR SCHOOL BOARD
BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: June 2020

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	1,272,921	6,488,058	(6,364,611)		\$1,396,368
Food Service	(\$408,862)	2,435	(71,831)		(\$478,258)
Community Service	(\$664,471)	172,839	(177,562)		(\$669,194)
Building Fund	\$0	-	-		\$0
Debt Service	\$128,920	-	-		\$128,920
Trust Fund	\$15,650	-	-		\$15,650
Student Activities	\$118,134	-	-		\$118,134
Parking Lot Construction (Fund 14)	\$0	-	-		\$0
Project fund- HVAC (Fund 15)	\$0	797,267	(797,267)		\$0
Custodial Fund (Fund 18)	\$1,471	-	-		\$1,471
OPEB Trust Fund	(\$19,076)	-	(350)		(\$19,426)
OPEB Debt Service Fund	(\$52,549)	-	-		(\$52,549)
TOTAL PER BOOKS	392,138	7,460,599.00	(\$7,411,621)	\$0	441,116
					General Checking Account
					\$441,116
					TOTAL PER BANK
					\$441,116

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,179	928	(\$175)	-	\$1,932
					Petty Cash Checking Account
					\$1,932
					TOTAL PER BANK
					\$1,932

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$3,209,286	\$4,760,198	(\$8,196,000)		(\$226,516)
General Fd Operating Investments	\$7,686,818	\$5,497,000	(\$2,000,000)		\$11,183,818
Food Service	\$618,208	\$88,182	\$0		\$706,390
Community Service	\$1,123,957	\$103,337	\$0		\$1,227,294
Debt Service	\$2,299,782	\$1,307,903	\$0		\$3,607,685
Facilities Investments 2017A	\$61,964	\$8	\$0		\$61,972
Facilities Investments 2019A (Fd 06)	\$468,859	\$62	\$0		\$468,921
Tax Abatement Invest. 2019A (Fd 14)	\$39,671	\$3	\$0		\$39,674
Facility Maintenance Invest. 2020A (F	\$536,967	\$0	\$0		\$536,967
Facility Maintenance Invest. 2020A (F	\$6,531,902	\$290	(\$797,267)		\$5,734,925
OPEB Trust Fund	\$1,314,407	\$453	(\$20)		\$1,314,840
OPEB Trust Equities	\$467,063	\$8,528	\$0		\$475,591
OPEB Debt Service	\$146,057	\$0	\$0		\$146,057
TOTAL PER BOOKS	\$24,504,941	\$11,765,964	(\$10,993,287)	\$0	\$25,277,618
					MN Trust
					\$5,460,909
					Operating Investments
					\$11,183,818
					Building Fund Investments
					\$6,842,460
					OPEB Trust
					\$1,790,431
					TOTAL PER BANK
					\$25,277,618

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$12,170,204.00	16,746,184	(16,560,786)	-	\$12,355,602
Food Service	\$209,346	90,617	(71,831)	-	\$228,132
Community Service	\$459,486	276,176	(177,562)	-	\$558,100
Debt Service	\$2,965,669	\$1,307,903	\$0	-	\$4,273,572
Trust Fund	\$15,650	-	-	-	\$15,650
Student Activities	\$118,134	-	-	-	\$118,134
Parking Lot Construction (Fund 14)	\$39,671	3	\$0	-	\$39,674
Project Fund HVAC- Fund 15	\$6,531,902	\$797,557	(\$1,594,534)	-	\$5,734,925
Custodial Fund (Fund 18)	\$1,471	\$0	\$0	-	\$1,471
Bond Account Investments (fund 06)	\$530,823	\$70	\$0	-	\$530,893
OPEB Trust Fund	\$1,295,331	453	(370)	-	\$1,295,414
OPEB Trust Equities	\$467,063	8,528	-	-	\$475,591
OPEB Debt Service	\$93,508	-	-	-	\$93,508
TOTAL PER BOOKS	24,898,258	\$19,227,491	(\$18,405,083)	\$0	25,720,666
					Cash
					\$441,116
					Petty Cash
					\$1,932
					Investments
					\$25,277,618
					TOTAL PER BANK
					\$25,720,666

BIG LAKE PUBLIC SCHOOLS ISD #727
Investment Transactions 19-20
 June 30, 2020

	Yield	Purchased	Maturity Date	Balance 07/01/19	Purchased	Premium/ Interest Paid	Interest Rec'd	Realized Gain/Loss	Matured	Balance 06/30/20
PMA (Operating Investments)										
Morgan Stanley Bank, National Association CD	1.654%	10/30/2017	10/30/2019	247,466.60				(466.60)	247,000.00	0.00
Discover Bank CD	1.616%	11/1/2017	11/1/2019	247,405.21				(405.21)	247,000.00	0.00
Sonabank CD	2.492%	6/27/2018	1/28/2020	240,100.00					240,100.00	0.00
Financial Federal Bank CC	2.500%	6/27/2018	1/28/2020	240,000.00					240,000.00	0.00
First Internet Bank of Indiana CC	2.479%	6/27/2018	1/28/2020	240,000.00					240,000.00	0.00
CITADEL FCU CD	2.694%	10/24/2018	1/29/2020	241,700.00					241,700.00	0.00
CIBC Bank USA/Private Bank MI CD	2.620%	10/24/2018	1/29/2020	241,900.00					241,900.00	0.00
CFG Community Bank CD	2.643%	10/24/2018	1/29/2020	241,900.00					241,900.00	0.00
Great Midwest CD	2.621%	10/24/2018	1/29/2020	241,900.00					241,900.00	0.00
Pacific Western Bank CD	2.621%	10/24/2018	1/29/2020	241,900.00					241,900.00	0.00
Servisfirst Bank CD	2.701%	10/24/2018	1/29/2020	241,700.00					241,700.00	0.00
Elga Credit Union CD	2.636%	10/24/2018	1/29/2020	241,900.00					241,900.00	0.00
NEWBANK, NA CD	2.620%	10/24/2018	1/29/2020	241,900.00					241,900.00	0.00
Associated Bank NA CD	2.451%	3/15/2019	3/25/2021	237,600.00					237,600.00	0.00
Ally Bank CD	2.455%	3/21/2019	3/22/2021	246,456.06					246,456.06	0.00
TBK Bank Cd	2.348%	5/3/2019	5/14/2020	243,900.00					243,900.00	0.00
Farmers & Merchants Union Bank CC	2.390%	5/3/2019	5/14/2020	243,800.00					243,800.00	0.00
Western Alliance Bank/Torry Pines Bank CC	2.378%	5/3/2019	5/14/2020	243,900.00					243,900.00	0.00
Rockford B&TC CD	2.393%	5/3/2019	5/14/2020	243,800.00					243,800.00	0.00
Eaglebank CD	2.284%	5/24/2019	1/28/2020	241,000.00					241,000.00	0.00
Bank OZK CD	2.204%	5/28/2019	1/26/2021	240,800.00					240,800.00	0.00
Bank 7 CD	2.227%	5/28/2019	1/26/2021	240,700.00					240,700.00	0.00
First Capital Bank CD	2.200%	5/28/2019	1/26/2021	240,800.00					240,800.00	0.00
Orstown Bank CD	2.208%	5/28/2019	1/26/2021	241,000.00					241,000.00	0.00
Premier Bank CD	2.218%	5/28/2019	1/26/2021	240,800.00					240,800.00	0.00
Modern Bank, CD	2.248%	5/28/2019	1/26/2021	240,600.00					240,600.00	0.00
Latino Community Credit Union CD	2.395%	5/28/2019	1/26/2021	240,000.00					240,000.00	0.00
First Bank Ohio CD	1.793%	8/21/2019	9/10/2020		\$245,300.00				245,300.00	0.00
New Orm Bank NA CD	1.746%	8/21/2019	9/10/2020		\$245,400.00				245,400.00	0.00
T Bank NA CD	1.530%	10/30/2019	2/11/2021		\$245,100.00				245,100.00	0.00
First National Bank/The First NA CD	1.500%	10/31/2019	10/22/2020		\$248,300.00				248,300.00	0.00
Morgan Stanley Bank, National Association CD	1.550%	11/7/2019	1/16/2020		\$245,361.89				245,361.89	0.00
Royal Business Bank CC	1.538%	1/28/2020	1/27/2021		\$246,200.00				246,200.00	0.00
Landmark Community Bank CD	1.538%	1/28/2020	1/27/2021		\$246,200.00				246,200.00	0.00
Texas Capital Bank CC	1.537%	1/28/2020	1/27/2021		\$246,200.00				246,200.00	0.00
Broadway Federal Bank F.S.B CD	1.486%	1/28/2020	1/27/2021		\$249,500.64				249,500.64	0.00
BMO Harris Bank, F.S.B CD	0.200%	6/26/2020	1/26/2022		\$2,000,000.00				2,000,000.00	0.00
Bank Rhode Island	0.112%	6/26/2020	5/6/2021		\$249,700.00				249,700.00	0.00
Customers Bank	0.158%	6/26/2020	5/6/2021		\$249,500.00				249,500.00	0.00
CIBM Bank	0.100%	6/26/2020	7/27/2021		\$249,700.00				249,700.00	0.00
Western Alliance Bank/Torry Pines Bank CC	0.154%	6/26/2020	7/27/2021		\$249,300.00				249,300.00	0.00
Bank of China	0.241%	6/26/2020	7/27/2021		\$249,300.00				249,300.00	0.00
Servisfirst Bank CD	0.601%	6/26/2020	7/27/2021		\$248,300.00				248,300.00	0.00
MN Trust Term Series-20190725AA09	2.260%	6/25/2019	7/25/2019	3,700,000.00					3,700,000.00	0.00
MN Trust Term Series-20190823AA09	2.150%	7/25/2019	8/23/2019		730,000.00				730,000.00	0.00
MN Trust Term Series-20190925AA09	2.050%	8/23/2019	9/25/2019		1,800,000.00				1,800,000.00	0.00
MN Trust Term Series-20191025AA09	1.950%	9/25/2019	10/25/2019		2,000,000.00				2,000,000.00	0.00
MN Trust Term Series-20191125AA09	1.750%	10/25/2019	11/25/2019		2,000,000.00				2,000,000.00	0.00
MN Trust Term Series-20200424AA09	1.650%	11/25/2019	1/25/2020		3,000,000.00				3,000,000.00	0.00
MN Trust Term Series-20190124AA09	1.650%	12/26/2019	1/24/2020		3,000,000.00				3,000,000.00	0.00
MN Trust Term Series-2020025AA09	1.650%	1/24/2020	2/25/2020		1,000,000.00				1,000,000.00	0.00
MN Trust Term Series-20200325AA09	1.560%	2/25/2020	3/25/2020		1,000,000.00				1,000,000.00	0.00
MN Trust Term Series-20200424AA09	0.800%	3/25/2020	4/24/2020		1,000,000.00				1,000,000.00	0.00
MN Trust Term Series-20200526AA09	0.820%	4/24/2020	5/26/2020		1,000,000.00				1,000,000.00	0.00
MN Trust Term Series-20200625AA09	0.300%	5/26/2020	6/25/2020		2,000,000.00				2,000,000.00	0.00
MN Trust Term Series-20200724AB09	0.200%	6/25/2020	7/24/2020		2,000,000.00				2,000,000.00	0.00
US Treasury Note	1.989%	2/15/2018	7/15/2019	599,515.63				10,484.37	610,000.00	2,000,000.00
MN Trust Limited Term Duration		6/1/2017		1,040,600.00				25,100.00		0.00
MN Trust Investment Shares Portfolio	1.110%			2,694,799.30	46,029,744.24		202,182.36		43,465,817.00	5,460,908.90
Subtotal - General Fund				14,569,842.80	75,268,106.13	0.00	202,182.36	34,712.56	73,430,117.00	16,644,726.85
Fund 6										
PMA (2017A Bond Investments)										
MN Trust Investment Shares Portfolio	1.110%			214,011.03			1,515.81		153,554.65	61,972.19
PMA (2017B Bond LTFM Investments)										
MN Trust Term Series-20190725AA09	2.260%	6/25/2019	7/25/2019	1,000,000.00					1,000,000.00	0.00
MN Trust Term Series-20190823AA09	2.150%	7/25/2019	8/23/2019		300,000.00				300,000.00	0.00
MN Trust Investment Shares Portfolio	1.110%			371,528.87	1,000,000.00		4,527.02		1,376,055.89	(0.00)
PMA (2019A Bond LTFM Investments)										
Bank of China CD	2.64%	2/21/2019	2/21/2020	243,400.00					243,400.00	0.00
Preferred Bank CC	2.60%	2/21/2019	2/21/2020	156,600.00					156,600.00	0.00
MN Trust Term Series-20190725AA09	2.260%	6/25/2019	7/25/2019	929,051.97					929,051.97	0.00
MN Trust Term Series-20190823AA09	2.150%	7/25/2019	8/23/2019		930,264.01				930,264.01	0.00
MN Trust Investment Shares Portfolio	1.110%				1,179,748.46		19,421.17		7,292,777.34	468,922.29
Subtotal - Building Fund 6				2,914,591.87	3,410,042.47	0.00	24,464.00	0.00	5,818,203.96	530,894.48
Fund 14										
PMA (2019A Tax Abatement Bond Parking Lot Investments)										
MN Trust Term Series-20190725AA09	2.260%	6/25/2019	7/25/2019	1,320,948.03					1,320,948.03	0.00
MN Trust Term Series-20190823AA09	2.150%	7/25/2019	8/23/2019		569,735.99				569,735.99	0.00
MN Trust Investment Shares Portfolio	1.110%			655,360.00	2,250,000.00		6,730.76		3,074,416.65	39,674.11
Subtotal - Parking Lot Fund 14				2,176,308.03	2,819,735.99	0.00	6,730.76	0.00	4,965,100.67	39,674.11
Fund 15										
PMA (2020A Facility Maintenance Bonds Investments)										
Bank Leumi USA CD	1.381%	02/18/20	08/28/20		248,100.00				248,100.00	0.00
Brookline Bank CD	1.386%	02/18/20	08/28/20		248,100.00				248,100.00	0.00
Prospect Bank/Edgar County B&TC CD	1.400%	02/18/20	08/28/20		248,100.00				248,100.00	0.00
Corporate One Federal Credit Union CD	1.406%	02/18/20	08/28/20		127,000.00				127,000.00	0.00
First National Bank & Trust Company of Okmulgee	1.388%	02/18/20	08/28/20		248,100.00				248,100.00	0.00
Elga Credit Union CD	1.387%	02/18/20	08/28/20		248,100.00				248,100.00	0.00
Pacific Western Bank CD	1.381%	02/18/20	08/28/20		248,100.00				248,100.00	0.00
Mission National Bank CD	1.386%	02/18/20	08/28/20		248,100.00				248,100.00	0.00
SonaBank CD	1.490%	02/18/20	10/23/20		247,400.00				247,400.00	0.00
Fieldpoint Private Bank & Trust CD	1.384%	02/18/20	01/26/21		100,000.00				100,000.00	0.00
Citadel FCU CD	1.520%	02/18/20	07/27/21		180,000.00				180,000.00	0.00
Financial Federal Bank CD	1.500%	02/18/20	07/29/22		180,000.00				180,000.00	0.00
MN Trust Term Series-20200324AA09	1.540%	02/25/20	07/24/20		2,000,000.00				2,000,000.00	0.00
MN Trust Term Series-20200325AA09	1.560%	02/25/20	03/25/20		2,750,000.00				2,750,000.00	0.00
MN Trust Term Series-20200424AA09	0.800%	03/25/20	04/24/20		2,250,000.00				2,250,000.00	0.00
MN Trust Term Series-20200526AA09	0.820%	04/24/20	05/26/20		2,250,000.00				2,250,000.00	0.00
MN Trust Investment Shares Portfolio	1.110%	02/29/20			3,032,153.32		10,689.15		1,342,650.83	1,700,791.64
0.00				14,853,253.32	0.00	10,689.15	0.00	8,592,050.83	6,271,891.64	
PMA (OPEB Trust Investments)										
Westbank Bank Inc CD	0.852%	8/17/2016	8/19/2019	243,760.00					243,760.00	0.00
East Boston Savings Bank	1.001%	8/18/								

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
June 30, 2020

DATE	FROM	TO	AMOUNT	PURPOSE
6/1/2020	Old National-Checking	Heartland Pmt System	\$ 32.92	Nutri Kids Credit Card Fees
6/2/2020	Old National-Checking	Old National-Petty Cash	\$ 928.30	Gen Fund Transfer to Petty Cash
6/3/2020	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/3/2020	Old National-Checking	Further	\$ 988.63	Flex Claim Pymts
6/4/2020	MN Trust-PMA	Old National-Checking	\$ 1,500,000.00	Payroll and Payroll AP
6/8/2020	Old National-Checking	Delta Dental	\$ 26,861.94	Dental Insurance
6/9/2020	Old National-Checking	Bankcard Service	\$ 1,366.49	ELEYO Credit Card Fees
6/9/2020	Old National-Checking	EBC	\$ 48,532.82	403b & 457 contributions
6/10/2020	Old National-Checking	Transfirst/TSYS	\$ 164.50	Affinity Credit Card fees
6/10/2020	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/10/2020	Old National-Checking	BLEM	\$ 7,834.54	Teacher Unions Dues
6/10/2020	Old National-Checking	Further	\$ 25,982.54	H.S.A Contributions
6/10/2020	Old National-Checking	Further	\$ 1,092.82	Flex Claim Pymts
6/12/2020	Old National-Checking	CIGNA	\$ 9,202.14	Life & LTD Insurance
6/12/2020	DOEP Treasury	Old National Bank	\$ 4,000.00	Title VI
6/15/2020	Old National-Checking	Neopost	\$ 100.00	Liberty Postage
6/15/2020	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/17/2020	Old National-Checking	Further	\$ 879.21	Flex Claim Pymts
6/18/2020	MN Trust-PMA	Old National-Checking	\$ 1,200,000.00	Payroll and Payroll AP
6/23/2020	Old National-Checking	BLEM	\$ 7,753.84	Teacher Unions Dues
6/23/2020	Old National-Checking	EBC	\$ 39,013.32	403b & 457 contributions
6/24/2020	Old National-Checking	Further	\$ 368.40	Further Fee
6/24/2020	Old National-Checking	Further	\$ 20,783.39	H.S.A Contributions
6/24/2020	Old National-Checking	Further	\$ 727.71	Flex Claim Pymts
6/25/2020	Retiree Accounts	Old National-Checking	\$ 8,970.38	Auto Transfers for COBRA/Retiree Ins
6/29/2020	CC Choices ACH	Old National-Checking	\$ 2,899.42	Pathway I
6/30/2020	Old National-Checking	Old National Bank	\$ 31.93	Old National Service Charge
6/30/2020	Old National-Checking	Bremer Bank	\$ 147.70	ACH Charge

TRANSPORTATION CONTRACT
Addendum

For School Year
2020-2021

Ownership of 25 Pro-Vision Camera Systems for Vision Buses in Big Lake

In June 2020, United Bus Sales installed 25 Pro-Vision camera systems in Vision buses for the benefit of the Big Lake School District. The purchase price of the cameras and video system was \$45,000, which included installation costs. The Big Lake School District paid \$45,000 to United Bus Sales, and therefore, retains ownership of the cameras and video system. Part numbers included with the \$45,000 purchase are as follows:

<u>Part #</u>	<u>Qty</u>
DVR-8085-064	25

Including following part numbers with description:
DVR-818, (2) HD wide angle interior camera kit
DVR-828, HD wireless auto file transfer kit
PX-1843, 30' HD extension camera cable
PC-1881 (3) flush mount bracket

In addition to retaining ownership of the cameras and video system, all camera footage is the property of the Big Lake school district. Vision of Big Lake will provide full access of camera footage to authorized personnel of the Big Lake School District. Authorized personnel shall include the Superintendent, Principals, Assistant Principals, Human Resources Manager, Technology Manager, Athletics and Activities Director, Community Education Director, Special Education Director and Special Education Coordinator or other personnel as designated by the Superintendent.

