

Regular Meeting

Thursday, August 26, 2021 6:30 PM

Middle School Student Center, 601 Minnesota Ave, Big Lake, MN 55309

I. Call to Order	Presenter: Chair, Tonya Reasoner
II. Roll Call	Presenter: Chair, Tonya Reasoner
III. Approve Agenda	Presenter: Chair, Tonya Reasoner
IV. Pledge of Allegiance	Presenter: Chair, Tonya Reasoner
V. Retirement Recognition (<i>F. Expand and Strengthen Public Support</i>)	Presenter: Chair, Tonya Reasoner
VI. Open Forum	Presenter: Chair, Tonya Reasoner
VII. Consent Agenda	Presenter: Chair, Tonya Reasoner
A. Previous Minutes	
B. Claims and Accounts	
C. Credit Card Report	
D. Personnel	
E. Fundraisers	
VIII. Donations	Presenter: Chair, Tonya Reasoner
IX. Resolution Authorizing Sale of Refunding Bonds (<i>C. Strong Financial Foundation</i>)	Presenter: Director of Business Services, Angie Manuel and Jodie Zesbaugh, Ehlers
X. Financial Report (<i>C. Strong Financial Foundation</i>)	Presenter: Director of Business Services, Angie Manuel
XI. Bond Referendum Communications Plan	Presenter: Director of Community Education & Communication Services, Allen Berg
XII. Approve the 21-22 Student Handbook (<i>A. Implement Practices for Exceptional Learning</i>)	Presenter: Assistant Principal, Keri Neubauer
XIII. Approve the 21-22 Online Parent/Student Handbook (<i>A. Implement Practices for Exceptional Learning</i>)	Presenter: Assistant Principal, Keri Neubauer
XIV. Approve Updated Non-Union Handbooks and Employee Handbook (<i>F. Expand and Strengthen Public Support</i>)	Presenter: Human Resources Manager, Sue Schmidt
XV. Resolutions Establishing Absentee Ballot Location and Absentee Ballot Board (<i>F. Expand and Strengthen Public Support</i>)	Presenter: Chair, Tonya Reasoner
XVI. Set meeting to canvass November 2, 2021 Special	Presenter:

Election and reschedule November 11, 2021 Work Session for Wednesday, November 10, 2021, 6:30 PM, Middle School Student Center (*F. Expand and Strengthen Public Support*)

Superintendent, Tim Trueebenbach

XVII. **Appoint Lenette Brown to replace Lori Kampa on the Policy Committee and the Buildings and Grounds Committee effective immediately until the Organizational Meeting in January 2022. (*F. Expand and Strengthen Public Support*)**

Presenter:
Superintendent, Tim Trueebenbach

XVIII. **Superintendent Report (*F. Expand and Strengthen Public Support*)**

Presenter:
Superintendent, Tim Trueebenbach

XIX. **Adjournment**

Presenter: Chair,
Tonya Reasoner



OPEN FORUM

An open forum is scheduled during the beginning of each regular School Board meeting to allow district residents the opportunity to address the Board.

If you would like to address the Board, please fill out a slip with your name and address, and provide to the Chair prior to the meeting start time.

The guidelines for open forum are as follows:

1. Speakers must state their name and address
2. Each speaker will be provided three minutes
3. No action can be taken unless the matter addressed is formally on the agenda
4. Speaker will not make negative comments regarding any employee of the District
5. The Board Chair can end the Open Forum at any time
6. Please note that data privacy laws do not allow for any matters concerning individual employees or students to be discussed