Prior to June 30th, 2021, the Big Lake School District is required by law to solicit transportation proposals for the next four fiscal years. In the event Vision of Big Lake does not successfully secure the transportation contract for the Big Lake School District for fiscal years 2021-2022 through 2024-2025, Vision of Big Lake agrees to pay the Big Lake School District \$36,000, or 80% of the purchase price of the 25 Pro-Vision camera systems, by June 15th, 2021. Ownership of the 25 Pro-Vision camera systems will then transfer to Vision of Big Lake upon payment of the \$36,000.

This addendum remains in full force from July 1st, 2020 to June 30th, 2021.

IN WITNESS WHEREOF, the undersigned execute this Addendum as of the date set forth above.

VISION OF BIG LAKE, INC.

INDEPENDENT SCHOOL DISTRICT #727

By: Rachel Lundman

By: _____

Its: General Manager

Its: _____

Date: 7.30.2020

Date: _____

Activities Handbook updates

By Logan Midthun

August 5, 2020

- change pictures on front cover (sent in email)
- page 3- adjust middle school sports fee to \$99.00
- page 3- change start times (sent in email)
- page 7- Remove lettering requirements for all sports. Add *"All coaches/advisors must have lettering criteria approved by activities director"*



Activities Handbook

2020-2021



Revised August 2020



WELCOME TO HORNET COUNTRY!

Big Lake Schools offers a variety of extra and co-curricular activities designed to meet the interests of our students in grades 7-12.

Our program is focused on personal growth and development that leads to well-rounded participants who are better prepared for life's challenges. Participants should expect to develop positive character traits such as time management, teamwork, leadership, sportsmanship, individual responsibility and accountability. Involvement in activities may also lead to development of goal commitment, character, a competitive spirit and school pride.

At Big Lake Schools, participation in the activities program is a privilege, not a right. Students who elect to participate in activities will be expected to hold strong academic standings and will be expected to demonstrate high standards of behavior both on and off school property.

The Big Lake Hornets compete in the Mississippi 8 Conference, which includes: Chisago Lakes, Monticello, North Branch, Princeton, Cambridge-Isanti, St. Francis, and Becker

GO HORNETS!

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Live by the Sporting Creed:

The Athlete...

- 1) Lives clean and plays hard. Plays for the love of the game.
- 2) Wins without boasting, loses without excuses and never quits.
- 3) Respects officials and accepts their decisions without question.
- 4) Never forgets that he/she represents his/her school.

REVISION NOTICE

This handbook may be modified at anytime throughout the year. The most up-to-date version will always be available on our district website at www.biglakeschools.org

ACTIVITY OFFERINGS

HIGH SCHOOL LEVEL

High school-level athletic activities may have varsity, junior varsity, B-squad, and 9th grade teams, depending on the number of players trying out.

Activity	Grades	Season Begins
Fall Season 2020		
Cross Country: Boys & Girls	7-12	Aug 17
Volleyball	9-12	Aug 17
Football	9-12	Aug 17
Soccer: Boys	7-12	Aug 17
Soccer: Girls	7-12	Aug 17
Swimming & Diving: Girls	7-12	Aug 17
Tennis: Girls	7-12	Aug 17
Cheerleading	7-12	Aug 17
Winter Season 2020-2021		
Basketball: Boys	9-12	Nov 16
Basketball: Girls	9-12	Nov 9
Dance Team	7-12	Oct 19
Gymnastics	7-12	Nov 9
Hockey: Boys	7-12	Nov 9
Hockey: Girls	7-12	Oct 26
Wrestling	9-12	Nov 16
Spring Season 2021		
Baseball	9-12	March 8
Golf: Girls	9-12	March 15
Golf: Boys	9-12	March 15
Lacrosse: Boys	7-12	March 29
Lacrosse: Girls	7-12	March 29
Softball: Girls	9-12	March 8
Tennis: Boys	7-12	March 22
Track: Boys & Girls	9-12	March 8
Trap Shoot	7-12	March 29
Activities & Fine Arts 2020-2021		
MS Knowledge Bowl	7-8	Sept 28
HS Knowledge Bowl	9-12	Nov 30
One Act Play	9-12	Nov 30
Math League	9-12	TBD
Robotics	7-12	TBD
HS Musical	9-12	TBD
Speech	9-12	TBD
DECA	9-12	School Yr
Band (Pep, Honor, Jazz)	9-12	School Yr
Visual Arts	9-12	School Yr
Choir (Honor)	9-12	School Yr

MIDDLE SCHOOL ONLY LEVEL

Middle school-level athletic activities may have 7th grade and 8th grade teams, depending on the number of players registering.

Activity	Grades	Season Begins*
Fall Season 2020		
Volleyball	7-8	Sept 8
Football	7-8	Aug 24
Winter Season 2020-2021		
Basketball: Boys	7-8	Jan 4
Basketball: Girls	7-8	Oct 26
Wrestling	7-8	Nov 9
Spring Season 2021		
Baseball	7-8	March 29
Golf: Girls	7-8	March 22
Golf: Boys	7-8	March 22
Softball: Girls	7-8	March 29
Track: Boys & Girls	7-8	March 29

*Season start dates may change as season approaches.

FEES & EQUIPMENT

Activity fees must be paid in full and prior equipment/uniform returned before participation in any activity. Fees are capped at \$1,000 per family per year. Families approved for educational benefits pay 50% of fees.

ATHLETICS

Middle School: \$99; High School: \$220

FINE ARTS

Grades 7-12: \$110

SOLO/ENSEMBLE

\$20/event \$60/year max

FEE REFUNDS

An activity fee refund can be requested up to the first contest or 10 days from the season start (whichever occurs first) ONLY if a doctor-substantiated injury or illness occurs preventing continuation in the activity or if a student transfers out of Big Lake Schools.

A refund request form (available online or in the activities office) must be submitted to the activities office within the timeline above.

STUDENT ACTIVITY PASSES

Student activity passes are available to purchase for \$15, reduced from \$30. Activity passes allow a student admission to all home athletic events (excluding post-season).

REGISTRATION

ONLINE (PREFERRED METHOD)

Parents can register students, complete required forms and pay for activities through the online system called Affinity.

1. Go to [Affinity Solutions](#)
2. Click on the “Soccer Ball”
3. Log in to your account
4. Select the activity/sport you would like to register your son/daughter for.
5. Complete the required forms for activities registration
6. Once you have added all activities you would like to register for, click “check out” and enter payment information

Haven’t registered for an Affinity account yet? Please follow the tab on the right after clicking on the “soccer ball” to begin account set up. If you have issues, please contact the respective school office (middle or high school).

If you are unable to register and pay online, please download the paper forms available on the district website or pick them up in the high school or middle school office. You will need to complete the registration form, the physical exam form, and the MSHSL eligibility form.

PAPER REGISTRATION

POLICIES, RULES, & REGULATIONS

POLICIES

All [Big Lake Schools policies](#) and [student handbook regulations](#), as well as the policies enforced by the [Minnesota State High School League](#) (which are available on its website) apply to student conduct while participating in activities. Violation of a policy may, and likely will, affect future participation in an activity. If a student is participating in an activity that is offered in conjunction with another school district, the policies of the district they are enrolled in apply.

AWARDS BANQUET

In order for a student to attend the end of the season banquet and receive any team or individual awards he/she must meet eligibility requirements, be free of violations, and be up to date on all fee payments. Academic and/or letter awards can still be issued.

HOME SCHOOL PARTICIPATION

Parents or legal guardians of home school students who live in the district and wish to have their student(s) participate in a Big Lake Schools activity must:

1. Prior to registration, provide the district with a written request for their student(s) to participate in an activity
2. Comply with all eligibility requirements
3. Fill out the required Joint Participation Agreement Contract available from the Activities Director

TRANSPORTATION

Students are required to travel to and from games and/or away practices by school-provided transportation only. An exception to this rule is if a student is injured and requires alternative transportation, or if prior approval has been given by a coach for a student to travel with his/her parent(s). Students must fill out the transportation form.

CODE OF CONDUCT

It is the philosophy of Big Lake Schools that staff, students, parents and community members will model appropriate behavior by following the Hornet Way in all aspects of life.

The Hornet Way is based on 5 core values:

- **Respect** - be considerate of self, other people and other people’s beliefs and property
- **Honesty** - be truthful
- **Kindness** - be caring, friendly and helpful
- **Responsibility** - be dependable and accountable
- **Fairness** - be committed to the just treatment of others



ELIGIBILITY REQUIREMENTS

In order for a student to participate in activities, he/she must meet eligibility requirements set by the Minnesota State High School League (MSHSL) and Big Lake Schools.

MSHSL REQUIREMENTS

Visit www.mshsl.org and click on “Resources” and “Eligibility”

BIG LAKE SCHOOLS REQUIREMENTS

a) Age/Grade: students in grades 7-12 are eligible to participate in activities.

b) Participation: a student may participate in only one sport per season and may not switch sports after the season has begun without the mutual consent of both coaches and the Activities Director.

c) Grades: Big Lake Schools believes a student’s academic work is the most important part of his/her education; thus, students will be required to uphold passing grades and be making progress towards graduation in order to participate in activities.

Grades will be checked for students every other Monday during the school year. The first grade check will be on the second Monday after school starts. In the event that any of these dates fall on a non-school day, grades will be checked on the next day and then grade checks will return to the regular Monday schedule. If a student is failing one or more classes after grade checks, he/she will be suspended from games/contests until the next grade check. Students may still participate in practice at the discretion of the coach/advisor. The suspension will be removed if the student produces a signed grade slip that verifies the student is now passing from the teacher(s) whose class they were failing. This policy will be enforced for students in grades 6-12 that participate in co-curricular and extra-curricular programs through Big Lake Schools.

End of year grades carry over into the fall season. In the event a student fails one or more classes at the end of the spring term, they are ineligible from competition for the first contest/event of the fall season. If a student is not in a fall sport/activity, they will follow the grade check policy above.

Students participating in an activity that includes graded events (i.e., music concerts) are not suspended for these events.

Any student with one or more failing grades at the end of a term will have a two-week suspension. If no contests/events are scheduled during the two-week suspension, the student must have all passing grades at the next grade check in the new term to become eligible to participate in a game/event. Students on suspension

should participate in practice and attend contests but will not be allowed to participate in contests/events. At the conclusion of the suspension, students will be allowed to compete should they be in good academic standing. Unless pre-approved by the building principal, these same requirements apply if a student drops a class in which he/she was failing.

d) Grade Appeals: at the request of the advisor/coach, teacher, or student an appeal board will be established, within two school days of the written request, to rule on special cases involving extenuating circumstances. The appeal board shall consist of the following members:

- Principal
- Activities Director
- Advisor/coach involved (non-voting)
- Special Ed. Teacher (if appropriate)
- 2 Middle School or High School Teachers

e) Attendance in School: students must be in school ALL day in order to attend practices and contests/performances. The only exception would be if the participant secures prior approval from the Activities Director.

f) Attendance in Activities: any absence from a scheduled practice and/or contest/performance will be considered unexcused unless the individual received prior approval from the advisor/coach. Emergency situations rest on advisor/coach discretion.

Unexcused absences from a scheduled practice or contest will result in:

- Suspension for one contest following the first violation
- Suspension for two contests following a second violation
- Dismissal for remainder of season following a third violation

g) Health/Injury (Athletics Only): a student must have cleared a physical exam within the last three years from the start of an activity. After major surgery, serious illness, or injury, the attending physician must certify in writing the student’s readiness for participation.

h) Team Captain Eligibility: in order to be eligible to be a team captain and remain as a captain, a student cannot be found in violation of any MSHSL or Big Lake Schools policy or student handbook regulation. Additionally, the student must be performing captain duties as outlined by his/her coach in a satisfactory manner.

TEAM LEVELS & FORMATION

VARSIITY/JUNIOR VARSITY

The junior varsity and varsity level teams will concentrate more on competition success by playing/ involving the best students or teams available as determined by the designated advisor/coach. Participation and skill development, while still important, will play a smaller role (all students may not play every contest). If high participant numbers are evident, a tryout will be held and available to all interested students. Cuts will be made at this level when tryouts are necessary. No squad size will be smaller than the official squad as recognized by the Minnesota State High School League for that activity.

B-SQUAD

While the focus at this level is still winning, less emphasis is placed on it than at the varsity/junior varsity level, and more emphasis is placed on participation and skill development. Participation does not mean equitable playing time. Cuts will be made at this level when tryouts are necessary

9TH GRADE

The focus at this level is the same as at the B-squad level; however, no cuts will be made at this level.

8TH GRADE/7TH GRADE

Seventh and eighth grade programs, when possible, will function on an organized interscholastic schedule with the largest focus on equitable playing time and skill development. Little emphasis will be placed on winning. No cuts will be made at this level.

MOVING UP LEVELS

The following guidelines will be considered before a student is moved from their normal level of competition to a higher level:

Students in grades 9-10 moving to a higher level

- Emotional, social and physical maturity level
- Current and prospective skill level
- Does the particular student fill a team necessity?
- The move must be discussed with and approved by the parent, student, and Activities Director.

Students in grades 7-8 moving to a higher level

- All items above must be considered
- Academic status and ability to hold that status with the demands of playing at a higher playing level

LIMITING

At the varsity, junior varsity and b-squad levels, limiting the number of players may be necessary to conform to squad size requirements.

Choosing members of the squad or cast is the sole responsibility of the coaches or advisors of those activities. It is also the responsibility of the coach/ advisor to inform all candidates of the criteria established that will be used to select squad or cast members. There will be no appeal of the advisor/coaches decision.

Please be sure when your student tries out for a team, both you and he/she understand there is a very real possibility of not being selected or being selected for a different team level than wanted. If selected, both you and your student should be prepared to accept placement at any team level.

Squad/cast limitation procedure:

- Completion of a minimum of three practice sessions or a set audition period
- Each candidate will be personally informed of the cut by the coach or advisor and the reason before any squad/cast lists are posted
- Advisors and coaches will discuss alternative possibilities for participation in a sport or in other activities programs
- If difficulties arise as a result of a squad/cast limitation, the coach/advisor will discuss the situation with the Activities Director.

STARTING POSITIONS & PLAYING TIMES

A main goal of a competitive activities program is to put the most talented members of the team in competition to win the contest. Starting positions and playing time are not guaranteed. Each member of a team is very valuable to the team's overall progress. Some members may play a great deal of time in a contest while others may not see what a parent would consider "significant" or equitable playing time. Each student should have personal experience as one of his/her goals.

LETTERING

The varsity letter is presented to students who give the highest level of commitment, contributions and achievements to their activity. Completion of the activity season is required in order to be eligible for a letter.

1. The first time a student fulfills the requirements for a letter award, he/she will receive a chenille letter "BL", a letter certificate and an activity pin.
2. The second and successive times a student fulfills the requirements for a letter award he/she will receive a letter certificate and a bar/activity pin.
3. "Certificates of Participation" will be awarded at the 7th - 12th grade levels if lettering standards are not met and the season has been completed satisfactorily.

Lettering Requirements

All coaches/advisors must have lettering criteria approved by activities director.

Considerations:

- Seniors who have not lettered will be awarded a letter with a minimum of three consecutive years
- A student who violates MSHSL rules resulting in ineligibility is still eligible for a letter.
- By special recommendation of the advisor/coach and administration, a student who has not met the requirements for a letter may receive such an award if the student has proven to be an exceptional asset.
- All letters are finalized at the discretion of the advising/coaching staff.
- Any student who earns a letter will be eligible to purchase a letter jacket.
- A student must remain in the activity for the duration of the entire season in order to be eligible to earn a letter.
- Once a student has earned a letter and if after the season is over, a rule is violated, the letter cannot be taken away.