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 08/01/2021 - 8/31/2021

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	08/02/2021	\$3,382.90	144307	E 01 005 010 000 000 820	FY 22 School District Full Membership
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2021	\$1,038.74	144268	E 01 100 810 000 000 401	FY 22 PO 30008 MISC CLEANING SUPPL
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2021	\$40.74	144268	E 01 100 810 000 000 401	FY 22 PO 30008 MISC CLEANING SUPPL
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2021	\$17.46	144268	E 01 100 810 000 000 401	FY 22 PO 30008 MISC CLEANING SUPPL
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2021	\$1,022.10	144280	E 01 300 810 000 000 401	FY 22 PO 29997 HS MISC CLEANING SUI
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2021	\$2,374.80	144282	E 01 005 810 000 000 530	FY 22 TRIDENT ORBITAL 20" MACHINE
001		CC	1 01107	JOSTENS	08/02/2021	\$10.72	144214	E 01 300 211 222 000 401	FY 21 PO 29534 HS Diplomas
001		CC	1 01133	MINNESOTA CLAY CO. USA	08/02/2021	\$830.83	144271	E 01 300 212 000 000 430	FY 22 PO 29981 HS Art Supplies
001		CC	1 01146	MONTICELLO PRINTING	08/02/2021	\$84.81	144269	E 01 110 203 000 000 401	FY 22 Emergency cards and notepads
001		CC	1 01146	MONTICELLO PRINTING	08/02/2021	\$84.81	144269	E 01 100 203 000 000 401	FY 22 Emergency cards and notepads
001		CC	1 01146	MONTICELLO PRINTING	08/02/2021	\$397.05	144269	E 01 100 203 290 000 401	FY 22 Emergency cards and notepads
001		CC	1 01333	MINNESOTA EQUIPMENT	08/02/2021	\$853.48	144266	E 01 005 810 000 000 350	FY 22 PO 29581 FERTILIZER ACTUATOR
001		CC	1 01333	MINNESOTA EQUIPMENT	08/02/2021	\$32.73	144266	E 01 005 810 000 000 350	FY 22 PO 29581 FERTILIZER ACTUATOR
001		CC	1 01594	DEPT OF LABOR & INDUSTRY	08/02/2021	\$70.00	144297	E 05 005 865 000 352 305	FY 22 HS H & S BOILER/PRESSURE VES
001		CC	1 01594	DEPT OF LABOR & INDUSTRY	08/02/2021	\$60.00	144298	E 05 005 865 000 352 305	FY 22 MS H & S BOILER/PRESSURE VES
001		CC	1 01594	DEPT OF LABOR & INDUSTRY	08/02/2021	\$60.00	144301	E 05 005 865 000 352 305	FY 22 Liberty H & S BOILER/PRESSURE \
001		CC	1 01594	DEPT OF LABOR & INDUSTRY	08/02/2021	\$110.00	144302	E 05 005 865 000 352 305	FY 22 Indy H & S BOILER/PRESSURE VE
001		CC	1 01908	MINNESOTA HISTORICAL SOCIETY	08/02/2021	\$28.00	144276	E 01 201 270 000 000 430	FY 22 Magazine Subscription
001		CC	1 01908	MINNESOTA HISTORICAL SOCIETY	08/02/2021	\$28.00	144309	E 01 201 270 000 000 430	FY 22 History Magazine
001		CC	1 02231	NASSP	08/02/2021	\$480.00	144308	E 01 300 211 000 000 820	FY 22 HS National Honor Society/ Student
001		CC	1 02429	ECM PUBLISHERS INC	08/02/2021	\$160.00	144238	E 01 005 010 000 000 305	June 28 Regular Mtg Minutes
001		CC	1 02429	ECM PUBLISHERS INC	08/02/2021	\$108.00	144284	E 01 005 105 097 000 305	FY 22 August 10 Filing Notice School Boar
001		CC	1 03950	RENAISSANCE LEARNING, INC.	08/02/2021	\$24,137.12	144313	E 01 005 610 000 000 406	FY 22 Data Integration Maintenance Fee L
001		CC	1 03950	RENAISSANCE LEARNING, INC.	08/02/2021	\$6,862.88	144314	E 01 005 610 000 000 406	FY 22 Data Integration Maint Fee charge 2
001		CC	1 04874	AMAZON CAPITAL SERVICES	08/02/2021	\$377.37	144229	E 01 005 630 000 000 401	iMac repair kits
001		CC	1 05314	TECH CHECK	08/02/2021	\$9,661.00	144278	E 01 005 810 811 000 319	FY 22 PO 29913 One Year Cisco Smartnet
001		CC	1 05351	HOME DEPOT	08/02/2021	\$97.07	144270	E 01 201 810 000 000 350	FY 22 MS B&G Supplies
001		CC	1 05351	HOME DEPOT	08/02/2021	\$109.28	144272	E 01 005 810 000 000 401	FY 22 B&G Supplies
001		CC	1 05351	HOME DEPOT	08/02/2021	\$49.73	144286	E 01 005 810 000 000 401	FY 22 B&G Supplies
001		CC	1 05631	MICRO CENTER	08/02/2021	\$2,279.98	144218	E 01 005 630 000 000 456	PC Parts
001		CC	1 05903	TEACHING STRATAGIES, INC.	08/02/2021	\$1,872.45	144215	E 04 500 596 000 344 430	SR - TS Gold
001		CC	1 05946	GARAGE DOOR STORE	08/02/2021	\$678.00	144267	E 05 110 865 000 363 305	FY 22 Annual Inspections
001		CC	1 05946	GARAGE DOOR STORE	08/02/2021	\$618.00	144267	E 05 300 865 000 363 305	FY 22 Annual Inspections
001		CC	1 05946	GARAGE DOOR STORE	08/02/2021	\$378.00	144267	E 05 201 865 000 363 305	FY 22 Annual Inspections

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				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001		CC	1 06051	FINKEN WATER CENTERS	08/02/2021	\$45.60	144283	E 01 005 810 000 000 332	FY 22 HS Drinking Water		
001		CC	1 06355	MINNESOTA ELEVATOR, INC	08/02/2021	\$578.46	144303	E 05 005 865 000 347 350	FY 22 July-September Quarterly Service		
001		CC	1 07639	COLE PAPER	08/02/2021	\$2,360.00	144277	E 01 300 211 000 000 401	FY 22 PO 29996 WHITE COPY PAPER BC		
001		CC	1 07984	HIRSHFIELD'S INC & SUBSIDIARIES	08/02/2021	\$142.43	144281	E 01 005 810 000 000 350	FY 22 B&G Supplies		
001		CC	1 07984	HIRSHFIELD'S INC & SUBSIDIARIES	08/02/2021	\$34.94	144287	E 01 005 810 000 000 350	FY 22 B&G Supplies		
001		CC	1 08422	AICPA DUES PROCESSING	08/02/2021	\$295.00	144240	E 01 005 110 000 000 820	FY 22-A Manuel dues		
001		CC	1 09612	IXL LEARNING	08/02/2021	\$5,844.67	144290	E 05 110 203 602 302 406	FY 22 PO 29916 Service site license		
001		CC	1 09612	IXL LEARNING	08/02/2021	\$5,844.67	144290	E 05 100 203 602 302 406	FY 22 PO 29916 Service site license		
001		CC	1 09612	IXL LEARNING	08/02/2021	\$5,844.66	144290	E 05 201 208 602 302 406	FY 22 PO 29916 Service site license		
001		CC	1 10311	MASMS	08/02/2021	\$625.00	144285	E 01 005 810 000 000 820	FY 22 Memberships		
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	08/02/2021	\$494.00	144296	E 01 100 810 000 000 305	FY 22 Indy Yearly Pre-Pay July 2021 thru Ji		
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	08/02/2021	\$770.64	144294	E 01 300 810 000 000 305	FY 22 HS Yearly Pre-Pay July 2021 thru Ju		
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	08/02/2021	\$494.00	144299	E 01 110 810 000 000 305	FY 22 Liberty Yearly Pre-Pay July 2021 thru		
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	08/02/2021	\$494.00	144300	E 01 201 810 000 000 305	FY 22 MS Yearly Pre-Pay July 2021 thru Ju		
001		CC	1 10434	MAJESTIC CREATIONS	08/02/2021	\$55.00	144289	E 01 005 010 000 000 401	FY 22 30 year Award		
001		CC	1 10593	AMERICAN TIME	08/02/2021	\$3,800.01	144273	E 05 100 865 000 369 530	FY 22 PO 29909 SITE SYNC CLOCKS		
001		CC	1 10593	AMERICAN TIME	08/02/2021	\$3,800.02	144273	E 05 110 865 000 369 530	FY 22 PO 29909 SITE SYNC CLOCKS		
001		CC	1 10593	AMERICAN TIME	08/02/2021	\$3,800.02	144273	E 05 300 865 000 369 530	FY 22 PO 29909 SITE SYNC CLOCKS		
001		CC	1 12165	AMPLIFY EDUCATION INC.	08/02/2021	\$8,190.00	144293	E 05 100 203 602 302 406	FY 22 PO 29915 Amplify Atlas 2.0		
001		CC	1 12165	AMPLIFY EDUCATION INC.	08/02/2021	\$13,532.00	144304	E 05 100 203 602 302 406	FY 22 PO 29914 mClass Dibels 8th Ed with		
001		CC	1 12165	AMPLIFY EDUCATION INC.	08/02/2021	\$5,911.00	144315	E 05 100 203 602 302 406	FY 22 PO 29903 mclass intervention		
001		CC	1 12205	IKEA	08/02/2021	\$183.95	144211	E 04 500 580 000 325 430	ECFE Supplies		
001		CC	1 12205	IKEA	08/02/2021	\$13.57	144211	E 01 005 110 999 000 401	ECFE Supplies		
001		CC	1 12473	ELK RIVER NURSERY	08/02/2021	\$270.00	144275	E 01 005 810 000 000 350	FY 22 B&G Purchases		
001		CC	1 12473	ELK RIVER NURSERY	08/02/2021	\$264.99	144279	E 01 005 810 000 000 350	FY 22 B&G Purchases		
001		CC	1 12475	MNAEYC-MNSACA	08/02/2021	\$100.00	144228	E 04 500 580 000 325 366	EC - MNAEYC SLI Recorded sessions		
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2021	\$2,482.76	144213	E 05 005 630 000 795 556	TVs For Liberty		
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2021	\$4,997.60	144219	E 05 005 630 000 795 556	TV Carts for Liberty		
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2021	\$427.20	144223	E 05 005 630 000 795 556	TV Liberty		
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2021	\$22,455.84	144224	E 05 005 630 000 795 556	TVs for Liberty		
001		CC	1 12712	ILLUMINATE EDUCATION, INC.	08/02/2021	\$14,200.00	144305	E 05 110 203 602 302 406	FY 22 Training Material		
001		CC	1 12712	ILLUMINATE EDUCATION, INC.	08/02/2021	\$6,500.00	144306	E 05 110 203 602 302 406	FY 22 FastBridge Assessment subscription		
001		CC	1 12712	ILLUMINATE EDUCATION, INC.	08/02/2021	\$6,562.50	144310	E 05 110 203 602 302 406	FY 22 FastBridge Assessment subscription		
001		CC	1 12712	ILLUMINATE EDUCATION, INC.	08/02/2021	\$37.50	144311	E 05 110 203 602 302 406	FY 22 DnA, Software License		