COMMUNICABLE DISEASES

It is firmly recommended that athletes shower with soap after each practice and also after contests. This is an important step towards disease prevention.

A student that has a serious communicable infectious disease may participate as long as they have passed a medical physical.

Students should be aware of and alert to the following conditions, which may promote the presence of a communicable disease or infection:

- Open sore emitting pus
- Cracks and cuts that do not heal
- Scabs that are soft and tender
- Bleeding of any type that is not controlled by bandage or dressing

Students will be removed from practice/competition until areas are covered when these conditions exist.

To promote disease control, the following should be followed:

- Students should not contact each other with physical contact, sharing clothing, towels or soap when the following infections exist ringworm, impetigo, boils, cold sores and any form of herpes
- Students should inspect for and be aware of unusual skin conditions and report them to an advisor/coach as soon as discovered
- Each student should have his/her own fitted mouth guard that should not be shared with other students

COMMUNICATIONS

COMMUNICATIONS PROCESS

Athletic achievement requires sincere commitment from all athletes, parents, advisors/coaches and administrators. For all of us to be successful, effective communication must occur. This communication protocol specifies the person who should be contacted first when there is a concern. Staff members will be contacted in the following order. If resolution of the concern is not achieved at the first level of communication, the next person in the communication protocol can be contacted.

- Coach/advisor directly involved with the student
- Head advisor/coach
- Activities Director
- Principal
- Superintendent
- School Board Chair

COMMUNICATION FROM COACH

It is reasonable to expect your student's advisor/coach to inform you of:

- Philosophy of the coach
- Expectations the coach has for your student
- Location and times of all practices and games
- Team requirements such as special equipment, off-season conditioning, etc.
- Procedures to follow should your student be injured during participation
- Discipline that may result in the denial of your student's participation

COMMUNICATION FROM PARENTS

We encourage fluid communication from parents to coaches/advisors—this communication should take place during a scheduled conference or if appropriate via email. Please do not attempt to confront an advisor or coach before or after a contest or practice. These can be emotional times for both the parent and the advisor/coach. Meetings occurring during this time usually do not promote objective analysis of the situation.

It is inappropriate to discuss with a coach/advisor:

- Team selection
- Playing time
- Team strategy
- Play calling
- Other players

COMMUNICATION FROM STUDENTS

Students should expect to communicate openly with their coach about the following items:

- If he/she is planning to be absent or tardy
- How his/her academics are going
- Asking for, and being open to, improvement ideas

ACTIVITIES WEBSITE

Visit the Big Lake Schools activities website at www.biglakehornets.org for activity-specific information including team expectations, coaching philosophies, team selection criteria, schedules and more.

SOCIAL MEDIA GUIDELINES

Please click [here](#) for student social media guidelines and expectations.

Coaches Handbook updates

By Logan Midthun

August 5, 2020

- change table of contents to reflect page changes with addition of documents
- on page 5 under **Submitting of Scores**
 - o delete West Sherburne Tribune, WJON, WCMN-TV and replace with "local paper".
- On page 6 under **Expenses**
 - o Add- "At discretion of administration"
- After 14 legal duties of personnel, add **coach/advisor compensation procedure** document (sent in email)
- After assistant coach evaluation, add **Safety Action Plan** document (sent in email)
- On page 21- **Coach/Advisor Purchase Process**
 - o After do not proceed with order without a purchase order number
 - Add- "Middle school and assistant coaches work with head coach on purchasing"
- Grade Check Form on page 31- updated (sent in email)

Big Lake **SCHOOLS**



2020-2021 **COACHES HANDBOOK**

Revised August 2020

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Main Responsibilities & Expectations

The main responsibilities for an activity coach/advisor includes ensuring the safety of students at all times, understanding and enforcing Big Lake Schools and MSHSL policies and handbook regulations, and following the coach/advisor code of ethics.

Ensuring Safety-a coach/advisor will hold a pre-season information meeting prior to the start of the season to explain all safety precautions, risks and expectations to students; he/she will always follow doctor's instructions; never provide prescription or over-the-counter drugs to participants; check equipment and facilities regularly.

Enforcing Policies & Handbook Regulations-a coach/advisor must fully understand and enforce all items stated in Big Lake Schools and MSHSL policy and handbook regulations, which can be found on each respective website at www.biglakeschools.org and www.mshsl.org.

Code of Ethics-coaches/advisors will follow the Minnesota State High School Coaches Association's code of ethics as described below:

1. Strive to develop in each athlete the qualities of leadership, initiative and good judgment.
2. Respect the integrity and personality of each individual athlete.
3. Encourage the highest standards of conduct and scholastic achievement.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior and leadership.
7. Provide ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sport officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

Social Media Guidelines

The following are important reminders and guidelines for coaches regarding the use of social media and/or technology.

1. All social media posts should be treated as public information. As a coach, you are not granted the same liberties in social media usage as other adults.
2. Your 1st Amendment rights to Free Speech are not protected when postings have the ability to cause a disruption to the educational process.
3. DO NOT "friend" students.
4. You may be held responsible for any visible items on social media sites that you had the ability to see regardless of whether or not you actually saw the information. (Again, DO NOT "friend" students.)
5. When using text or social media messages, message your entire team at the same time.
6. In the rare case that it may be necessary to text or message an individual, coaches are to keep all conversations professional.
7. DO NOT use your personal social media sites to negatively comment on a student, a team,

a school, a colleague, or any other connection to a school. Also remember, *there is no such thing as a sarcasm font*.

8. Treat every text and every message – whether personal or job related – as if you were in the classroom or at practice. If you wouldn't say it in the classroom, don't post it on social media.

Handling of Injuries

Advisors/coaches should be prepared to give first aid (immediate and temporary care); however, will leave treatment beyond that to a doctor and/or athletic trainer. If an injury occurs, the student's parents should be contacted immediately and provided specifics around the injury, a coach/advisor should accompany the student to the hospital and stay with them until a parent arrives, the coach/advisor must fill out an accident report and submit to the activities director, and a permit to participate signed by a doctor must be presented before an injured student is allowed to participate again.

Bodily Fluid Clean Up-if physically able, a student should clean up his/her own bodily fluid; if physically unable, the advisor/coach becomes the responsible party. Never have a minor (student trainer, ball boy, etc.) do any clean up of blood or bodily fluids. Uniforms containing blood should be sprayed with alcohol or an OSHA approved formula and should be laundered after being sprayed. If bleeding occurs during a contest, the contest should be stopped, the fluid should be properly wiped up/disinfected, and the student should have the bleeding under control and injury covered before returning to the contest.

Practices/Training

- Coaches should be the first ones to arrive and the last to leave
- Respect people's schedules by starting and ending on time
- A district-employed advisor/coach must be supervising/present at all times
- Practices cannot be held on Sundays or major holidays
- Students caught cutting practice should be warned, his/her parents contacted, and dropped from the team if it continues
- It is the responsibility of the coach/advisor to ensure the training room, locker room and any other facilities used are left neat and clean with items put back in their correct spot, and are locked after use

Cancelling Practice-morning practices are cancelled when school starts late, afternoon practices are canceled when school is released early, all practices are cancelled when school is cancelled.

Open Gym-cannot be held for the purpose of skill development during the off-season. Attendance cannot be required or "highly suggested". A head coach/advisor cannot supervise open gym if his/her assigned activity is being offered. No "coaching" of skills can take place. See the activities director for open gym scheduling and guidelines.

Contests

Coaches/advisors should model appropriate behavior and should ensure participants' model appropriate behavior at all times, but especially during contests. This means not "booing" or discouraging the opposing team, supporting the decision of officials, and setting a positive example by exchanging friendly conversation and greetings with the opposing coach/advisor.

Additionally, a coach/advisor should ensure all participants have a way home, and turn over any injured student to a parent or doctor.

Dismissal for Contests-the advisor/coach should provide the attendance secretary, activities director, and faculty a list of participants whom are to be excused/dismissed at a certain time or on a certain date for an activity contest in advance of the contest. The list should be sorted by grade and alphabetized.

Related Expenses-at subsection/section contests all lodging and transportation costs will be paid by Big Lake Schools, participants and coaches will pay for their own meals; at state contests all participation expenses will be paid by MSHSL and Big Lake Schools for the official squad, head advisor/coach and varsity assistant(s), manager(s) for team entries, and the individual participant(s), head coach/advisor, and varsity assistant(s) for individual activities.

For state contest participation, Big Lake Schools will purchase tickets for varsity, junior varsity and 9th grade advisor/coaches for a tournament in which they coach, and will allow a one-day absence.

Opponent Facilities-the advisor/coach is responsible for ensuring opponent facilities are left neat and clean with items placed back in their original location; an inspection of the locker room should occur at the start and end of use with any damage/vandalism noted; ask to have the dressing room locked when not in use; report any damage/incidents to the activities director immediately.

Rating of Officials-coaches/advisors are required to rate contest officials using the MSHSL website; the rating should take place 24 hours after the contest.

Submitting of Scores-the head coach/advisor is responsible for submitting varsity contest results **within 24 hours** to the St. Cloud Times, local paper, Star Tribune, the MSHSL website, Minnesota Scores, and Mississippi 8 Conference; contest results for all non-varsity teams should be submitted to the local newspaper only.

Transportation-coaches/advisors and students must travel to and from contests using district-provided transportation unless an injury requires alternative transportation or the parent has provided prior approval for a student to travel home with them. An advisor/coach should clearly communicate to students and parents when they will be leaving and returning from contests. Written permission must be provided if a student is allowed to drive to practices.

All State Recognition

The Minnesota State High School Coaches Association for each activity sets its own criteria for All State Recognition—see the individual sport association’s website for information.

Professional Development

Required-head coaches/advisors are responsible for attending the rules interpretation meeting sponsored by the MSHSL, or taking the rules test on the MSHSL website for their respective sport. They are also expected to attend conference and subsection meetings where business concerning their sport will be discussed.

Suggested-advisors/coaches are encouraged to attend professional development meetings/conferences/clinics to keep abreast of new developments in the activity in which they are coaching. A request should be submitted to the activities director at least two weeks in advance for approval. District office reimbursement procedures must be followed for reimbursement of approved expenses. Professional development events should take place during non-school hours, if possible.

Expenses-the district will pay for professional development expenses for high school coaches/advisors, at discretion of administration, as follows:

- One PD event per activity per school year
- Up to \$150 for registration
- Up to \$75 for room, meals, mileage in total for a 1 day clinic (add \$25 per day for longer clinics not to exceed \$125)

The district will pay for professional development expenses for middle school coaches/advisors at the discretion of the Activities Director as follows:

- One PD event per activity per school year
- Up to \$50 for registration
- Up to \$35 for meals and mileage in total

Activity Website

The head coach/advisor is responsible for maintaining a website specific to their activity. At minimum, the website must contain a welcome page with a brief overview of the activity, a coaching philosophy page, a team selection page describing the criteria used for selecting the members of the team (if tryouts are necessary), criteria for lettering in the varsity sport, and a contact information page that provides contact information for all coaches/advisors for the respective activity.

Evaluation

At the end of their season all coaches/advisors will participate in an evaluation process with the activities director. All coaching/advising contracts head, assistant, and middle school, are one-year contracts. The renewal or non-renewal of any coaching/advising contract is solely at the discretion of the Big Lake School Board.

Subdivision 1. 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.

(b) "Student organization" means a group, club, or organization having students as its primary members or participants.

Subdivision 2. Model policy. The commissioner of education shall maintain and make available to school boards a model policy on student or staff hazing that addresses the requirements of subdivision 3.

Subdivision 3. School board policy. Each school board shall adopt a written policy governing student or staff hazing. The policy must apply to student behavior that occurs on or off school property and during and after school hours. The policy must include reporting procedures and disciplinary consequences for violating the policy. Disciplinary consequences must be sufficiently severe to deter violations and appropriately discipline prohibited behavior. Disciplinary consequences must conform with sections 121A.41 to 121A.56. Each school must include the policy in the student handbook on school policies.

HIST: 1Sp1997 c 4 art 7 s 35; 1998 c 397 art 9 s 26; art 11 s 3; 2003 c 130 s 12

121A.41 Definitions.

Subdivision 1. Applicability. As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

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

Subdivision 3. District. "District" means any school district.

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

Subdivision 5. Expulsion. "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subdivision 6. Parent. "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subdivision 7. Pupil. "Pupil" means any student: (1) without a disability under 21 years of age; or (2) with a disability until September 1 after the child with a disability becomes 22 years of age; (3) and who remains eligible to attend a public elementary or secondary school.

Subdivision 8. School. "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subdivision 9. School board. "School board" means the governing body of any school district.

Subdivision 10. Suspension. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days. In the case of a student with a disability, the student's individual education plan team must meet immediately but not more than ten school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team and other qualified personnel shall at that meeting: conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action; and determine the appropriateness of the child's education plan.

The requirements of the individual education plan team meeting apply when:

1. the parent requests a meeting;
2. the student is removed from the student's current placement for five or more consecutive days; or
3. the student's total days of removal from the student's placement during the school year exceed ten cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five days. A separate administrative conference is required for each period of suspension.

Subdivision 11. Alternative educational services. "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative

learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

HIST: 1974 c 572 s 2; 1975 c 162 s 41; 1983 c 7 s 1; 1983 c 163 s 1; 1983 c 243 s 5 subd 1; 1986 c 444; 1991 c 265 art 3 s 38; 1994 c 647 art 4 s 36; 1995 c 226 art 3 s 9; 1Sp1997 c 4 art 7 s 11-16; 1998 c 397 art 9 s 26; art 11 s 3; 1998 c 398 art 2 s 39-41; 1999 c 123 s 1; 1Sp2001 c 6 art 3 s 1; 1Sp2003 c 9 art 3 s 1; 1Sp2005 c 5 art 11 s 2

121A.56 Application.

Subdivision 1. Prohibition against discrimination remains in effect. Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

Subdivision 2 Portions of school program for credit. Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

HIST: 1974 c 572 s 14,15; 1998 c 397 art 9 s 26; art 11 s 3

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TeamUp — Series 2 — 2006 — MSHSL

Fourteen Legal Duties Of Athletics Personnel

1. PLANNING
2. SUPERVISION
3. SELECTING COACHES
4. TECHNIQUE INSTRUCTION
5. WARNINGS
6. SAFE PLAYING ENVIRONMENT
7. PROTECTIVE EQUIPMENT
8. EVALUATING CONDITION
9. EVALUATING INJURY
10. MATCHING & EQUATING
11. MEDICAL ASSISTANCE
12. EMERGENCY RESPONSES
13. SAFE TRANSPORTATION
14. INSURANCE DISCLOSURE

Several obligations or duties have been identified as absolute requirements for coaches and athletics programs administrators. *These standards have the weight of moral obligation for coaches and athletics administrators and have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.*

1. **DUTY TO PLAN** - This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be rigorously implemented unless dangerous conditions prevent implementation. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g. equipment, emergency response, etc.). *Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.*
2. **DUTY TO SUPERVISE**- A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletics administrators who are expected to be able to supervise coaching staff members competently. In addition, athletics administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.
3. **DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION** –Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition

without written permission of the physician. A new area of concern that may grow from this duty is the difficulty of assessing the readiness of handicapped children who are referred for practice and competition under the American with Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.

4. **DUTY TO MAINTAIN SAFE PLAYING CONDITIONS-** Coaches are considered *trained professionals* who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. Courts have held athletics' supervisors responsible to improve unsafe environments, repair, or remove defective equipment or disallow access to unsafe equipment or environments. The use of *sport-specific equipment safety checklists* can be helpful in enhancing the safety of participants. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.
5. **DUTY TO PROVIDE PROPER EQUIPMENT-** Coaches and athletics' administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable and safe. Fitting should be carried out in accordance with manufacturer's specifications. This is especially important for protective equipment which must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.
6. **DUTY TO INSTRUCT PROPERLY-** Athletics practices must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that lead to an enhanced progression of player knowledge, skill and capability. In this regard, instruction must move from simple to complex and known to unknown. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques and must include warning about unsafe techniques and prohibited practices.
7. **DUTY TO MATCH ATHLETES-** Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **DUTY TO CONDITION PROPERLY-** Practices must account for a progression of cardiovascular and musculo-skeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health.
9. **DUTY TO WARN-** Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of safety instruction and warnings to players and parents are recommended.
10. **DUTY TO ENSURE ATHLETES ARE COVERED BY INJURY INSURANCE-** Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance. Deductible and co-payment requirements should be clearly explained to parents and athletes. Certain schools may need to publish this information in several languages. Comprehensions should be required of parents and athletes.
11. **DUTY TO PROVIDE EMERGENCY CARE-** Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries – especially those that are potentially life-threatening.

12. **DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN** - Athletics administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to: ensure access to a telephone, a stocked first aid kit, spine board and other emergency response equipment. The plan should also account for a timely call to EMS and an expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.
13. **DUTY TO PROVIDE PROPER TRANSPORTATION**- In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out of town competition, scrimmages or practices.
14. **DUTY TO SELECT, TRAIN AND SUPERVISE COACHES** - Athletics administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

Out of District Experience

- Any coach with experience in a contracted (paid) position at an educational institution (ex: public school, charter school, college)- *all years of experience may be carried to the Big Lake School District in that same sport*
- Legion/AAU/Other coaching
 - Administrative discretion- case by case basis
 - AD would follow up with previous organization to figure out workload/title

Same Sport Experience- within district:

For the purposes of experience and movement to pay scales, JV & 9th grade coaches are recognized as assistant coaches in all scenarios.

- Assistant Coach to Head Coach- The coach will be credited with 50% of their assistant coaching experience in that specific sport. If the experience credit falls on .5, the number is rounded up to the next whole number, (e.g., 3.5 rounds to 4.)
- Middle School Coach to Assistant Coach- A step will be given to the coach on the appropriate pay scale. If this movement does not equate to a higher pay than the coach previously made at the middle school level then the coach will be moved to the next highest \$ amount on pay scale. (e.g., MS FB Coach was on step 10-\$2,859, moves to 9th FB Coach- they would start on step 3-\$2,930 as any lesser step would be a decrease in pay).
- Middle School Coach to Head Coach- The coach will not be credited with any experience in this scenario.
- A coach moving down any level within the same sport will be credited with all their years of experience on the appropriate pay scale.

Different Sport Experience- within district

- A coach with paid experience of one or more years in one sport, moving to coach a different sport will be placed on Step 2 of any other sport they coach as a paid position. This applies only to movement within the same level or to a lower level. (e.g., Assistant to Assistant, Head to Head, not Assistant to Head).
- A coach who brings both same sport and different sport experience from within the district to a new position will be credited with only one set of these two experiences. The coach will be credited with whichever set of experience places them higher on the pay scale.

Dual Head Coaches:

- The coach with the most years of experience will be paid with the head salary. The coach with the least years of experience to be paid with the assistant coach salary. The salary of the head coach at their experience step will be added to salary of the assistant coach at their experience step. Each coach will be paid half of this total dollar amount.
- The District has the sole discretion to decide upon whether or not to allow Dual Head Coaches.

Big Lake Schools Head Coach Responsibilities and Expectations

Functions: The head coach is to plan, organize, and implement an effective program and carry out the goals and objectives of Big Lake High School and the Minnesota State High School League (MSHSL)

Directly Responsible to: Activities Director

Supervision: In conjunction with the athletic director, the head coach advises, coordinates, and supports a staff of high school assistant coaches and junior high coaches.

General Responsibilities:

- Formulate goals and objectives for the upcoming season in accordance with your long- term vision for the program
- Be informed of and follow all BLHS and MSHSL regulations
- Follow designated school procedures for ordering equipment, supplies, uniforms, etc.
- Obtain permission by filing the appropriate form for conducting a fundraiser or donation
- Collect money from participants before ordering student purchased items
- Work with activities director on scheduling, officials, and transportation issues
- Make administration aware of facility and equipment needs
- Encourage year-round participation in all activities
- Lead the development of feeder programs
- Publicly support the entire Big Lake Schools activities program

Pre-Season Responsibilities:

- Complete rules clinics and coaching certifications as required by MSHSL
- Meet with all levels of your coaching staff to outline procedures and expectations prior to start of season
- Insure that all participants have necessary paperwork and fees on file with the Athletic Department
 - Students cannot participate until all paperwork is on file
- Explain to your participants all BLHS, MSHSL, and personal rules and regulations
- Place schedule, roster, and outline on the MSHSL website
- Be on time for practices, games, meetings
- Arrange for issuance of equipment
- Work with activities director to make sure all paper work is completed on time
- Schedule pre-season meeting with Activities Director prior to first practice
 - Prepare and file with the activities director a pre-season information form

In-Season Responsibilities:

- Never allow another team to arrive at our home facility without you or someone on staff being present
- Assume responsibility for care of equipment and keep administration informed if facility work is needed
- E-mail roster to activities director and administrative assistant
- Assume supervisory control over all phases of your sport, including sub varsity, and junior high programs
- Hold students to academic standards
- Hold students to behavioral standards
- Maximize the contributions and develop roles of your assistant coaches
- Teach and develop the fundamental skills necessary for achievement and success

- Make certain that your students are properly supervised at all times- locker room, practices, games, buses, road trips
- Promote sportsmanship and apply discipline in a firm and positive manner
- Prepare a well-organized practice schedule that demonstrates:
 - Safety (facility, techniques, weather)
 - Fundamentals
 - Team
 - Enthusiasm
- Develop a plan to give your team the best chance of success versus each specific opponent
- Conduct yourself in an ethical and professional manner at all times
 - Strive to be more positive than negative in your coaching
- Arrange to have game results reported to the media
- Work with activities director to provide tournament directors needed information according to appropriate timeline
- Keep faculty informed of when and who will be missing class for early dismissal in a timely manner
- If an athlete leaves your team, be sure to collect all uniforms and equipment from them

Post-Season Responsibilities:

- Collect and inventory all uniforms and equipment
 - Report any equipment damage or non-returned items to the activities director
- Clean and store all equipment and uniforms
- Schedule post-season evaluations with assistant coaches, submit evaluations to Activities Director
- Schedule post-season evaluation with the activities director after the conclusion of the season

Big Lake Schools Assistant/Middle School Coach Responsibilities and Expectations

Functions: The assistant coaches are to follow the role assigned by the head coach, while being loyal to the head coach's philosophy and program.

Directly Responsible to: Head coach and activities director

Supervision: middle school, freshmen, sophomore, junior varsity, and/or varsity athletes

General Responsibilities:

- Apply knowledge of skills, techniques, and rules to the sport to assist athletes to reach their fullest potential
- Maintain discipline in a firm and friendly manner
- Provide direction and leadership for your level of the program
- Follow the objectives and suggestions of the varsity head coach
- Stay abreast with changes in your sport through contact with the varsity coaches, books, magazines, clinics, internet, etc.
- Assist the head coach in working with the development of a feeder program
- Assume additional responsibilities, tasks, and duties as may be determined by the head coach
- Be on time for practices, games, meetings
- Encourage year-round participation in all activities
- Be informed of and follow all BLHS and MSHSL regulations

Pre-Season Responsibilities:

- Complete coaches certification as required by MSHSL
- Meet with head coach to outline procedures and expectations

In-Season Responsibilities:

- Teach and develop the fundamental skills necessary for achievement and success
- Assume responsibility for the equipment and facilities you use
- Report all training rule violations to the principal and activities director
- Emphasize safety
- Follow school rules pertaining to team travel to and from games
- Publicly support the entire BLHS activities program
- Help with the issuing, inventory, and cleaning of uniforms and equipment
- Hold students to academic standards
- Hold students to behavioral standard
- Help supervise students at all times
- Conduct yourself in an ethical and professional manner at all times

Post-Season Responsibilities:

- Assist the head coach in collecting and storing all uniforms and equipment
- Schedule post-season evaluation with head coach within 2 weeks of the conclusion of the season

Big Lake High School Head Coach & Activity Advisor Performance Evaluation

Name: _____ Title: _____

Supervisor: Logan Midthun

Title: Activities Director

Employee Signature _____ Date _____

Supervisor
Signature _____ Date _____



Why do I coach?
Why do I coach the way that I do?
What does it feel like to be coached by me?
How do I define success?

Performance Management Philosophy

It is our commitment and responsibility to provide open and honest communication, clear expectations, fair and timely assessment of performance that recognizes employees contributing to individual, departmental and school---wide goals in alignment with your role and responsibilities within a framework of equal opportunity and affirmative action.

Key

- 3—meets competency
- 2—inconsistently meets competency
- 1—does not meet competency
- N/A—not applicable

Leadership/Vision <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A	<ul style="list-style-type: none"> • Teaches and models character and encourages its development with the programs' participants through specific activities • Uses honesty, trust, and affirmation to produce positive change • Respects the power and influence that a coach has in his/her program and builds positive, appropriate relationships with students, participants, assistant coaches, and parents; developing within them a commitment to the team • Collaboratively works as a coach/mentor for student, participants, and assistant coaches and has a specific plan to work with lower levels
Comments:	
Effective Communication <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A	<ul style="list-style-type: none"> • Works for clarity in verbal and written communication, conveying intentions, plans, and expectations as precisely as possible, aware of how words and non-verbal signals are interpreted and understood by all involved with the program • Actively engages as a listener, allowing for the exchange of information, ideas, questions, and concerns, whether it be from student, participants, assistant coaches, or parents • Reflects on communication to and from program stakeholders
Comments:	
Continuing Education <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A	<ul style="list-style-type: none"> • Studies with coaches at different schools and different levels for the exchange of information and development of new program ideas • Stays current in coaching techniques through literature and DVD review, attendance at sport/activity specific clinics, etc. • Exhibits methods and teaching procedures compatible with best known current practices
Comments:	
Coaching Competencies <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A	<ul style="list-style-type: none"> • All basic program responsibilities are handled efficiently and effectively by the head coach and assistants (transportation, scheduling, lettering policy, fundraising, etc.) • Organized, successful practices are evident • Successful game strategies are implemented • Sport/activity specific techniques are taught effectively
Comments:	
Sportsmanship <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A	<ul style="list-style-type: none"> • The coach exhibits poise and self control • Uses common sense and behaves realistically • Acts as a conduct model for athletes during practices and games
Comments:	

<p>Peer Support</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> N/A</p>	<ul style="list-style-type: none"> The head coach is a steward for the entire district and is supportive not only of other district and community activities, but of their advisors and coaches as well. The head coach is concerned about positive continuity for the BLHS activities department as a whole and works together with other coaches during meetings and other means to that end
<p>Comments:</p>	
<p>Summary:</p>	

Big Lake Public School Assistant Coach Evaluation Form

Employee: _____ Date: _____

Evaluator (Head Coach): _____

The employee’s effectiveness in each criterion is based on performance information. After reviewing the ratings, the employee being evaluated may check the last column if there is a disagreement.

Competencies	Meets Competency	Inconsistently meets competency	Does not meet competency	Not applicable
Loyalty to program				
Care of equipment & facilities				
Knowledge of sport				
Teaching ability				
Ability to motivate students				
Rapport between coach and players				
Intensity of interest in coaching this				
Supervision of players in locker room before and after practice and on trips				
Rapport between coach and rest of coaching staff				
General opinion of this coach by Head				

Comments:

My signature only indicates that I have read the evaluation and not that I agree or disagree with the contents.

Signature of Assistant Coach: _____ Date: _____

Signature of Head Coach: _____ Date: _____

Safety Action Plan-Athletic/Activities Department

Action Description	Steps/Strategies Required to Achieve Action	Timelines for Starting	Resources Needed	Metrics of Success	Deadline
Locker Room Supervision	<ul style="list-style-type: none"> - Music Volume- at reasonable level (can still hear directive from coach) - Coach Location <ul style="list-style-type: none"> - Coaches are circulating around locker room (gender specific) - coaches must stagger frequency of locker room circulation - Coach must be present in locker room prior to kids arriving and stay until all kids have left - Any noise/actions perceived to be "out of the norm" are to be addressed immediately 	1st day of Practice of each individual sport/activity	- Cell Phone/Computer for coach to notify proper authorities about any incidents that occur.	<ol style="list-style-type: none"> 1. Coaches are adequately supervising locker rooms to prevent any issues from occurring. 2. Students feel that there is a constant presence of coaches for supervision purposes. 	Completion of Season
Bus Supervision	<ul style="list-style-type: none"> - Coach location <ul style="list-style-type: none"> - 1 coach- sits in middle or back of bus - 2 coaches- sit one in middle, one in back - 3 or more coaches- one in back, one in middle, one in front - Coach(es) walks from front to back multiple times - Music Volume- at a reasonable level (can still hear directive from coach) - Any noise/actions perceived to be "out of the norm" are to be addressed immediately 	1st day of travel of each individual sport/activity	- Cell Phone/Computer for coach to notify proper authorities about any incidents that occur.	<ol style="list-style-type: none"> 1. Coaches are adequately supervising travel on buses to prevent any issues from occurring. 2. Students feel that there is a constant presence of coaches for supervision purposes. 	Completion of Season
Event/Practice Location Supervision	<ul style="list-style-type: none"> - Coach location (both home or away events) <ul style="list-style-type: none"> - coach must be at facility prior to kids arriving for practice/event - coach must stay until all students have safely left Big Lake campus after practice/event - Any noise/actions perceived to be "out of the norm" are to be addressed immediately 	1st day of Practice of each individual sport/activity	- Cell Phone/Computer for coach to notify proper authorities about any incidents that occur.	<ol style="list-style-type: none"> 1. Coaches are adequately supervising all locations of practices and events to prevent any issues from occurring. 2. Students feel that there is a constant presence of coaches for supervision purposes. 	Completion of Season

Hazing/Anti-Bullying Education	<ul style="list-style-type: none"> - Coaches are to explain definitions listed below to students <ul style="list-style-type: none"> - Allow students time to ask questions/discuss with coach - Inform students of the reporting procedure <ul style="list-style-type: none"> - Allow students time to ask questions/discuss with coach - Coaches are to read and comprehend Big Lake School policies- 413, 506, 514, 526 - Coaches that receives a report of, observes, witnesses, or has other knowledge or belief of conduct that may constitute, bullying, assault, harassment, hazing, or other prohibited conduct shall make reasonable efforts to address and resolve the prohibited conduct and shall inform the building principal and activities director immediately. - Coaches are to take and complete the NFHS Course Titled Bullying, Hazing, and Inappropriate Behaviors 	1st week of practice of each individual sport/activity	<ul style="list-style-type: none"> - Copies of <ol style="list-style-type: none"> 1. Big Lake School policies: 413, 506, 514, 526 2. Big Lake Coaches Handbook 3. Definitions (per Big Lake School policies) of Hazing, Bullying, Harassment, and Assault 4. Reporting Procedure - Web link for NFHS Course- <i>Bullying, Hazing, and Inappropriate Behaviors</i>- https://nfhslearn.com/courses/28000/bullying-hazing-and-inappropriate-behaviors 	<ol style="list-style-type: none"> 1. Coaches and students can fully comprehend and identifying acts of hazing, bullying, harassment, or assault. 2. Coaches and students fully comprehend and feel confident in reporting any acts of hazing, bullying, harassment, or assault. 	1st week of practice for each individual sport/activity
Technology Appropriate Use Education	<ul style="list-style-type: none"> - Coaches are to read and comprehend Big Lake School Policy 524- Technology Acceptable Use and Safety Policy for Students - Coaches are to inform students of unacceptable uses in Policy 524, emphasizing unacceptable uses 1, 2, & 3 - Coaches will read the social media guidelines for student-participants to their students and allow time for questions/discussion 	1st week of practice of each individual sport/activity	<ul style="list-style-type: none"> - Copies of <ol style="list-style-type: none"> 1. Big Lake School Policy 524 2. Social Media Guidelines 3. Definition of Cyberbullying (per Big Lake School policies) 	<ol style="list-style-type: none"> 1. Coaches and students fully comprehend and can identify what is and what is not appropriate technology use. 2. Coaches and students can identify and feel confident reporting acts of inappropriate technology use. 	1st week of practice for each individual sport/activity

<p>Accountability of Training and Education</p>	<ul style="list-style-type: none"> - Scheduled and documented time of meeting with coaches for education of action steps listed above (completed by the AD) <ul style="list-style-type: none"> - Coaches will work with AD to have a written supervision plan for each area listed above - Activities Director will set up a meeting with coaches of each sport/activity to go through all action steps, policies, definitions, and training that coaches are to complete - Coaches will be required to read all Big Lake policies, definitions and sign a form stating they understand and comprehend all information. - Coaches will be required to provide documentation of completion of NFHS training listed above - Coaches will provide AD with documentation of completed training for all action steps listed above - Scheduled and documented time of meeting done by the coaches with their respective students for education and training of action steps listed above (completed by AD) <ul style="list-style-type: none"> - Coaches will notify AD of the scheduled date of training with their respective students. - AD will attend training of each student group that is completed by the coaches. AD will document time & date of training. 	<p>Prior to start of each sport/activity season</p>	<ul style="list-style-type: none"> - Supervision Plan Template - Policy and definitions understanding and comprehension completion form - NFHS training completion form - Documentation of scheduled meetings with students (by coaches) - Documentation of scheduled meetings with coaches (by AD) 	<ol style="list-style-type: none"> 1. Coaches meeting, training, and documentation is completed prior to the start of each sport/activity. 2. Documentation of student training is completed within the first week of each sport/activity. 	<ol style="list-style-type: none"> 1. Coaches training- prior to start of season 2. Student training end of first week of season
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Coach/Advisor Post-Season Banquet Procedure

1. Coach/Advisor will schedule post-season banquet through Activities Director prior to the start of their season.
2. Coach/Advisor will fill out banquet and Conference GPA form *at least 1 week* prior to banquet (earlier the better) and submit to Activities Secretary.
3. Activities Secretary will complete GPA's on M8 GPA form and complete certificates/pins needed for sport's banquet.
4. Coach/Advisor will pick up awards two days prior to event to allow time to fix any errors.

Additional Information

1. Any additional awards or food/drinks ordered for a team's banquet will be funded by the team's fundraising account and/or booster club.
2. If a student is a first year letter-winner they get the sport-specific pin. Each subsequent year they letter they will receive the bar pin.
3. Students are responsible for stopping in the Activities Director's office to pick up the "BL" letter.
4. Letterman's jacket and arm patches can be purchased by the students at AST Sports in Monticello.
5. Do not forget managers & captains recognition pins.

Coach/Advisor Purchase Process

Two Types of Purchases

1. Uniforms, Equipment, Awards, etc
 - All of these types of purchases **must** have a purchase order number prior to placing the order.
2. Tournament Entry Fees, Team Camp Fees, Coaching Clinic Registrations
 - These purchases are done with a check request form.

Purchase Order Process

1. Coach/Advisor will request a *Quote* from a sales rep, website, dealer.
2. Coach/Advisor fills out the Purchase Order Requisition Form and turns PO Req Form & Quote to Activities Secretary.
3. Activities Secretary will submit to Activities Director for approval and budget coding.
4. Activities Secretary creates PO and sends to coach/advisor.
5. Coach sends PO to sales rep, website, dealer to place the order.

Do not proceed with order without a purchase order number.