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	12781	SAVVAS	08/02/2021	\$991.30	144312	E 05 110 203 602 302 406	FY 22 Courseware License
001		CC	1	12871	ZOOM US	08/02/2021	\$16.09	144242	E 01 005 630 000 000 305	Board Meeting
001		CC	1	12888	GFL SOLID WASTE MIDWEST LLC	08/02/2021	\$645.11	144295	E 01 300 810 000 000 333	FY 22 Waste Services
001		CC	1	12888	GFL SOLID WASTE MIDWEST LLC	08/02/2021	\$553.01	144295	E 01 201 810 000 000 333	FY 22 Waste Services
001		CC	1	12888	GFL SOLID WASTE MIDWEST LLC	08/02/2021	\$633.66	144295	E 01 100 810 000 000 333	FY 22 Waste Services
001		CC	1	12888	GFL SOLID WASTE MIDWEST LLC	08/02/2021	\$636.95	144295	E 01 110 810 000 000 333	FY 22 Waste Services
001		CC	1	12888	GFL SOLID WASTE MIDWEST LLC	08/02/2021	\$108.68	144295	E 01 005 810 000 000 333	FY 22 Waste Services
001		CC	1	13024	MSHSL.ORG	08/02/2021	\$181.15	144291	E 11 300 292 000 000 401	FY 22 HS Athletic Supplies
001		CC	1	13037	DECK YOUR YARD	08/02/2021	\$100.00	144220	E 01 100 203 290 000 401	Welcome back to school signs
001		CC	1	13038	NASP	08/02/2021	\$177.00	144288	E 04 500 560 000 321 305	FY 22 Arrow NASP
001		CC	1	13038	NASP	08/02/2021	(\$177.00)	144288	E 04 500 560 000 321 305	FY 22 Arrow NASP
001		CC	1	13038	NASP	08/02/2021	\$177.00	144288	E 01 100 203 011 150 303	FY 22 Arrow NASP
001		CC	1	13039	FAIRY DUST TREACHING	08/02/2021	\$97.00	144225	E 04 500 580 000 325 366	EC - Free to Play Summit
001		CC	1	13040	U OF MACCT REC	08/02/2021	\$1,500.00	144292	E 01 005 640 000 316 366	FY 22 Care! Assembly Membership Fee
001		CC	1	13042	CREATIVE FEATURES	08/02/2021	\$410.00	144221	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	7775	BROTHERS FIRE PROTECTION	08/02/2021	\$1,015.20	144274	E 05 005 865 000 363 350	FY 22 Annual Fire Extinguisher Inspection
001		CC	1	01038	CITY OF BIG LAKE	08/02/2021	\$931.05	144233	E 01 110 810 000 000 332	FY 21 Liberty Water/Sewer 05/05/2021-06/04
001		CC	1	01038	CITY OF BIG LAKE	08/02/2021	\$30.00	144250	E 04 500 570 000 321 369	KC Field Trip Park Fee
001		CC	1	01038	CITY OF BIG LAKE	08/02/2021	\$45.34	144254	E 01 005 810 000 000 332	Water/Sewer 05/05-06/04 Bathrooms
001		CC	1	01038	CITY OF BIG LAKE	08/02/2021	\$44.54	144259	E 01 005 810 000 000 332	Water/Sewer 05/05-06/04 Admissions
001		CC	1	01065	HILLYARD FLOOR CARE	08/02/2021	\$356.20	144247	E 01 300 810 000 000 401	HS MISC CLEANING SUPPLIES
001		CC	1	01065	HILLYARD FLOOR CARE	08/02/2021	\$429.92	144257	E 11 300 292 000 000 401	PO 29897 Trident Vacuum V18D
001		CC	1	01065	HILLYARD FLOOR CARE	08/02/2021	\$429.92	144257	E 04 500 560 122 321 401	PO 29897 Trident Vacuum V18D
001		CC	1	01065	HILLYARD FLOOR CARE	08/02/2021	\$401.10	144258	E 01 201 810 000 000 401	PO 29895 MS Misc Cleaning Supplies
001		CC	1	01131	STAR TRIBUNE	08/02/2021	\$49.27	144248	E 01 005 020 000 000 820	Monthly Subscription
001		CC	1	01146	MONTICELLO PRINTING	08/02/2021	\$27.15	144222	E 01 005 105 000 000 305	Business Cards (Beth Bradley)
001		CC	1	01146	MONTICELLO PRINTING	08/02/2021	\$517.00	144249	E 01 005 720 000 000 401	PO 29876 Pupil's Health Records (black int)
001		CC	1	01181	ST CLOUD TIMES	08/02/2021	\$160.98	144241	E 01 005 110 000 000 305	FY21 Transportation RFP's
001		CC	1	02097	BIG LAKE CHAMBER OF COMMERCE	08/02/2021	\$2,625.00	144264	E 04 500 570 000 321 326	KC Field Trip
001		CC	1	02161	LAKESHORE LEARNING MATERIALS	08/02/2021	\$579.46	144265	E 04 500 570 000 321 401	KC Supplies
001		CC	1	02266	SOCIAL STUDIES SCHOOL SERVICE	08/02/2021	\$33.54	144246	E 01 300 270 000 000 430	PO 29692 HS Social Studies Supplies
001		CC	1	04874	AMAZON.COM	08/02/2021	\$16.41	144217	E 01 005 630 000 000 401	Adapter
001		CC	1	05296	MONTICELLO COMMUNITY CENTER	08/02/2021	\$270.00	144261	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	06584	RIVER CITY EXTREME	08/02/2021	\$1,599.00	144256	E 04 500 570 000 321 369	KC Field Trip

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001		CC	1 07984	HIRSHFIELD'S INC & SUBSIDIARIES	08/02/2021	\$1,381.60	144255	E 01 005 810 000 000 401	PO 29882 CUSTOM TOTE SUPERLINE W
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	08/02/2021	\$22.33	144230	E 01 100 810 000 000 320	Indy Long Distance
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	08/02/2021	\$4.18	144231	E 04 500 505 000 321 305	CE Long Distance June 2021
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	08/02/2021	\$40.50	144232	E 01 005 810 000 000 320	DO Long Distance June 2021
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	08/02/2021	\$4.13	144234	E 01 201 810 000 000 320	MS Long Distance June 2021
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	08/02/2021	\$22.91	144235	E 01 110 810 000 000 320	Liberty Long Distance June 2021
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	08/02/2021	\$10.42	144236	E 01 300 810 000 000 320	HS Long Distance June 2021
001		CC	1 09044	MENARDS - ELK RIVER	08/02/2021	\$1,226.86	144226	E 01 100 810 000 000 401	Indy B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	08/02/2021	\$200.57	144244	E 01 300 810 000 000 401	HS B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	08/02/2021	\$256.00	144253	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPLY	08/02/2021	\$1,062.50	144243	E 01 300 810 000 000 404	HS Pool Supplies
001		CC	1 10327	NORTHERN AIR CORPORATION	08/02/2021	\$1,002.76	144251	E 01 100 810 000 000 305	B&G Repairs
001		CC	1 10575	CONSTANT CONTACT	08/02/2021	\$95.00	144263	E 04 500 505 000 321 305	CE Marketing
001		CC	1 12129	SIPTRUNK, INC	08/02/2021	\$71.22	144245	E 01 005 630 000 000 320	Backup phone system
001		CC	1 12205	IKEA	08/02/2021	\$68.97	144212	E 04 500 580 000 325 430	ECFE Supplies
001		CC	1 12205	IKEA	08/02/2021	\$5.09	144212	E 01 005 110 999 000 401	ECFE Supplies
001		CC	1 12328	UNIFIRST CORPORATION	08/02/2021	\$145.50	144227	E 01 300 810 350 000 305	Uniforms June 2021
001		CC	1 12328	UNIFIRST CORPORATION	08/02/2021	\$99.68	144227	E 01 100 810 350 000 305	Uniforms June 2021
001		CC	1 12328	UNIFIRST CORPORATION	08/02/2021	\$101.91	144227	E 01 201 810 350 000 305	Uniforms June 2021
001		CC	1 12328	UNIFIRST CORPORATION	08/02/2021	\$97.51	144227	E 01 110 810 350 000 305	Uniforms June 2021
001		CC	1 12409	FACEBOOK	08/02/2021	\$17.02	144210	E 01 005 107 000 000 305	BL online campaign Advertising
001		CC	1 12409	FACEBOOK	08/02/2021	\$20.10	144216	E 01 005 107 000 000 305	BL online campaign Advertising
001		CC	1 12484	HUBBARD ELECTRIC INC	08/02/2021	\$2,205.00	144237	E 01 100 810 000 000 305	FY 21 Indy B&G Repairs
001		CC	1 12484	HUBBARD ELECTRIC INC	08/02/2021	\$750.00	144237	E 01 100 810 000 000 305	FY 21 Indy B&G Repairs
001		CC	1 12484	HUBBARD ELECTRIC INC	08/02/2021	\$3,517.50	144260	E 06 100 870 000 000 520	Indy B&G Repairs
001		CC	1 12851	NEW YORK TIMES	08/02/2021	\$4.00	144252	E 01 300 220 000 000 430	Subscription for NYTimes for Ms. Spaulding
001		CC	1 12986	SCAN AIR FILTER	08/02/2021	\$1,171.95	144262	E 01 100 810 000 000 401	FY 21 PO 29826/29823 B&G Filters
001		CC	1 12986	SCAN AIR FILTER	08/02/2021	\$1,518.01	144262	E 01 201 810 000 000 401	FY 21 PO 29826/29823 B&G Filters
001		CC	1 7760	PIONEER ATHLETICS	08/02/2021	\$16,420.22	144239	E 01 005 810 000 000 530	Graco Line Driver, Handicap Stencil

Check Total: \$227,002.55

Bank 001 Total: \$227,002.55

Report Total: \$227,002.55

**ISD 727 SCHOOL BOARD
PERSONNEL ACTIONS
08/26/21**

Employee	Position	Effective Date
HIRE		
Renckens, Cathleen (Cassie)	Classroom Teacher - Middle School	08/30/2021
Metzger, Logan	Technology Assistant - High School	08/02/2021
Caron, Christopher	Classroom Teacher – High School	08/30/2021
Brenteson, Gwen	HR Consultant – District Office	08/16/2021
Brinkman, Sara	Classroom Teacher - Liberty Elementary	08/30/2021
*Dawson, Debbra	Cafeteria Monitor - Liberty Elementary	08/25/2021
*Mitchell, Denise	Health Assistant – Middle School	08/30/2021
*Guenther, Rebecca	Media (Office) Specialist – High School	08/19/2021
*Schwartz, Rebecca	Building Wide Substitute – Liberty Elementary	08/30/2021
*Yackel, Cathleen	Educational Assistant – Middle School	08/31/2021
*Schueller, Heather	Educational Assistant – Middle School	08/31/2021
*Lindula, Katherine	Classroom Teacher – Liberty Elementary	08/30/2021
*Remarcik, Beth	Educational Assistant Job Coach – High School (change from EA)	08/30/2021
*Kroll, Melissa	Educational Assistant – Middle School	08/31/2021
*Stephanie, Kayla	Recess/Cafeteria Monitor – Independence Elementary	09/07/2021
*Mussa, Mukhtar	Recess/Cafeteria Monitor – Liberty Elementary	09/07/2021
*Dehmer, Heidi	Youth Development Coordinator – Community Education	09/10/2021
*Holan-Ince, Cheyane	Building Wide Substitute – Independence Elementary	08/30/2021
*McAlpine, Kaycee	Recess/Cafeteria Monitor – Liberty Elementary	09/07/2021
Employee	Position	Effective Date
Stueven, Kristen – Resignation	Custodian – Liberty Elementary	08/13/2021

***Changes added after original form distributed**

08/24/2021 2:50 PM

**ISD 727 SCHOOL BOARD
FUNDRAISERS ACTION
08/26/21**

Elementary PTO, partner with Cherry Fundraising and will receive 40% of sales/profit to support students and staff at the elementary schools, 9/10-9/27/21

08/05/21

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Big Lake Schools, ISD 727, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
American Legion Post 147	\$500.00	Cheerleading
Big Lake Spud Fest	\$4,000.00	Provide free milk for all students for 21-22

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on August 26, 2021.

**EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 727 (BIG LAKE)
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 727 (Big Lake), Minnesota, was duly held on August 26, 2021 at 6:30 PM.

MEMBERS PRESENT:

MEMBERS ABSENT:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION
REFUNDING BONDS, SERIES 2021B; AND COVENANTING AND OBLIGATING THE
DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE
PRINCIPAL AND INTEREST ON THESE BONDS**

BE IT RESOLVED by the School Board of Independent School District No. 727 (Big Lake), Minnesota, as follows:

1. Bond Authorization. The School Board has determined that it is necessary and expedient to issue \$8,420,000 General Obligation Refunding Bonds, Series 2021B (an amount not to exceed \$8,835,000).

2. Sale. The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent municipal advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Bonds is approved, the School Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds.

3. Official Statement; Negotiation of Sale. Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

4. Minnesota School District Credit Enhancement Program. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

The motion for adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
SHERBURNE COUNTY)

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this resolution, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of _____,
2021.

School District Clerk

August 26, 2021

Pre-Sale Report for

Independent School District No. 727 (Big Lake), Minnesota

\$8,420,000 General Obligation Refunding Bonds,
Series 2021B



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Jodie Zesbaugh, Senior Municipal Advisor
Matthew Hammer, Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$8,420,000 General Obligation Refunding Bonds, Series 2021B

Purposes:

The proposed issue will finance a current refunding of the 2023 through 2025 maturities of the District's \$8,730,000 General Obligation Refunding Bonds, Series 2012B.