Middle school and assistant coaches work with head coach on purchasing

Check Requests Process

1. Coach/Advisor will fill out registration forms necessary for tournament, camp, or clinic.
2. Coach/Advisor will fill out check request form (except for budget code).
3. Coach/Advisor submits registration and check request form to Activities Secretary.
4. Activities Secretary will submit to Activities Director for approval and budget coding.
5. Activities Secretary will submit to District Office for payment and registration.

Fundraiser Procedures & Regulations

Procedure

- 1) Submit **Fundraising Request Form** to appropriate administrator, who will approve or deny request. If approved, the administrator will forward request to the Superintendent's Secretary to be included on the consent agenda for the next available school board meeting for final approval. Final approval by the school board must occur before any fundraising activities occur.
- 2) It is the responsibility of the employee submitting the request form to keep track of all expenses and revenues resulting from the fundraiser.
- 3) Revenues should be tracked using the **Fundraising Monetary Tracking Form**. As soon as money is received, it should be recorded on this tracking form and put in a secure location until the end of the day. At the end of each day, all money received should be given to the main office of the employee's building. District Office will collect money from the offices every morning and make a daily deposit.
- 4) Within 1 week of the conclusion of the fundraiser, all expenses and revenues must be recorded on the **Fundraising Completion Form** and submitted to the same administrator who received the request form. The administrator will sign off on the form and route to Business Services in District Office.
 - a. Do not pay fundraising vendors or take any of the fundraising revenues to pay for expenses. Submit an employee expense report for fundraising-related expenses you personally incurred or a check request for vendor expenses with the fundraising completion form.

Regulations

- 1) Student safety is the first consideration in determining the plan for participation. Door-to-door sales are discouraged; but if approved, K-8 students must have a parent or guardian with and 9-12 students must travel in groups of 2 or more.
- 2) Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip. Staff will not use their positions of influence to pressure students to participate nor will students who do not participate in any way be penalized.
- 3) The **Fundraising Request Form** must be completed, signed by an administrator and approved by the School Board before any school employees, representatives, and/or students of the District approach businesses or organizations to secure funding for school activities/programs.
- 4) All funds raised must be used to enhance the district's programs or provide benefits to students at-large. Funds cannot be raised using the school district's name for the benefit of an individual or non-school activity/program.

Credit Card & Reimbursement Procedures

1. Reimbursements

1. Must have pre-approval from Activities Director prior to any purchases with your own money
2. You must keep and submit all original itemized receipts.
3. Sales tax will not be included on reimbursement.
4. Reimbursement requests more than 30 days old will not be accepted.
5. No reimbursements for gift cards or receipts that obtain alcohol/tobacco purchases.

2. Credit Card

1. Must have pre-approval from Activities Director prior to use of activities credit card.
2. Coach/Advisor must complete the credit card form with district office staff prior to card use.
3. You must keep and submit all original itemized receipts.
4. No gift cards can be purchased with activities credit card.
5. Unauthorized purchases will be deducted from your salary (alcohol, tobacco, etc.).
6. Credit Card and all receipts must be turned in to Activities Director immediately after use.

Grade Check Procedure

1. Secretary will check grades of each sport/activity in season on Monday morning through Infinite Campus.
2. Secretary will email the list of ineligible students to the head coaches of each respective sport/activity.
3. Head Coaches will communicate with students, letting them know that they are ineligible. (Through text message, email, or in practice on Monday afternoon).
4. Ineligibility will go into effect starting **Wednesday** morning, as to allow coaches to properly communicate with students about their ineligibility.
5. Students will be responsible for regaining their eligibility through talking with their teachers and having the teacher sign the grade slip.
 - a. Grade Slips can be found in the main office of the high school (coaches have also been emailed a copy of this form).
6. After students have had grade slip signed by teacher, signifying eligibility or progress towards eligibility student will turn that grade slip into their coach. (If no grade slip is signed, student is ineligible from competition until the next grade check).
7. Coaches are to keep all signed grade slips on file and turn in to Activities Director at the end of their season.



Fundraising Request Form

Form must be submitted to the appropriate administrator and approved by the Superintendent before any fundraising activities occur.

Date of Request:	Name of Organization/School:	Contact Person/Advisor:
Description of Fundraiser:		
Description of Crowdfunding Request:		
If this is a Crowdfunding project, which website are you utilizing:		
Date(s) Fundraiser or Crowdfunding Request Will Begin and End:		
Amount of Funds Targeted to be Raised:		
How Proceeds Will Be Used:		
Name of Commercial Agency Involved (if any):		
Number of Other Fundraisers/Crowdfunding Projects Already Held and/or Planning This Year:		
Activities Director, Principal, or Community Ed Director Signature:	Date:	
Superintendent's Signature:	Date:	

Fundraiser Monetary Tracking Form

Use this form on a daily basis to keep track of cash/checks as you receive them. At the end of each day, all money must be turned into your building's main office and will be collected the following morning by district office. Record of this money is your responsibility.

NAME OF FUNDRAISER:	DATES OF FUNDRAISER:

DATE RECEIVED	STUDENT'S NAME	CASH AMOUNT	CHECK AMOUNT	TOTAL
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
These totals should be reported on the fundraiser completion form.		\$ 0.00	\$ 0.00	\$ 0.00



Fundraiser Completion Form

Form must be submitted to building/activity administrator at the completion of a fundraiser after all money has been received and provided to District Office. Administrator will approve and send to business services for recording.

Date Submitted:		
Name of Activity/School:	Contact Person/Advisor:	Phone #:

FUNDRAISER EXPENSES: put in as negative number using - sign

Item Description:	Actual Cost:
Total Expenses:	

FUNDRAISER REVENUE

Report totals from Fundraiser Monetary Tracking form.

Cash Total:	
Check Total:	
Total Revenue:	

Net Profit/Loss:	
-------------------------	--

DO NOT PAY VENDOR OUT OF PROCEEDS. IF VENDOR PAYMENT IS NEEDED, SUBMIT A CHECK REQUEST FOR VENDOR WITH THIS FORM.

FEEDBACK

Would you recommend doing this fundraiser again? Why or why not?
If held again, what changes would you suggest to make it more successful?

Administrator's Signature:	Date:



Purchase Requisition

School Name:

<p>Vendor Information: (name & address)</p> <p>Phone:</p> <p>Fax:</p>
--

Requisition Number

Requisition Date

Date Required

Requested by:

Department:

Catalog Number	Description	Quantity	Price Each	Amount

Notes:

Sub-total:
Shipping:
Total:

<p>For Office Use Only</p> <p>Approval: Budget</p> <p>Code:</p>

Requesters Signature

Request for Finance Check



TO: DISTRICT OFFICE

DATE: ____/____/____

Please issue a check payable to: _____

Amount: _____

Description of Services Provided:

Requested by _____

Approved by _____

Send check to: Vendor _____ Activities Office _____

Account Code							Amount	Purchase Order Number	Invoice Number
FD	ORG	PRO	CRS	FIN	OBJ				



Grade Slip

Activity: _____ Date: _____

Student: _____

Class	Passing Date	Teacher Signature

1. Big Lake Schools believes a student’s academic work is the most important part of his/her education; thus, students will be required to uphold passing grades and be making progress towards graduation in order to participate in activities. Grades will be checked for students every other Monday during the school year.
2. The first grade check will be on the second Monday after school starts. In the event that any of these dates fall on a non-school day, grades will be checked on the next day and then grade checks will return to the regular Monday schedule.
3. If a student is failing one or more classes after grade checks, he/she will be suspended from games/contests until the next grade check. Ineligibility goes into effect starting the Wednesday after Monday grade check. Students may still participate in practice at the discretion of the coach/advisor. The suspension will be removed if the student produces a signed grade slip that verifies the student is now passing from the teacher(s) whose class they were failing. This policy will be enforced for students in grades 6-12 that participate in co-curricular and extra-curricular programs through Big Lake Schools.
4. End of year grades carry over into the fall season. In the event a student fails one or more classes at the end of the spring term, they are ineligible from competition for the first contest/event of the fall season. If a student is not in a fall sport/activity, they will follow the grade check policy above. Students participating in an activity that includes graded events (i.e., music concerts) are not suspended for these events.
5. Any student with one or more failing grades at the end of a term will have a two-week suspension. If no contests/events are scheduled during the two-week suspension, the student must have all passing grades at the next grade check in the new term to become eligible to participate in a game/event. Students on suspension should participate in practice and attend contests but will not be allowed to participate in contests/events. At the conclusion of the suspension, students will be allowed to compete should they be in good academic standing. Unless pre-approved by the building principal, these same requirements apply if a student drops a class in which he/she was failing.

Updated 08/03/2020



Big Lake High School Extracurricular Driving/Parking Permission Form

1. Student Name _____ Grade Level _____
2. Extracurricular Activity(ies) _____
3. Vehicle Make _____ Model _____
4. Parking Permit # _____ License Plate # _____ Color _____

Complete as follows:

- 1. Fill out this form completely and sign. If you will be a passenger only, complete only lines 1 and 2 above.
2. Obtain permission and a signature from your parent/guardian.
3. Obtain permission and a signature from your high school principal.
4. Return this form to the Big Lake High School Office.
5. Provide a copy of this form to your coach or activity supervisor.

PARENT/GUARDIAN PERMISSION

I am the parent/guardian of the above-named student of Independent School District No. 727, Big Lake (hereinafter "District"). My child is a member or participant in the extracurricular team/activity of the District's High School set forth above, which engages in practices/games off campus located at _____ and may engage in meets, matches, games, or other organized team activities at other off-campus locations.

ACKNOWLEDGMENT AND WAIVER: I understand that the District may provide transportation to extracurricular practices, games, and activities of which my child is a participant and for which transportation its employees supervise, control, and arrange. I also understand that the District may not provide transportation to extracurricular practices, games or activities for which my child is a participant. In consideration for my child being allowed to use alternative transportation for his/her or our family's convenience or to provide his/her own transportation in order to participate in this extracurricular activity due to the lack of School District transportation, I hereby acknowledge and agree to the following:

I understand that, while District employees will direct students in complying with the permissions provided herein, the District will not participate in arranging such alternative transportation or otherwise supervise or instruct student behavior while using the alternative transportation I have authorized below. Further, I understand that, with respect to the alternative transportation I have authorized herein, the District makes no representations or assurances regarding the safety or condition of any vehicles used, insurance coverage, the driving skill or licensure of any student or driver, the legalities of passengers riding with any student or driver, any student's or driver's compliance with relevant traffic or other laws, or the availability of any insurance for the alternative transportation I have authorized. I represent that my child is capable of safely participating in the activities I have permitted. I understand that the District, despite not supervising or controlling the alternative transportation, may unilaterally revoke the permission granted below if it believes that it is in the best interests of the student(s), driver, passenger, or public or if my child, whether a passenger or driver, violates the Student Driving Rules & Responsibilities listed below or enumerated in the Student Handbook. I further understand that this waiver and acknowledgment applies to any circumstance in which my child chooses to participate in activities of the team/activity for which no

District-arranged transportation is provided, including meets, matches, games, or other organized team activities at other locations, in consideration for being permitted to participate in said activities, or for which I provide or authorize my child to provide for purposes of our convenience.

I recognize and understand that these activities have inherent risks including the potential loss of personal property and the risk of physical injury or death. Knowing these inherent risks, I am voluntarily assuming such risks and granting permission for my child to participate in the activities identified below.

I, on behalf of myself, the above-named student of the District, and any personal representatives, heirs, executors, administrators, agents, and assigns of myself or the above-named student, hereby voluntarily and forever release, waive, discharge, and covenant not to sue the District, its board members, administrators, employees, agents, representatives, and volunteers ("the Released Parties"), jointly and/or severally, from any kind of liability, including any and all claims, demands, injuries, damages, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage, or death that any undersigned may suffer as a result of participating in the activity identified below, regardless of whether the injury, damage, or death is caused, in whole or in part, by the released parties or the released parties' negligence, unless the injury, damage, or death arises from the released parties' gross negligence, willful misconduct, or claims that cannot be waived under Minnesota law.

I further agree to indemnify, and save and hold harmless the Released Parties, jointly and severally, from any and all claims, causes of action, liabilities, damages, costs, and expenses, including attorney's fees, arising from the above-named student's participation in the activity identified.

PERMISSION TO PARTICIPATE: Acknowledging the foregoing, I give the above-named student permission to use the following alternative transportation (please check all that apply):

Ride to or from practices in a vehicle driven by me or another authorized family member.

Name(s) of authorized family member if not named below: _____

Ride to or from practices in a vehicle driven by another participant's parent.

Name(s) of authorized parent: _____

Ride to or from practices in a vehicle driven by another participant.

Name(s) of authorized driver participant(s): _____

Drive themselves to and from practices, games activities without passengers.

Drive themselves to and from practices with passengers.

Name(s) of authorized passengers: _____

Must use District-supervised transportation if available.

Students should transport only the number of passengers legally allowed pursuant to the student's driver's license

I have read, acknowledge and agree to the Acknowledgement and Waiver set forth in this form.

(Signature of Parent/Guardian) (Date)

(Printed Name of Parent/Guardian)

STUDENT AGREEMENT

Driving during school hours is A PRIVILEGE--NOT A RIGHT. By signing below, I agree to and will abide by, all driving and parking rules listed on this form and the Student Handbook and I understand that if I violate any of these driving, parking and/or littering rules, I may lose my driving privilege and/or my car may be towed. I understand that parents/guardians and/or police will be notified if my conduct violates driving, parking and/or littering rules. I understand that only the driver listed on this form may occupy the car during the trip to and from the extracurricular activity unless stated otherwise on the driving form by the parent/guardian. I understand that I may not drive or bring passengers without proper written permission and only to the extent permitted by law and the driver's issued license. I further understand that if I violate these driving, parking and/or littering rules and my driving privileges are revoked, I may be held responsible for obtaining alternate transportation to extracurricular activities to the extent transportation is not provided by the School District and that if I cannot provide transportation, my ability to participate in extracurricular activities may be affected.

Student

Signature _____ Date _____

ADMINISTRATOR'S PERMISSION

The above-named student has my permission to drive or be a passenger to the extracurricular activity(ies) listed in this form.

Administrator's

Signature _____ Date _____

FOR OFFICE USE ONLY

Form Received by: _____ Date Received: _____

Copy Provided to the following coaches/activity supervisors: _____

STUDENT DRIVING RULES & RESPONSIBILITIES

- Students may not park in parking lots of adjoining or neighboring businesses. Vehicles parked in non-approved locations may be towed by the owners of those locations.
- It is the student's responsibility to stop in the main office and identify his/her car.
- Students must deposit trash in receptacles. Litter is not to be left in the parking lots.
- The District is not responsible for any loss due to theft. Student cars should be locked when parked in the school and work site parking lot.
- Vehicles may not display signs, symbols or language of an offensive or harassing nature (inappropriate racial, religious, sexual, gang or illegal drug references). Students displaying any such items will be asked to remove the item from their vehicles. Failure or refusal to do so will result in suspension and/or loss of driving privileges.
- The interiors of motor vehicles of students in school district locations, including all compartments, may be searched when school officials have 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 under the student's control or its compartments upon the request of a school official.

TRAFFIC LAWS

While the District does not supervise or control student driving conduct, students are encouraged to drive safely and obey all traffic laws. If a student violates driving and parking rules or laws, the District may notify the student's parent/guardians, notify the police liaison officer, and/or revoke the student's driving/riding/parking privileges. If a school official witnesses exhibition driving, the police will be contacted and a ticket may be issued. Exhibition driving is defined according to Minnesota and city statutes and includes when a motor vehicle stops, starts, accelerates, decelerates, or turns at an unnecessary rate of speed so as to cause tires to squeal, gears to grind, soil to be thrown, engine backfire, fishtailing or skidding, or as to two wheeled or three wheeled motor vehicles, the front wheel to lose contact with the ground or roadway surface.

RRM: 315749

Big Lake Schools Coaches' Handbook Signature Page

I have received a copy of the *Big Lake Schools Coaches' Handbook*.

I have read and understand all of the related material in the handbook related to my capacity as a coach for the Big Lake School District. I further understand that it is my responsibility to follow the enclosed policies and guidelines as well as educate the student participants and their parents of any of these policies or guidelines as they pertain to my contracted activities.

Coach/Advisor Signature

Date



Employee Handbook

2020-2021



Updated July 2020



Destination School District

Big Lake Schools has reinvented itself over the past decade to become a destination school district. We have families moving into the community because they see the value our district brings to their student's future.

Highly Regarded Staff

Our teachers and staff continue to be the hallmark of our district and always receive high ratings from our community.

Q-Comp District

Big Lake Schools implemented Q-Comp in the 2011-2012 school year and continues to utilize it today! Q-Comp rewards teachers for performance and professional development rather than seniority.

Professional Learning Communities

PLCs are utilized to provide a specific time and structure for job-embedded professional development where teachers work collaboratively on solving instructional challenges.

WELCOME TO BIG LAKE SCHOOLS!

We are thrilled that you have decided to join our Big Lake Schools family! Your role as an employee is vital to the success of our students and our district.

As an employee, you may have many questions about your employment. This handbook is intended to be a general reference guide to our district, including expectations and personnel policies. All employees are expected to familiarize themselves with the content of this handbook.

The Nitty Gritty:

Big Lake Schools reserves the right to make changes at any time, with or without notice, and to interpret these policies and procedures at its discretion. Nothing in this handbook establishes a contract or promise of employment or of specific terms of employment between the Big Lake Schools and its employees. In the case of a conflict between this handbook and any specific provisions of School Board policy, individual contract, or collective bargaining agreement, the School Board policy, individual contract, or collective bargaining agreement shall control.

Again, thank you for choosing Big Lake Schools as your place of employment! We hope you will enjoy your time here!