The existing bonds have interest rates of 5% (see page 7). Based on current market conditions, we estimate that the new refunding bonds would have interest rates of 3.00%, with an expected True Interest Cost of 0.81% (see page 8). We also estimate that the underwriter of the bonds will pay a premium (a price in excess of the par amount of the bonds) to purchase the bonds (see page 6). The combination of the premium and the new interest rates would reduce future debt service payments by an estimated \$637,153 (see page 9). The Net Present Value Benefit of the refunding is estimated to be \$613,582, equal to 6.57% of the refunded debt service. Actual results will be determined based on market conditions on the day of sale.

The refunding is considered to be a Current Refunding as the obligation being refunded will be callable within 90 days of the date of issue of the new Bonds. Debt service will be paid from the District's annual debt service property tax levy.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475 and Section 475.67. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.

Term/Call Feature:

The Bonds are being issued for a term of 3 years, 3 months. Principal on the Bonds will be due on February 1 of 2023 through 2025. Interest will be due every six months beginning August 1, 2022.

The Bonds are being offered without option of prior redemption.

Bank Qualification:

Because the District is issuing more than \$10,000,000 in tax-exempt obligations during the calendar year, the District will be not able to designate the Bonds as “bank qualified” obligations.

State Credit Enhancement:

By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.

To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.

Rating:

Under current bond ratings, the state credit enhancement would bring a Moody's "Aa2" rating. The District's most recent bond issues were rated "Aa2" (credit enhanced rating) and "Aa3" (underlying rating) by Moody's Investors Service. The District will request a new rating for the Bonds.

Basis for Recommendation:

Based on our knowledge of your situation and characteristics of various municipal financing options, we are recommending the issuance of General Obligation School Building Refunding Bonds as a suitable option to meet the District's objective of reducing future debt service payments. General Obligation Bonds will result in lower interest rates than some other financing options.

Method of Sale/Placement:

We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.

We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the District. Any net premium received may be used to reduce the principal amount of the Bonds.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the District and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time.

We will continue to monitor the market and the call dates for the District’s outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The District must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations (“Arbitrage Rules”) throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The District’s specific arbitrage responsibilities will be detailed in the Signature, No-Litigation, Arbitrage Certificate and Purchase Price Receipt (the “Tax Compliance Document”) prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

We recommend that the District review its specific responsibilities related to the Bonds with an arbitrage expert in order to utilize one or more of the exceptions listed above.

Investment of Bond Proceeds:

Proceeds from the new Bonds will be available for investment by the District from the closing date (November 11, 2021) until shortly before the February 1, 2022 call date. To maximize interest earnings, we recommend using an SEC registered investment advisor to assist with the investment of bond proceeds until they are needed to call the Series 2012B Bonds.

Risk Factors:

The Bonds are being issued to finance a current refunding of prior District debt obligations. Those prior debt obligations are “callable” on February 1, 2022, so refunding bonds can be issued 90 days or less prior to that date. Because the new Bonds will not be callable, there will not be an opportunity to refund them again in the future. This refunding is being undertaken based in part on an assumption that market conditions warrant the refinancing at this time.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Dorsey & Whitney LLP

Paying Agent: Bond Trust Services Corporation

Rating Agency: Moody's Investors Service, Inc.

This presale report summarizes our understanding of the District's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the District's objectives.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by School Board and Adopt Resolution Authorizing Sale of the Bonds:	August 26, 2021
Due Diligence Call to Review Official Statement:	Week of September 20, 2021
Conference with Rating Agency:	Week of September 20, 2021
Distribute Official Statement:	Week of September 27, 2021
Ehlers Receives and Evaluates Proposals for Purchase of Bonds; School Board Meeting to Award Sale of Bonds:	October 14, 2021
Estimated Closing Date:	November 11, 2021
Redemption Date for the 2012B Bonds:	February 1, 2022

Attachments

- Estimated Sources and Uses of Funds
- Existing Debt Service Schedule for Callable Portion of 2012B Bonds
- Estimated Debt Service Schedule for 2021B Refunding Bonds
- Estimated Debt Service Comparison/Refunding Savings Analysis
- Resolution Authorizing Ehlers to Proceed with Bond Sale/Credit Enhancement Resolution (Provided Separately)

EHLERS' CONTACTS

Jodie Zesbaugh, Senior Municipal Advisor	(651) 697-8526
Matthew Hammer, Municipal Advisor	(651) 697-8592
Rose Xiong, Public Finance Analyst	(651) 697-8589
Brian Shannon, Manager, Senior Financial Analyst	(651) 697-8515

The Preliminary Official Statement for this financing will be sent to the School Board at their home or email address for review prior to the sale date.

Independent School District No. 727 (Big Lake), MN

\$8,420,000 General Obligation Refunding Bonds, Series 2021B

Dated: November 11, 2021 - Proposed Current Refunding of

\$8,730,000 General Obligation Refunding Bonds, Series 2012B

Sources & Uses

Dated 11/11/2021 | Delivered 11/11/2021

Sources Of Funds

Par Amount	\$8,420,000.00
Original Issue Premium	417,088.80
Total Sources	\$8,837,088.80

Uses Of Funds

Total Underwriter's Discount (0.400%)	33,680.00
Costs of Issuance	73,072.00
Deposit to Current Refunding Fund	8,730,000.00
Rounding Amount	336.80
Total Uses	\$8,837,088.80

Independent School District No. 727 (Big Lake), MN

\$8,730,000 General Obligation Refunding Bonds, Series 2012B

Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2022	-	-	-	-	-
08/01/2022	-	-	218,250.00	218,250.00	-
02/01/2023	3,000,000.00	5.000%	218,250.00	3,218,250.00	3,436,500.00
08/01/2023	-	-	143,250.00	143,250.00	-
02/01/2024	3,000,000.00	5.000%	143,250.00	3,143,250.00	3,286,500.00
08/01/2024	-	-	68,250.00	68,250.00	-
02/01/2025	2,730,000.00	5.000%	68,250.00	2,798,250.00	2,866,500.00
Total	\$8,730,000.00	-	\$859,500.00	\$9,589,500.00	-

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	11/11/2021
Average Life	2.191 Years
Average Coupon	5.000000%
Weighted Average Maturity (Par Basis)	2.191 Years
Weighted Average Maturity (Original Price Basis)	2.191 Years

Refunding Bond Information

Refunding Dated Date	11/11/2021
Refunding Delivery Date	11/11/2021

Independent School District No. 727 (Big Lake), MN

\$8,420,000 General Obligation Refunding Bonds, Series 2021B

Dated: November 11, 2021 - Proposed Current Refunding of
\$8,730,000 General Obligation Refunding Bonds, Series 2012B

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/11/2021	-	-	-	-	-
08/01/2022	-	-	182,433.33	182,433.33	-
02/01/2023	3,125,000.00	3.000%	126,300.00	3,251,300.00	3,433,733.33
08/01/2023	-	-	79,425.00	79,425.00	-
02/01/2024	3,125,000.00	3.000%	79,425.00	3,204,425.00	3,283,850.00
08/01/2024	-	-	32,550.00	32,550.00	-
02/01/2025	2,170,000.00	3.000%	32,550.00	2,202,550.00	2,235,100.00
Total	\$8,420,000.00	-	\$532,683.33	\$8,952,683.33	-

Yield Statistics

Bond Year Dollars	\$17,756.11
Average Life	2.109 Years
Average Coupon	3.000000%
Net Interest Cost (NIC)	0.8406938%
True Interest Cost (TIC)	0.8142069%
Bond Yield for Arbitrage Purposes	0.6288333%
All Inclusive Cost (AIC)	1.2198052%

IRS Form 8038

Net Interest Cost	0.6165504%
Weighted Average Maturity	2.122 Years

Independent School District No. 727 (Big Lake), MN

\$8,420,000 General Obligation Refunding Bonds, Series 2021B

Dated: November 11, 2021 - Proposed Current Refunding of

\$8,730,000 General Obligation Refunding Bonds, Series 2012B

Debt Service Comparison

Date	Total P+i	Net New D/S	Old Net D/S	Savings
02/01/2022	-	(336.80)	-	336.80
02/01/2023	3,433,733.33	3,433,733.33	3,436,500.00	2,766.67
02/01/2024	3,283,850.00	3,283,850.00	3,286,500.00	2,650.00
02/01/2025	2,235,100.00	2,235,100.00	2,866,500.00	631,400.00
Total	\$8,952,683.33	\$8,952,346.53	\$9,589,500.00	\$637,153.47

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	613,245.47
Net PV Cashflow Savings @ 1.220%(AIC).....	613,245.47
Contingency or Rounding Amount.....	336.80
Net Present Value Benefit	\$613,582.27
Net PV Benefit / \$9,343,582.27 PV Refunded Debt Service	6.567%
Net PV Benefit / \$8,730,000 Refunded Principal...	7.028%
Net PV Benefit / \$8,420,000 Refunding Principal..	7.287%

Refunding Bond Information

Refunding Dated Date	11/11/2021
Refunding Delivery Date	11/11/2021

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: July 2021

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 945,300	\$ 4,772,615	\$ (4,501,522)		\$ 1,216,393
Food Service	(\$12,461)	1,997	(70,984)		(\$81,448)
Community Service	(\$41,709)	195,857	(253,868)		(\$99,720)
Building Fund	\$0	92,371	(92,371)		\$0
Debt Service	\$57,872	-	(3,088)		\$54,784
Project fund- HVAC (Fund 15)	\$0	1,510,000	(1,510,000)		\$0
Custodial Fund (Fund 18)	\$1,443	-	-		\$1,443
OPEB Trust Fund	(\$85,316)	-	(44,208)		(\$129,524)
TOTAL PER BOOKS	865,129	6,572,840.00	(\$6,476,041)	\$0	961,928
				General Checking Account	\$961,928
				TOTAL PER BANK	\$961,928

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,880	-	(\$229)	-	\$1,651
				Petty Cash Checking Account	\$1,651
				TOTAL PER BANK	\$1,651

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$1,099,623	\$ 6,297,770	\$ (9,499,500)		(\$2,102,107)
General Fd Operating Investments	\$13,559,594	5,501,025	(5,996,800)		\$13,063,819
Food Service	\$420,468	56,968	-		\$477,436
Community Service	\$900,917	35,637	(1)		\$936,553
Debt Service	\$3,999,861	170,961	(738,465)		\$3,432,357
Facilities Investments 2017A	\$47,758	-	(41,260)		\$6,498
Facilities Investments 2019A (Fd 06)	\$70,679	1	(51,111)		\$19,569
Facility Maintenance Invest. 2020A (Fd 07)	\$362,000	-	(90,500)		\$271,500
Facility Maintenance Invest. 2020A (Fd 15)	\$24,192	3,915	-		\$28,107
Facility Maintenance Invest. 2021A (Fd 07)	\$180,140	-	-		\$180,140
Facility Maintenance Invest. 2021A (Fd 15)	\$6,743,234	77	(1,510,000)		\$5,233,311
OPEB Trust Fund	\$1,129,792	181	(20)		\$1,129,953
OPEB Trust Equities	\$610,376	10,850	-		\$621,226
TOTAL PER BOOKS	\$29,148,634	\$12,077,385	(\$17,927,657)	\$0	\$23,298,362
				MN Trust	\$2,744,239
				Operating Investments	\$13,063,819
				Building Fund Investments	\$5,739,125
				OPEB Trust	\$1,751,179
				TOTAL PER BANK	\$23,298,362