Sincerely,

Sue Schmidt
Human Resources Manager

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DISTRICT CONTACT INFORMATION

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Superintendent

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Angie Manuel

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Sue Schmidt

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Buildings and Grounds

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Allen Berg

**Community Education/
Communication**

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763.262.8107

Logan Midthun

Activities

763.262.5114

l.midthun@biglakeschools.org

Jon Beach

Technology

763.262.5156

j.beach@biglakeschools.org

SCHOOL CONTACT INFORMATION & HOURS

LIBERTY ELEMENTARY SCHOOL

School Hours	8:45 AM - 3:30 PM
Attendance Line	763.262.8601
Address	17901 205th Avenue NW
Main Phone	763.262.8100
Principal	Caryl Gordy c.gordy@biglakeschools.org
Assistant Principal	Teresa Smock-Potter t.smock-potter@biglakeschools.org

INDEPENDENCE ELEMENTARY SCHOOL

School Hours	8:55 AM - 3:40 PM
Attendance Line	763.262.2532
Address	701 Minnesota Avenue
Main Phone	763.262.2537
Principal	Jona Deavel j.deavel@biglakeschools.org
Assistant Principal	Katie Thompson k.thompson@biglakeschools.org

BIG LAKE MIDDLE SCHOOL

School Hours	7:30 AM - 2:15 PM
Attendance Line	763.262.2562
Address	601 Minnesota Avenue
Main Phone	763.262.2567
Principal	Mark Ernst m.ernst@biglakeschools.org
Assistant Principal	Keri Neubauer k.neubauer@biglakeschools.org

BIG LAKE HIGH SCHOOL

School Hours	7:30 AM - 2:15 PM
Attendance Line	763.262.2542
Address	501 Minnesota Avenue
Main Phone	763.262.2547
Principal	Bob Dockendorf b.dockendorf@biglakeschools.org
Assistant Principal	Angie Charboneau-Folch a.folch@biglakeschools.org

DISTRICT-WIDE PHILOSOPHIES

MISSION STATEMENT

Our mission is to challenge, educate and inspire all students to reach their highest level of achievement in academics, athletics and the arts.

VISION STATEMENT

High expectations - Exceptional results

BELIEF STATEMENTS

We believe:

- High expectations inspire high achievement and lifelong learning
- Learning occurs best in a safe, healthy, and positive environment
- Excellence in academics, athletics, and the arts is important in creating well-rounded citizens
- Preparing learners for the future is an innovative and evolving process
- Collaboration with critical partners promotes success
- In the five core values of the Hornet Way

STRATEGIC DIRECTIONS

A. Implement practices that ensure all learners achieve at exceptional levels.

B. Ensure that staff, students and families share in the accountability for the educational success of each student.

C. Establish a strong financial foundation that supports achievement of school district goals.

D. Seamlessly integrate technology as both a tool and a catalyst to maximize daily learning opportunities for students and staff.

E. Ensure that the facilities and infrastructure of Big Lake Schools are designed to optimize student learning in a safe, sustainable and attractive environment.

F. Expand and strengthen public support for the school district.

HORNET WAY

It is the philosophy of Big Lake Schools that staff, students, parents and community members should model appropriate behavior by following the Hornet Way in all aspects of life.

The Hornet Way is based on 5 core values:

- **Respect** - be considerate of self, other people and other people's beliefs and property
- **Honesty** - be truthful
- **Kindness** - be caring, friendly and helpful
- **Responsibility** - be dependable and accountable
- **Fairness** - be committed to the just treatment of others



EMPLOYEE RESPONSIBILITIES

THE KEY TO SUCCESS

Your position with Big Lake Schools is an important one! Each and every job contributes to the successful operation of each school, and ultimately, our district.

Although there are many different types of jobs within the District, there are four basic elements common to every position that we believe are key to your success:

1. **Customer Service:** constantly and consistently meeting the needs of our students, employees, and community and treating all with the utmost respect.
2. **Job Performance:** the knowledge, skills, and abilities needed to perform a job well.
3. **Teamwork:** the way we work together to achieve our goals.
4. **Personal Appearance:** the standards for the way we look and present ourselves to others.

ATTENDANCE

All scheduled employees are expected to notify their supervisors of any absence or tardiness as soon as possible. All teachers and Education Assistants are directed to use AESOP, the Substitute Placement & Absence Management system, which is available through our employee intranet. You will receive a PIN number and instructions on how to access and utilize this system.

Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination of employment.

LICENSURE/CERTIFICATION

Each employee who requires licensure or certification by law must maintain a current license or certificate with the Human Resources Department. Individuals are expected to know the date of expiration of their license/certification, and meet the requirements for re-licensure or certification in a timely manner in order to remain employed in that capacity.

CONFIDENTIALITY

Much of the information you obtain as the result of your employment with the District is confidential. Respect for the dignity of our students requires that you discuss any student issues only with those staff members and parents who need to know the information. In addition to student information, confidentiality is expected in other areas including staff information or district business information. The District will comply with requests for public information as they are received in accordance with state law and school district policy. Reference: Policy 515

CONFLICT OF INTEREST

A conflict of interest is defined as any judgement, action or relationship that may benefit you or another party because of your relationship with Big Lake Schools. All employees are asked to avoid outside activity including obligations that may compete or be in conflict with the best interests of the school district. If you are currently in a situation that may present a conflict of interest, contact Human Resources. Reference: Policy 435

MEAL AND BREAK PERIODS

The district recognizes that appropriate breaks throughout a workday are necessary and help in job effectiveness. If you work 8 or more consecutive hours, you will be given a 30-minute duty-free, unpaid meal break. Generally, you may take a paid 15 minute break for every four hours worked, if workload and staffing needs allow for it. Unused breaks do not apply to overtime calculations and breaks and meal breaks not taken, will not result in leaving work early before the end of a regularly scheduled workday. Break periods may vary based on contract language. Refer to your specific contract.

PERSONAL APPEARANCE

All employees are expected to dress in an appropriate, neat, and clean manner that is consistent with the high standards we set for ourselves as a district. An employee's attire should commensurate with the employee's position and should reflect the employee's role in providing a high quality education to the students of Big Lake Schools. Attire that conveys obscene messages or messages that are designed to or actually do incite hostilities in other employees, students, or visitors is prohibited while the employee is at work.

We ask that employees remember that some students and/or employees could be allergic or sensitive to the chemicals or smells of perfumes, colognes and lotions. Please wear these substances in moderation or avoid wearing them if possible.

PHOTO IDENTIFICATION/ACCESS BADGES

Your name badge is an important part of your work attire. It lets students, parents, staff, and the general public know that you are an employee of Big Lake Schools. Our identification badges also help in providing a secure environment for our students by ensuring anyone who enters our schools is identified. Badges must be worn where they are easily visible and at all times while on district property.

If you see someone without a name badge on, it is your duty to question them as to their purpose for the visit and direct them to the front office.

EMPLOYEE RESPONSIBILITIES

SOLICITATIONS

Organizations often wish to solicit employees to support a particular activity or fundraising event. It is the policy of Big Lake Schools that an employee should not use his/her position with the district to solicit purchases of services, or materials except those approved by the Superintendent. This means an employee should not use district email, parent or staff contact information, or any other district resource to further the mission of an outside organization. Reference: Policy 438

MANDATED REPORTING

By law, as a public employee within a school district, every employee becomes a mandated reporter for child abuse or neglect, and bullying. The State of Minnesota requires that educational professionals who know or have reason to believe that a child is being neglected, or physically or sexually abused by a person responsible for the child's care with the preceding three years must immediately report the information to the proper authorities. The law provides legal immunity for all reports of suspected abuse made in good faith. Failure to report is treated as a misdemeanor under the law. Reference: MN Statute 626.556

As an employee of the District, you also have a legal and moral responsibility to uphold the Bullying and Intimidation Prohibition Policy by:

- Providing immediate intervention to protect any target of bullying
- Making reasonable efforts to address the prohibited conduct
- Reporting any suspected bullying incident(s) to the building report taker (assistant principal)

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property, at school-related functions or activities, or on school transportation. The act of cyber-bullying by use of electronic technology and communications on school premises, during school activities, on school transportation, on school computers, networks, forums, and mailing lists, or off school premises to the extent such as substantially and materially disrupts student learning or the school environment is also prohibited.

In addition, the District is required to provide training on the Bullying and Intimidation Prohibition Policy to all employees every three years. Please see your supervisor if you are due to receive this training.

Reference: Policy 514

SCHOOL BOARD POLICIES

It is the responsibility of each employee to read and become familiar with School Board Policies. All policies can be found on our website at biglakeschools.org under About and School Board. This handbook references a select number of policies; however, it is expected that an employee will review all posted policies.

TECHNOLOGY ACCEPTABLE USE

Big Lake Schools understands the importance of using innovative technology, such as social media, to enhance teaching and learning; however, the District also recognizes it has an obligation to ensure technologies are used responsibly and safely by employees. Should an employee commit a violation of the District's Technology Acceptable Use Policy, the District may move to have the employee's access privileges revoked, take disciplinary action and/or appropriate legal action against the employee. See the school board policy for specifics on acceptable use of technology. Reference: Policy 432

EMPLOYEE CONDUCT

While on duty, all employees are expected to conduct themselves in a professional manner. Employees are expected to refrain from off-duty conduct that would have a negative impact on the employee's effectiveness in his or her position with the District, or that would call into question the integrity of the District. This requirement is in no way intended to limit the first amendment rights of employees.

RETURN OF DISTRICT PROPERTY

At the time of resignation or retirement, and prior to leaving the district, you are responsible for returning all district property in your possession to your supervisor. This includes computers, iPads, phones, keys, identification badges, etc. If any of your devices have passcodes on them, you must provide those passcodes to your supervisor or disable them.

USE OF DISTRICT PROPERTY

Unauthorized use of district property (i.e. supplies, furniture, maintenance equipment, etc.) for personal use is prohibited. Any employee who is found to have neglected or misused district property may be subject to disciplinary action up to and including termination.

JOB PERFORMANCE

JOB RESPONSIBILITIES

Your position has specific responsibilities that the district and your supervisor is expecting you to perform; thus, it is important that you fully understand what is expected of you. It may be helpful to review your job description to identify what the district is expecting you to do. If you are uncertain about any function of your position, please speak with your direct supervisor.

PROGRESSIVE DISCIPLINE

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Big Lake Schools supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Big Lake Schools reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our district.

The following outlines Big Lake Schools' progressive discipline process:

- Verbal reprimand: a supervisor verbally counsels an employee about an issue of concern, and a written record is placed in the employee's file for future reference.
- Written reprimand: written reprimands are used for behavior or violations that a supervisor considers serious or in situations when a verbal reprimand has not helped change unacceptable behavior. Written reprimands are placed in an employee's personnel file. Employees should recognize the grave nature of the written reprimand.
- Performance improvement plan: whenever an employee has been involved in a disciplinary

situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the District. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, further discipline up to and including termination of employment may occur.

- Suspension with/without pay: this disciplinary action may be used when any or all of the previous steps in this process have not corrected employee misbehavior or performance issues or when inappropriate conduct warrants such discipline.

Big Lake Schools reserves the right to determine the appropriate level of discipline for any inappropriate conduct including oral and written reprimands, suspension with or without pay, and termination of employment.

YOUR SUPERVISOR

We encourage open communication throughout the district. Your supervisor should be the first person you talk to regarding most questions or concerns you may have. He/she can explain operations, protocols and procedures and can refer you to written materials or other resources for additional information.

INITIAL EVALUATION AND PERFORMANCE REVIEW

The initial performance evaluation and periodic performance review varies by contract/agreement. Please refer to your contract regarding how the evaluations are completed, and whether you are under a probationary period.

EMPLOYMENT LAWS

EQUAL OPPORTUNITY EMPLOYER

Big Lake Schools is committed to providing an equal employment opportunity free from discrimination based on race, color, creed, religion, national origin, sex, gender identity, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status in its recruitment, hiring, training, promotion and personnel management practices. Reference: Policy 401

HARASSMENT AND VIOLENCE PROHIBITION

Big Lake Schools prohibits any form of religious, racial, sexual harassment or violence. It shall be a violation of this policy for any student or personnel of Big Lake Schools to harass, inflict violence, threaten to inflict violence, or attempt to inflict violence on to any student or any school personnel through conduct or communication of a sexual, racial or religious nature as defined by this policy. Big Lake Schools will investigate all complaints and will discipline any student(s) or school personnel who are found to have violated this policy. Reference: Policy 413

EMPLOYEE PAY & BENEFITS

PERSONAL INFORMATION CHANGES

It is important that your personal information is kept up-to-date within our SmartHR system and via the payroll department. If there are any changes in your name, address, phone number, dependents, insurance beneficiaries, etc., it is your responsibility to notify HR and/or Payroll and to update them within SmartHR.

PAYDAY

Employees are paid every two weeks on Friday. Employees are required to have their check directly deposited into their bank account. Hourly employees must approve their timecard by the Tuesday prior to the pay date. Employees may view their paystub, benefits, and W2s by visiting SmartHR via the staff intranet.

SICK LEAVE

Eligible employees have available sick leave to use for personal illness and in some contracts/agreements, for family illness. Please review your contract language for further information.

VACATION

Vacation is paid time off earned by eligible employees to take off for any reason. The amount earned varies by contract/agreement and by the amount of hours worked.

PUBLIC AND PRIVATE PERSONNEL DATA

As an employee of a public school district, you are deemed a public employee, which makes many things about you and your position within the school district considered public data. What information is considered private and public is defined and set by Federal law and state statute. Below are some items considered public personnel data:

- Name, employee identification number, actual gross salary, terms of employment, actual gross pension, employer paid fringe benefits, settlement agreements;
- Job title, job description, education and training background, and previous work experience;
- The existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in disciplinary action, final disposition of any disciplinary action;
- Work location, phone number, badge number, work-related continuing education, and honors and awards received;

See the MN Government Data Practices Act for further information. Reference: MN Statute 13.025

LEAVE OF ABSENCES

Please review contract language for available leaves of absence. Generally, short term unpaid leaves of absence are not allowed except in emergency situations and must be approved by the Superintendent.

RETIREMENT

All employees who meet minimum state plan requirements are covered under either the Public Employee's Retirement Association (PERA) or the Teacher's Retirement Association (TRA). The school district and the employee both contribute to the mandated state retirement plans in an amount set by law. Further information is available on the PERA website at www.mnpera.org or the TRA website at www.tra.state.mn.us.

The school district sponsors district-approved companies who provide 403(b) deferred annuities/mutual funds. Employees may contribute to these annuities with pre-tax dollars up to the maximum allowed by law. In some contracts/agreements, the employer will match a portion of the employee's contribution up to the maximum specified in the contract/agreement. See your specific contract for further information.

COMMUNICATIONS

PUBLIC WEBSITE

Big Lake Schools maintains a website available to the public at biglakeschools.org. This site contains a plethora of information about the district including our schools, programs, employment, policies, staff directory, upcoming events, district news, etc. Teachers are required to keep their classroom webpage up-to-date on this public website.

Employees can also sign up for text message alerts via the public website if they wish to be alerted of a school closing, delayed start, etc. To obtain an account to sign up for this service, email communications@biglakeschools.org.

EMAIL

Every Big Lake Schools employee will receive an email account via Google Apps for Education. It is expected that employees check their email on a daily basis during working hours.

STAFF INTRANET

The staff intranet is similar to a public website; however, it contains content for our employees only and requires a user to sign in to gain entry. The intranet can be accessed by going to staff.biglakeschools.org. You will be asked to login to your Google account in order to gain access to the website. The intranet contains staff calendars, important links, access to payroll/leave information, commonly used forms, branded templates for letterheads, powerpoints, etc. Please become familiar with the intranet as it will benefit you as an employee.

SOCIAL MEDIA

Big Lake Schools is on Facebook! If desired, “like” our page at www.facebook.com/biglakeschools. Feel free to “like,” “share,” and “comment” on our posts, but due so in a professional manner and during non-working hours. Refer to the Technology Acceptable Use policy for guidelines around social media use.

MEDIA RELATIONS PROCEDURE

Big Lake Schools is committed to developing and sustaining an open and productive relationship with local news media. It recognizes the importance media play in our community, and that the local newspaper is a major source of news about our district. Big Lake Schools is also committed to educating students and ensuring the safety and privacy of all students, families and staff. In order to balance responsibilities of the district and provide accurate and timely information to the media, all press inquiries and publicity requests about Big Lake Schools, including its students and staff, need to be directed to the Superintendent.

Staff who are contacted directly by a member of the media must first contact or refer the reporter to the Superintendent, who will work with staff and the media to respond to the inquiry. News releases, possible story or photo opportunities should also be coordinated through the Superintendent, with the exception of athletic/fine arts activities and graduation/honor roll lists.

The Superintendent will decide what communications medium(s) will be used to distribute information, including district communications channels and local media.

Staff members are highly encouraged to send news and information to the Superintendent's Secretary and/or the Director of Community Education and Communication for consideration. All buildings and programs are great sources for news and feature stories.

It is extremely important that Big Lake Schools protects the privacy of students and staff while still fulfilling its relationship with the media and public records laws. Students and staff have the right to deny an interview or photograph and should be informed of this right.

EMERGENCY CLOSINGS

When conditions prevail at a school or the entire district, in which the superintendent considers to be hazardous to staff and students, he/she may cancel school for that day, call a delayed start to the school day, or end a school day early. Information will be sent to staff as soon as possible via email and text message (if you signed up for text message alerts). The public will be informed via our website, Facebook, email, and local television stations. Consult your work agreement to determine if you are required to report to work during emergency closings.

Historically, the school board has determined that the district will need to makeup any missed school days due to closing following a third missed day. In other words, in the past, the first two will be exempt, but if a third day is missed, it will need to be made up. See the current staff calendar for designated make-up days.

EMPLOYEE OBLIGATIONS DURING EMERGENCY CLOSINGS

Employee Group	No School	Delayed Start	Early Release
Teachers	<ul style="list-style-type: none"> • Not required to report to work • Receive regular pay • May be required to work a make up day 	<ul style="list-style-type: none"> • Adjust hours to announced start time (e.g. two hour late start, report two hours later than usual) • Receive regular day's pay 	<ul style="list-style-type: none"> • Receive regular day's pay
Educational Assistants & Secretaries	<ul style="list-style-type: none"> • Not required to work • Day is unpaid • May make up missed time with consent of supervisor OR may use vacation/ personal time 	<ul style="list-style-type: none"> • Adjust hours to announced start time • Receive pay for actual hours worked • May make up missed time with consent of supervisor OR may use vacation/ personal time 	<ul style="list-style-type: none"> • Receive pay for entire day's shift • May make up missed time with consent of supervisor OR may use vacation/ personal time
Food Service	<ul style="list-style-type: none"> • Not required to work • Day is unpaid • May make up missed time with consent of supervisor OR may use personal time 	<ul style="list-style-type: none"> • Call worksite supervisor for report time • Receive pay for hours worked • May make up missed time with consent of supervisor OR may use personal time 	<ul style="list-style-type: none"> • Receive pay only for hours worked • May make up missed time with consent of supervisor • May use personal time to compensate for reduced hours
Custodians	<ul style="list-style-type: none"> • Work schedule established by supervisor • Those who report will work four hours without salary deduction 	<ul style="list-style-type: none"> • Work schedule established by supervisor • Receive pay only for hours worked 	<ul style="list-style-type: none"> • Work schedule established by supervisor • Those who report work four hours without salary deduction.
Non-Affiliated A/B	<ul style="list-style-type: none"> • Not required to report unless directed by supervisor • May make up missed time with consent of supervisor OR may use personal/ vacation time 	<ul style="list-style-type: none"> • Adjust hours to announced start time • Receive pay only for hours worked • May make up missed time with consent of supervisor OR may use personal/ vacation time 	<ul style="list-style-type: none"> • Work schedule established by supervisor • Receive pay only for hours worked • May make up missed time with consent of supervisor OR may use personal/ vacation time
Non-Affiliated C/D	<ul style="list-style-type: none"> • Employee uses personal discretion to decide whether to report to work or not 	<ul style="list-style-type: none"> • Employee uses personal discretion to decide when to report 	<ul style="list-style-type: none"> • Employee uses personal discretion to decide when to leave

HEALTH AND SAFETY

JOB SAFETY

Safety is important for all of us. The District is committed to developing and maintaining safe working environments. If you are involved in or witness an accident while at work, report it to your supervisor immediately and complete a First Report of Injury form within 24 hours. It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions:

- Know the locations of exits, fire extinguishers and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.
- Know the location of First Aid materials.
- Report any safety hazards to your supervisor.
- Be aware of your surroundings.

WORKERS' COMPENSATION

Workers' compensation benefits are specified by law and provide protection to employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work. In order to avoid possible delays in processing workers' compensation claims, it is very important that all work-related injuries are reported immediately.

A First Report of Injury form must be completed and submitted to the Benefits Coordinator at the District Office within 24 hours of the injury. Employee First Report of Injury forms may be obtained from your supervisor or the Health Assistant in your building. For assistance completing the report, contact your supervisor. For further assistance, call the Human Resources Department at 763-262-5143.

EMPLOYEE RIGHT TO KNOW

The District is committed to providing a healthy and safe work environment for all employees. Regard for safety of our students and employees is of the utmost concern. The Employee Right to Know Act requires the District, as your employer, to evaluate workplaces for the presence of hazardous substances and harmful physical agents and to provide training for all employees. You are required to complete this training each year. If you have questions about Right to Know training, please contact your supervisor.

BLOOD BORNE PATHOGENS

It is the objective of Big Lake Schools to protect all employees from potential work place hazards by reducing occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood borne pathogens. An employee's level of risk is determined by their job duties. You may review the District's exposure control plan on file in each school building. For more information contact the District School Health Coordinator.

DRUG- AND ALCOHOL-FREE WORKPLACE

Big Lake Schools is committed to providing a work and school environment that is free from the effects of drug and alcohol use and abuse by its employees. Therefore, any use of drugs and alcohol within the school/work day, on school grounds or during school-sponsored trips or activities is prohibited. The unlawful manufacture, distribution, dispensing or possession is also prohibited. The District will act to enforce this policy and discipline or take appropriate action against any employee who violates this policy. Reference: Policy 418

TOBACCO-FREE ENVIRONMENT

Big Lake Schools is committed to providing a healthy, safe and productive environment for staff, students and citizens. Therefore, the District shall promote non-tobacco use among its staff and students. Smoking and use of tobacco products is prohibited in school buildings and on school district property at all times. The District will act to enforce this policy and discipline or take appropriate action against any employee who violates this policy. Reference: Policy 419

EMERGENCY OPERATIONS PLAN/ CRISIS MANAGEMENT

Big Lake Schools' Emergency Operations Plan (EOP) is available on the staff intranet under Health & Safety. It is the responsibility of each employee to make themselves familiar with the EOP and to know their role in the case of an emergency.

WEAPONS

All district personnel are prohibited from carrying, bringing, using or possessing any dangerous weapons on district property, in any district vehicle or at any district-sponsored activity regardless of location, except as provided by law and/or with specific authorization from the superintendent or designee. Reference: Policy 501

Big Lake Public Schools 2020-2021 School Calendar

Board approved
12/19/2019

Student Days.....170
Teacher Days.....183

Important Dates:

SEPTEMBER

Sep 7—Labor Day—No School
Sep 8—School begins 6-9th only
Sep 8 & 9 (Grade K-5 Assess. by appt)
Sep 9—School begins grades 10-12
Sep 10—School begins grades K-5

OCTOBER

October 15-16—No School

NOVEMBER

Nov 6—No School Students—MS & HS PD, K-5 PT Conferences
Nov 25—PD Day—No School Students
Nov 26-27—Thanksgiving—No School

DECEMBER

Dec 3—End Tri 1
Dec 4—No School Students—PD/TW
Dec 24-Jan 1—Winter Break

JANUARY

Jan 18—PD Day—No School Students

FEBRUARY

Feb 12-15—No School

MARCH

Mar 1—No School Students—MS & HS PD, K-5 PT Conferences
Mar 12—End Tri 2
Mar 15—No School Students—PD/TW

APRIL

Apr 1-5—No School

MAY

May 31—Memorial Day—No School

JUNE

June 2—Seniors Last Day
June 3—Last Day
June 4—Teacher PD/TW
June 4—Graduation

P/T Conferences

Nov 6—K-5
Mar 1—K-5

Trimester End dates

December 3
March 12
June 3

July 2020					August 2020					September 2020				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
		1	2	3	3	4	5	6	7		1 PD	2 PD	3 PD	4 NS
6	7	8	9	10	10	11	12	13	14	7 NS	8 K-5 Assess 6-9 start	9 K-5 Assess 10-12 start	10 K-5 Start	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31 PD					28	29	30		

October 2020					November 2020					December 2020				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
			1	2	2	3	4	5	6 MS & HS PD K-5 PT conf.		1	2	*3 End Tri 1	4 NS PD/TW
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15 TC Ed MN	16 Ed MN	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25 PD	26 NS	27 NS	21	22	23	24 NS	25 NS
26	27	28	29	30	30					28 NS	29 NS	30 NS	31 NS	

January 2021					February 2021					March 2021				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
				1 NS	1	2	3	4	5	1 MS & HS PD K-5 PT conf.	2	3	4	5
4	5	6	7	8	8	9	10	11	12 NS	8	9	10	11	*12 End Tri 2
11	12	13	14	15	15 NS	16	17	18	19	15 NS PD/TW	16	17	18	19
18 PD	19	20	21	22	22	23	24	25	26	22	23	24	25	26
25	26	27	28	29						29	30	31		

April 2021					May 2021					June 2021				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
			1 NS	2 NS	3	4	5	6	7		1	2 Seniors Last Day	*3 Last Day	4 NS PD/TW Graduation
5 NS TC	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31 NS					28	29	30		

NS = No School
N = New Teacher Work Day
PD = Professional Dev. Teacher
TC = Teacher Comp Day
PT = Parent/Teacher Conf.
* = End of Trimester

The following dates have been designated as potential make-up days: March 1, April 1, June 4, June 7, etc.

Tri 1=57
Tri 2=59 105
Tri 3=54



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July 30, 2020

Highlights of Updates to Employee Manual - 2020-2021

Updates to Handbook

- Minor yearly updates to names, titles, contact information and calendar.
- Added statement on unauthorized use of district property for personal use (page 7).
- Updated EEO section to match board policy (page 9).
- Added Leave of Absence section, specifically to state that unpaid leaves of absences are to be approved by the superintendent (page 9).



FAMILY AND MEDICAL LEAVE POLICY

I. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the Big Lake School District, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

II. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered service member” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s

pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.

- E. "Next of kin of a covered service member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

- F. "Outpatient status" means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;

6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. “Veteran” has the meaning given in 38 U.S.C. § 101.

III. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or

- e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the service member’s office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by

reason of a disability or disabilities related to military service, or would do so absent treatment; or

- (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the Big Lake School District has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the Big Lake School District. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the

school district, subject to and in coordination with the health care provider.

11. The Big Lake School District may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the Big Lake School District will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The Big Lake School District may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The Big Lake School District shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or

accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Service member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The Big Lake School District may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

IV. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

V. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VI. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Rationale: *The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.*

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)



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HARASSMENT AND VIOLENCE

Big Lake Schools prohibits any form of harassment or violence by any student, Board of Education members, district employee, agents, volunteers, contractors or persons subject to the supervision and control of Big Lake Schools.

I. GENERAL STATEMENT OF POLICY

- A. The policy of the Big Lake School District is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes; school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The Big Lake School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to

discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

II. DEFINITIONS:

A. Assault

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon another; or,
3. The threat to do bodily harm to another with the present ability to carry out the threat.

B. Harassment

Prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

C. Immediately

Means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.

2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means 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. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
- a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence Definition

- 1. 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 Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or

the opposite sex;

- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

II. Reporting Procedures

- A. Any person who believes he or she has been the target or victim of harassment or violence basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. For the purpose of this section, "principal" refers to the primary site administrator and/or any other person specifically designed to handle these duties.
- C. The Big Lake School District encourages but does not require the reporting party or complainant to use the report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well.
- D. In each school building: the principal is the person responsible for receiving oral or written reports of violations of this policy at the building level. Any adult District personnel who receive a report of harassment or violence shall

inform the building principal immediately. If the complaint involves the building principal, the complaint shall be filed directly with the District's Human Rights Officer.

- E. In the case of student complaints, the principal shall make the determination as to whether the alleged act constitutes a violation of the Discipline Policy or a violation of the Harassment and Violence Policy. If the involved parties are in disagreement with the determination made by the principal, the complaint shall be forwarded immediately to the District Human Rights Officer.
- F. Upon determining that the allegations, if true, constitute harassment or violence, the principal shall see that the report is reduced to writing and shall promptly forward it to the District Human Rights Officer.
- G. The Big Lake Schools Human Rights Officer: If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. The District shall conspicuously post the name of the Human Rights Officer, including their mailing addresses and telephone numbers.
- H. Non-retaliation: the submission of a good faith complaint or report of religious, racial or sexual harassment or violence or hazing will not affect the submitter's future employment, grades or work assignments.
- I. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- J. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- K. The Big Lake 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.
- L. False accusations or reports of violence or harassment against another person are prohibited.

III. Consequences

- A. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
- B. Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
- C. Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.
- D. Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

IV. Investigation

- A. 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.
- B. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- C. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- D. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

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

V. School District Action

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The Big Lake 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 targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VI. Retaliation or Reprisal

The Big Lake School District will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VII. Right to Alternative Complaint Procedures

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

VIII. Harassment or Violence as Abuse

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

IX. Dissemination of Policy and Training

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.

Rationale: *The purpose of this policy is to maintain a learning and working environment that is 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.*

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. GENERAL STATEMENT OF POLICY

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

II. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;

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

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a

person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

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

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services. School personnel also includes employees of companies contacted for services.
- J. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, harm, or a person whose parental rights were involuntarily terminated, been found unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

III. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a

woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol (marijuana), or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

IV. INVESTIGATION

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

- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

V. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

VI. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VII. DISSEMINATION OF POLICY AND TRAINING

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

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 121A.58 (Corporal Punishment)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)

Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)

Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)

Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)

Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)

Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)

Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)

Minn. Stat. § 609.379 (Reasonable Force)

Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)



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DISCIPLINE POLICY

I. Prohibited Student Behavior

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exhaustive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
1. **Academic dishonesty:** including, but not limited to, cheating on a school assignment or test, plagiarism, collusion or electronically transmitting information with intent to commit academic dishonesty.
 2. **Attendance problems:** including, but not limited to, truancy, absenteeism, tardiness, skipping classes, exiting the school building or leaving school grounds without permission
 3. **Attire:** lack of attire, or personal grooming that creates a danger to health or safety or a disruption to the educational process, including, but not limited to, clothing bearing a lewd, vulgar, or obscene message, promoting products or activities that are illegal for use by minors, or displaying objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or that connotes gang membership. See Student Dress Code Regulation for specific examples.
 4. **Careless or reckless driving:** driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.
 5. **Communication devices:** unauthorized or illegal use of, or possession of, including, but not limited to, an instrument, apparatus, equipment, mechanism, operating procedure, or code designed or adapted for a particular use that is intended or can be used in violation of Minnesota law. The term communication devices includes, but is not limited to, computer hardware, software, programs, electronic mail system, voice mail system, identification validation system, private branch exchange, district provided internet access, or any other means of facilitating communication service.
 6. **Disrespectful language/verbal assaults:** or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people or threatening to school property. "Threatening behavior" or "threats" mean actions or words which are intended to, or which are reasonably understood to, convey intent to cause intimidation or fear of bodily harm.

7. **Disruptive acts:** including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, insolence, insubordination, failure to identify oneself or providing false identification, or threats.
8. **Distribution or possession of literature, video, pictures, or otherwise unauthorized materials:** on or near school property of inflammatory, libelous, slanderous, or obscene nature, or that may cause defamation of character.
9. **False reporting:** 911, fire alarms, or other emergency calls.
10. **Falsifying, altering or tampering with any records:** documents, notes, or signatures, including those in possession of the school district, by any method, including, but not limited to, computer access or other electronic means.
11. **Fire:** failure to exercise ordinary caution, resulting in fire in a school building or on school property.
12. **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.
13. **Gang or cult activity:** attire and/or exhibiting personal grooming which has the effect of harassment, and any apparel, jewelry, tattoos, accessories, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in a cult, or an organized gang; also includes gang related graffiti.
14. **Health and Safety:** actions that cause or could cause injury to another person or which otherwise endanger the health, safety, or welfare of other people.
15. **Incendiary/ignition device use:** including butane or disposable lighters, matches or possession and/or detonation of pyrotechnic/incendiary devices in and on school grounds under circumstances where there is a risk of fire or harm to self or others, except where the device is used in a manner authorized by the school personnel;
16. **Multiple/Chronic Violations:** a student who accumulates multiple office referrals for behavior may be disciplined in light of the student's overall record.
17. **Possession of nuisance devices/objects:** items which cause a disruption to the educational process.
18. **Public displays of affection:** hugging and kissing that are expressions of a romantic or intimate relationship are not appropriate in the school setting including school-sponsored activities.
19. **Terroristic acts:** including, but not limited to, direct or indirect crime of violence or threats with purpose to terrorize another, or to cause evacuation of a building, place of assembly, vehicle or to otherwise cause serious public inconvenience or disruption.
20. **Unauthorized use of fire extinguisher:** unauthorized use/handling of a fire extinguisher is prohibited.
21. **Violations against persons:** including, but not limited to, assault or threatened assault, posturing, fighting, harassment, interference or obstruction, attack with a weapon or look-alike weapon,

sexual assault, illegal or inappropriate sexual conduct, indecent exposure; or committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment or an act that otherwise endangers the health, safety or welfare of district personnel, students, or others.

22. **Violations against property:** including, but not limited to, damage to, destruction of, or failure to return school property, school issued textbooks and materials, or the property of others, arson, breaking and entering, theft, robbery/burglary, possession of stolen property, extortion, trespassing, unauthorized usage, vandalism, violation of directives or guidelines relating to lockers or improperly gaining access to school lockers.
23. **Weapons:** Violation of the district's policy.
24. **Willful conduct:** that disrupts the educational rights of others or endangers school district employees, the pupils, or the property of the school; or willful violation of any rule of conduct specified in this discipline policy.

- B. An act occurring off school grounds that disrupts, interferes, or otherwise affects the environment, activities, operation, students or employees of the school is prohibited.
- C. Violation of any federal, state, or local laws or any Big Lake Schools administrative procedure, policy, or regulation.
- D. Intent to or actual use, possession, selling, distributing, delivering or exchanging of illegal drugs, alcohol, tobacco, nicotine products are prohibited on school grounds, at school-sponsored events, and in district-supplied vehicles. This includes any tobacco, drug, or alcohol look-a-likes, paraphernalia, and e-cigarettes. Also see the District's policy on the use of medication during school hours.

II. Disciplinary Action

A. Progressive Discipline

It is the general policy of Big Lake Public School District to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

B. Right to Know Policy (Tennessee Warning)

Administrative conferencing, involving Big Lake Public School students, will include a reasonable effort to establish an overt awareness on the part of the student regarding:

1. The subject of, purpose for, and intended use of the data collected.
2. The student's individual right of refusal to supply, or legal obligation to supply, such data.

3. Known consequences of supplying or not supplying the data.
 4. Known identity of others authorized to review the data.
- C. Disciplinary Action Options may include, but are not limited to, one or more of the following:
1. Student conference with teacher, principal, counselor or other school district personnel and/or verbal warning.
 2. Parent/Guardian contact.
 3. Parent/Guardian conference.
 4. Removal from class.
 5. In-school suspension.
 6. Suspension from extracurricular activities.
 7. Detention outside of the school day or restriction of privileges.
 8. Loss of school privileges e.g., hall passes, library passes, driving privilege.
 9. In-school monitoring e.g., noon room, or revised class schedule e.g., MLC the Modified Learning Center. An action taken by the administration placing the student in an alternate educational setting for no more than ten school days may be made when it is believed the pupil will create an immediate and substantial danger to people or property around him/her. (In no event shall the assignment exceed 15 school days.) While in the MLC, the student will be given his/her daily work by their classroom teachers and will be expected to complete such work prior to the end of their MLC assignment. Students assigned to the MLC may not attend or participate in school-sponsored activities on the day(s) they are assigned to the MLC, and may resume eligibility upon readmission to their educational program of study.
 10. Referral to in-school support services e.g., counseling.
 11. Referral to community resources or outside agency services.
 12. Restorative measures, including financial, symbolic, or other means of restitution.
 13. Referral to police, other law enforcement agencies, or other appropriate authorities.
 14. A request for a petition to be filed in district court for juvenile delinquency adjudication i.e. truancy petition.
 15. Out-of-school suspension under the Pupil Fair Dismissal Act. "Suspension" means an action taken by the school administration under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days

16. In cases where the student will create an immediate and substantial danger to persons or property around him/her, he/she may be suspended for a period not to exceed fifteen school days, and further provided that he/she may be suspended indefinitely pending the School Board's decision in expulsion or exclusion proceedings. Students placed on suspension may not attend or participate in extra-curricular activities on the day(s) they serve suspension.
17. Expulsion under the Pupil Fair Dismissal Act. "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled
18. Exclusion under the Pupil Fair Dismissal Act and/or "Exclusion" mean an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year
19. In serious disciplinary situations where an alternative setting, exclusion or expulsion may be a possible disciplinary action, the Policy Enforcement Review Team (PERT) may convene to make recommendations on educational placement at the discretion of District administration.

NOTE: The PERT process may not apply to students who have been identified as a child with a disability under the Individuals with Disabilities Act (IDEA), or Section 504 of the Rehabilitation Act. However, all due process procedures and protections will be afforded to these students under other District disciplinary processes.

The Policy Enforcement Review Team (PERT) may consist of:

- a. Administrator(s) from the student's level
- b. A teacher of the student's choice
- c. School board member
- d. A School psychologist
- e. School counselor
- f. Law enforcement officer
- g. Activities coordinator

The student's return to school will be considered after an assessment by the PERT team. The assessment will include intent, mental state, and degree of real or believed threat present and nature of the student's actions.

The Policy Enforcement Review Team may make a recommendation as to whether the student should be:

- a. returned to mainstream school;
- b. placed in an alternative program;
- c. recommended for exclusion or expulsion by the Board of Education

D. Removal of Students from Class

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents/guardians. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this

policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school.
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy.
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods

E. Dismissal

1. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding, which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

2. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - a. Willful violation of any reasonable school board regulation, including those found in this policy
 - 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
 - c. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
4. All rules associated with Minnesota Law shall be followed.
5. In addition, after 10 cumulative days of removal from school in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before removal and, with permission of the parent or guardian, arrange for a

mental health screening of the pupil. The district is not required to pay for the mental health screening.

F. Expulsion and Exclusion Procedures

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony, state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within five (5) calendar days not including weekends after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion with thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

G. Admission or Readmission Plan

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232 Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide medication for their child as a condition of readmission.

H. Students with Disabilities

1. Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy provided that their misbehavior is not a manifestation of the student's disability, unless an educational program has specified a necessary modification within the student's Individual Education Plan (IEP) or 504 plans.
2. For students with IEPs, a team meeting is required within five (5) school days of a suspension of more than five (5) consecutive days, ten (10) cumulative days or prior to an expulsion. The team shall (a) determine whether the misconduct is related to the disability; (b) review any assessments and determine the need for further assessment; and (c) review the adequacy of the current IEP and amend the goals and objectives or develop an alternative IEP program as appropriate. If it is determined that a student's misconduct is related to the student's disability, the student may not be expelled or excluded, and an alternative program shall be sought.

III. Notification and Distribution of Policy

This discipline policy is available on the district website, in the district office, and in the student handbook. A copy of the Minnesota Pupil Fair Dismissal Act is available in the offices of school administrators.

IV. Student Discipline Records

The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law.

Rationale: *A fair and equitable district-wide discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools learning cannot occur.*

Legal References: (include but are not limited to)

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch.125A (Students With Disabilities) and IDEA 1997

Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.582 (Reasonable Force)

Minn. Stat. 121A.0695 (Bullying)

Minn. Stat. 121A.69 (Hazing)

Minn. Stat. 144.4165 (Tobacco)
Minn. Stat. § 121A.60 to 121A.61 (Removal From Class)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. § 609.713 (Terroristic Threats)
Minn. Stat. § 609.893 (Telecommunications and information services fraud; crime defined)
Minn. Stat. Ch. 260A (Truancy)
29 U.S.C. § 794 et. seq. (Section 504 of the Rehabilitation Act of 1973)
Minn. Stat. § 121A.45 subd 3



BULLYING AND INTIMIDATION PROHIBITION

I. Definitions

A. Bullying

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

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

As soon as possible, but in no event longer than twenty-four (24) hours.

D. On school district property, on school district premises, at school related function or activities, or on school transportation.

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.

E. Retaliation

Includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

F. Intimidating, threatening, abusive, or harming conduct

Conduct that does, but is not limited to 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.

G. Prohibited Conduct

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.

H. Remedial Response

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.

I. Student

A student enrolled in a public school, charter school or private school.

II. Reporting Procedure

- A. Any person who believes he or she has been the 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 the building principal/designee, or where appropriate to the District Human Rights Officer, or Superintendent. A student 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 Big Lake Schools encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- 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 receives a report of, observes, witnesses, 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. If the complaint involves the building report taker, the complaint shall be made or filed directly with the District Human Rights Officer or the Superintendent. School district personnel who fail to inform the building report taker, or where appropriate, the District Human Rights Officer or the Superintendent, of conduct that may constitute bullying or 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 will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The Big Lake Schools 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.

III. 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, complainant, reporter, students, or others pending completion of an investigation of 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 behavior 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.
- E. 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 I.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.
- F. The Big Lake Schools 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.
- G. 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.

IV. Retaliation or Reprisal

The Big Lake Schools 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 I.F. of this policy.

V. Training and Education

- A. The Big Lake Schools 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 Big Lake Schools 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 Big Lake Schools 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 victim, and to make resources or referrals to resources available to 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 Big Lake Schools may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The Big Lake Schools 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 in the student handbook.

VI. Notice

- A. The Big Lake Schools will give annual notice of this policy to students, parents or guardians, and staff.
- 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 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 Big Lake Schools shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

VII. 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.

Rationale: *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, 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.*

Legal References: Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)



STUDENT SEX NONDISCRIMINATION

I. GENERAL STATEMENT OF POLICY

- A. The Big Lake Schools 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. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates the Director of Community Education, 701 Minnesota Avenue, Big Lake, MN 55309, 763-262-2523, 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 Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

II. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and

forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. The school board hereby designates the middle school assistant principal, 601 Minnesota Avenue, Big Lake, MN 55309, 763-262-2567, as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

III. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights

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

IV. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

V. REPRISAL

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

VI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions, and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Rationale: *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.*

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY FOR STUDENTS

I. Definitions

For the purpose of clarity, any reference to “district technologies” in this document includes, but is not limited to, the district’s electronic technologies, communications, cloud services, network, computers/tablets, cellular devices and Internet access.

Any reference to “personal technologies” in this document includes, but is not limited to, electronic devices, technologies, communication devices, the Internet, computers/tablets, cellular devices and iPods. These items may or may not be personally owned by the user.

Any reference to just “technologies” encompasses both district and personal technologies.

II. Limited Educational Purpose

The district’s purpose in providing students with access to district and personal technologies while at school is more specific than providing general access. Use of the district’s electronic technologies and personal technologies while at school is primarily for educational or job-related purposes.

Users are expected to use technologies while at school to further educational and personal goals consistent with the school district’s mission, goals and strategic directions.

Use of district technologies while at school or at home, and personal technologies while at school, is a privilege, not a right.

III. Policy Application Guidelines

A. This policy applies to students in the following usage situations:

1. Use of district-provided technologies while on school grounds, or at school-related activities.
2. Use of district-provided technologies while off school grounds.
3. Use of personal technologies, while on district property or at school-related activities.
4. Use of personal technologies while off district property may also be subject to this policy and related district policies and guidelines if the use causes a substantial disruption of the school environment, or an invasion of the rights of others.

IV. Unacceptable Uses

A. The following uses of technologies are considered unacceptable:

1. Users will not use district technologies or personal technologies at school to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Information or materials that could cause damage or danger of disruption to the educational process;
 - e. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or assault.
2. Users will not use district technologies at school or at home to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. Users will not use personal technologies at school in this same manner.
3. Users will not use technologies to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use technologies to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change technologies software, hardware, or wiring or take any action to violate the school district's security system, and will not use technologies in such a way as to disrupt the use of the system by other users.
5. Users will not use district technologies at school or at home to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person. Users will not use personal technologies at school in this same manner.
6. Users will not use district technologies at school or at home for political campaigning.
7. Users must not deliberately or knowingly delete a student or employee file.
8. Users will not use technologies to publicly post private, non-public information about another person, personal contact information about themselves or other persons.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages, district social media tools, or communications between employees and other individuals when such communications are made for legitimate education-related or personnel-related purposes.

technologies.

V. Filter

- A. With respect to any of its technologies, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such technologies by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors; for example, gambling, dating, and some social media sites having no educational value.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. This approval must be put in writing.
- D. The district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

VI. No Expectation of Privacy

- A. By authorizing use of district technologies, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on district technologies.
- B. Routine maintenance and monitoring of technologies may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have any suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual

account at any time.

- E. 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 district technologies.

VII. Consequences for Unacceptable Use

Unacceptable use of technologies may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs or unauthorized financial obligations; or discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment, if an employee.

Evidence of illegal or prohibited activities may be disclosed to law enforcement authorities and civil or criminal liability under applicable laws may result.

VIII. Limitation on School District Liability

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

IX. Technologies Use Agreement

- A. The proper use of technologies and the educational value to be gained from proper use, is the joint responsibility of students, parents, and employees of the school district. Outside of school, parents are responsible for monitoring their students' use of technologies.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use technologies during class.
- C. The Technologies Use Agreement form for students must be read and signed by the student and parent/guardian when enrolling at the district, in 6th grade and in 9th grade.

X. Parents' Responsibility; Notification of Student Technologies Use

- A. Outside of school, parents bear responsibility for the same guidance of technologies use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of technologies if the student is accessing technologies from home or a remote location.
- B. Parents will be notified that their students will be using school district technologies and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.

2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Technology Use Agreement must be signed by the user and the parent or guardian.
5. A statement that the school district's acceptable use policy is available for parental review.

Rationale: *Access to technologies enables students to explore millions 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 technologies throughout curriculum and will provide guidance and instruction to students in their use.*

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)



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SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. General Statement of Policy

Implementation of the Minnesota Academic Standards and Every Child Succeeds Act (ESSA) requires ongoing accountability for Big Lake Schools. Big Lake Schools will establish a system to monitor the implementation of graduation requirements of the Minnesota Academic Standards. Big Lake Schools also will establish a system to review and improve instruction, curriculum, and assessment which will include input by students, parents or guardians, and local community members. Big Lake Schools will be accountable to the public and the state through annual reporting.

II. Definitions

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

III. Establishment of Goals; Implementation; Evaluation and Reporting

A. School District Goals

- 1. The Big Lake School Board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and the ESSA. The broad goals shall be reviewed annually and approved by the Big Lake School Board. Big Lake Schools shall adopt annual goals based on the recommendations of the World’s Best Workforce/District Advisory, Early Childhood, and Curriculum and Assessment committees.
- 2. The improvement goals address recommendations identified through the

Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through a locally determined process.

B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of Big Lake Schools' progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

C. Implementation of Graduation Requirements

1. The Big Lake School Board shall appoint a World's Best Work Force/District Advisory Committee, which shall advise the Big Lake School Board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. Big Lake Schools shall receive public input and comment and shall adopt or update this policy at least annually.
2. The Big Lake School Board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations the District may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the Big Lake School Board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The Big Lake School Board will utilize models developed by the Commissioner for measuring individual student progress. The Big Lake School Board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee

1. By October 15 of each year, the Curriculum and Assessment Advisory Committee will meet to advise and assist Big Lake Schools in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. The Advisory Committee, working in cooperation with other committees of the school district will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the Big Lake School Board
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals
3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the Big Lake School Board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting Big Lake Schools' improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the Big Lake School Board.
4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
 - a. The Director of Teaching and Learning
 - b. Principal
 - c. School Board Member

- d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representative of local business or industry
 - i. Superintendent
5. Translation services should be provided to the extent appropriate and practicable.
6. The Advisory Committee shall meet the following timeline each year:
- October: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the Big Lake School Board.
 - March-April: Review evaluation results and prepare recommendations.

E. Evaluation of Student Progress Committee. Professional staff shall develop a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation (WBWF) data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site.

F. Reporting

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the Big Lake School Board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The Big Lake School Board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The Big Lake School Board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. Big Lake Schools shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The Big Lake School Board shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Rationale: *This policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the No Child Left Behind Act.*

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

CRISIS MANAGEMENT

- I. Big Lake Schools directs the Superintendent and designees to develop a district-wide crises management plan that provides specifics for buildings where needed. The district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of crises.

II. GENERAL CRISES MANAGEMENT PROCEDURES

The Superintendent and/or building administrator will determine when the Crises Management Procedures will be put into action.

Each building or site shall designate an individual and a backup to be contacted at all time in the event of potential crises. Each building will set forth a method to contact the designated individual and his/her back up if the person is unavailable. Each site shall include the following in its building Crises Management Plan:

A. Lock down Procedures

Lock down procedures will be used in situations where harm may result to persons inside the school building, such as a violent incident, hostage incident, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system.

Each building administrator will develop, maintain, and train staff on lock-down procedures for their building as part of the crisis management plan.

Emergency responders use plain language when responding to a crisis situation, and it is recommended that the school district staff also use plain language rather than code words.

Lock-Down Drill Schedule: A record of lockdown drills conducted at the building shall be maintained by the building administrator or designee.

B. Evacuation Procedures

For classrooms at buildings will be implemented at the discretion of the building administrator or designee. Each building's crises management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures will include specific procedures for children with special needs, including children with limited mobility, visual impairments, hearing impairments, and other sensory, developmental or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

- C. **Sheltering Procedures**
To provide refuge for students, staff and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. Each building administrator will follow the district plan. **The building administrator or designee will develop, maintain, and train staff on sheltering procedures for his or her building.**
- D. **School Emergency Response Teams**
Response Teams are chosen by the Superintendent. This team will be trained to respond to an emergency. All school emergency response team members will receive on-going training to carry out the building's crises management plans and will have knowledge of procedures, evacuation routes, and safe areas. Each building will maintain a current list of school emergency response team members, which will be updated annually. A copy of the list will be kept on file in the school district office, or in a secondary location.
- E. **Leaders**
The building administrator or his/her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team.
- F. **District Employees**
Employees shall be aware of the Big Lake Crises Management Policy and their building-specific crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employee will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
- G. **Students and Parents**
Students and parents shall be made aware of the Big Lake Crises Management policy and relevant tailored crises management plans for each school building. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions in the school year.
- H. **Entry into School Buildings**
Entry shall be limited except for designated check-in points. All doors shall be locked prior to and after regular building hours. Each building shall implement procedures mandating visitor sign-in and sign-out at a specific location as well as the use of a visitor badge while in school buildings
- I. **Radiological Emergencies**
Refer to the Big Lake Public Schools policy on Radiological Emergencies Policy 813
- J. **Facility Diagrams and Site Plans**
All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, the location of fire alarm control panels, fire alarms, fire extinguishers, hoses, water spigots and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Such plans are kept in the building office and a set of plans is also kept in the district office.

- K. **Emergency Response Contact Information**
Each school will have the phone numbers of local, county and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, public health, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office and updated annually.

- L. **Early School Closures**
Closures will be made by the superintendent.

- M. **Media Procedures**
The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure.

- N. **Internal Building communication**
School plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, two-way radios and other electronic devices, as well as a procedure for staff to rapidly convey emergency information to the building designee. The plan will include a primary and secondary method of communication.

- O. **Warning and Notification Systems**
It will be the responsibility of the building administrator to maintain a warning system designed to inform students, staff, and visitors of a crisis emergency. It will also be the responsibility of the building administrator to inform students and staff about the warning system and procedures to follow when the warning system is used.

Crises Management Plans shall be reviewed annually.

Rationale: *Big Lake Schools works with community experts in crises management, plans carefully, and trains staff to assure safety of students, staff and community members.*

Legal References: 42 U.S.C. 5121 et seq. Disaster Relief and Emergency Assistance
Minn. Stat. Ch. 12 Emergency Management
Minn. Stat. 121A.06 Reports of Dangerous Weapon Incidents in School Zones
Minn. Stat. 121.035 Crisis Management Policy
Minn. Stat. 299F.30 Fire Safety
Minn. Stat. 609.605 Subd. 4 Trespasses on School Property
Minn. Rules Part 7510 Fire Safety
Title IX, Part E, Subpart 2, Section 9532 No Child Left Behind
20 U.S.C. 7912 Unsafe School Choice Option