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 15,606,397	\$ 16,571,410	\$ (19,998,051)	\$ -	\$ 12,179,756
Food Service	\$408,007	58,965	(70,984)	-	\$395,988
Community Service	\$859,208	231,494	(253,869)	-	\$836,833
Debt Service	\$4,599,873	170,961	(832,053)	-	\$3,938,781
Project Fund HVAC- Fund 15	\$6,767,426	1,513,992	(3,020,000)	-	\$5,261,418
Custodial Fund (Fund 18)	\$1,443	-	-	-	\$1,443
Bond Account Investments (fund 06)	\$118,437	\$92,372	(\$184,742)	-	\$26,067
OPEB Trust Fund	\$1,044,476	181	(44,228)	-	\$1,000,429
OPEB Trust Equities	\$610,376	10,850	-	-	\$621,226
TOTAL PER BOOKS	30,015,643	\$18,650,225	(\$24,403,927)	\$0	24,261,941
				Cash	\$961,928
				Petty Cash	\$1,651
				Investments	\$23,298,362
				TOTAL PER BANK	\$24,261,941

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
July 31, 2021

DATE	FROM	TO	AMOUNT	PURPOSE
7/1/2021	Old National-Checking	Heartland Pmt System	\$ 44.03	Nutri Kids Credit Card Fees
7/2/2021	MN Trust-PMA	Old National-Checking	\$ 1,000,000.00	Payroll and Payroll AP
7/7/2021	Old National-Checking	BLEM	\$ 8,126.30	Teacher Unions Dues
7/7/2021	Old National-Checking	Delta Dental	\$ 26,593.90	Dental Insurance
7/7/2021	Old National-Checking	EBC	\$ 38,463.55	403b & 457 contributions
7/8/2021	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
7/8/2021	Old National-Checking	Further	\$ 1,633.57	Flex Claim Pymts
7/8/2021	Old National-Checking	Bankcard Service	\$ 5,226.30	ELEYO Credit Card Fees
7/8/2021	Old National-Checking	Further	\$ 23,124.02	H.S.A Contributions
7/12/2021	Old National-Checking	Transfirst/TSYS	\$ 83.98	Affinity Credit Card fees
7/14/2021	Old National-Checking	Further	\$ 396.14	Flex Claim Pymts
7/15/2021	Old National-Checking	Neopost	\$ 201.00	DO Postage
7/15/2021	MN Trust-PMA	Old National-Checking	\$ 1,500,000.00	Payroll and Payroll AP
7/19/2021	Old National-Checking	BLEM	\$ 8,126.30	Teacher Unions Dues
7/19/2021	Old National-Checking	CIGNA	\$ 9,484.96	Life & LTD Insurance
7/19/2021	Old National-Checking	EBC	\$ 38,363.66	403b & 457 contributions
7/21/2021	Old National-Checking	Further	\$ 296.17	Further Fee
7/21/2021	Old National-Checking	Further	\$ 1,962.70	H.S.A Contributions
7/22/2021	Old National-Checking	Further	\$ 316.80	Flex Claim Pymts
7/22/2021	MN Trust-PMA BONDS	Old National-Checking	\$ 41,260.00	2017A Bond Draw
7/22/2021	MN Trust-PMA BONDS	Old National-Checking	\$ 51,111.43	2019A Bond Draw
7/22/2021	MN Trust-PMA BONDS	Old National-Checking	\$ 1,510,000.48	HVAC Draw 2021A
7/23/2021	CC Choices ACH	Old National-Checking	\$ 1,944.00	Pathway I
7/23/2021	Old National-Checking	Vision Transportation	\$ 26,767.64	June/July Transportation billing
7/26/2021	Retiree Accounts	Old National-Checking	\$ 10,579.82	Auto Transfers for COBRA/Retiree Ins
7/26/2021	MN Trust-PMA	Bond Trust/US Bank	\$ 738,464.69	Bond Interest Payments
7/28/2021	Old National-Checking	Further	\$ 800.94	Flex Claim Pymts
7/29/2021	MN Trust-PMA	Old National-Checking	\$ 1,500,000.00	Payroll and Payroll AP
7/30/2021	Old National-Checking	Old National Bank	\$ 27.49	Old National Service Charge
7/30/2021	Old National-Checking	Bremer Bank	\$ 311.90	ACH Charge

Treasurer's Report
 Month of July, 2021/22 School Year
 Amber Sixberry, Treasurer

Big Lake School District #727
 Respectfully Submitted at the 08/26/21 Board Meeting
(Italicized, underlined phrase in parenthesis denotes the source of the data and notes)

COMPLIANCE ISSUES

- | | | |
|----|---|-------------------|
| 1) | Preliminary UFARS data loaded to MDE by September 15th, 2021 | In compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2021 | Not in compliance |
| 3) | Final UFARS data to MDE by November 30, 2021 | Not in compliance |
| 4) | The 2020/2021 audit (electronic copy) received at MDE by December 31st, 2021 | Not in compliance |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

- 1) Revenue/Expenditure Monitor - *Exp/Rev Summary - FD Report*

	REVENUE			<i>(Calculated)</i>	EXPENDITURES			<i>(Calculated)</i>
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD	
General Fund (01,05,09,11 &12)	\$ 36,703,752	\$ 255,199	1%	\$ 39,276,533	\$ 986,651	3%		
Food Service (02)	\$ 1,819,935	\$ 1,484	0%	\$ 1,782,109	\$ 605	0%		
Community Service (04)	\$ 1,826,853	\$ 182,815	10%	\$ 1,911,445	\$ 92,459	5%		
Building Construction (06)	\$ 4,050	\$ 3,994	99%	\$ 5,044,369	\$ -	0%		
Debt Service (07)	\$ 5,744,662	\$ 59,396	1%	\$ 6,040,503	\$ 741,552	12%		
OPEB Irrevocable Trust Fund (45)	\$ 60,000	\$ 11,031	18%	\$ 248,570	\$ 21	0%		

- 2) ADM Monitor - *Principals' monthly reporting*
 Original

Budgeted Seated ADM	3008
Tuition ADM	58
Budgeted ADM	3066

NOTES

No budget revisions this month

ISD #727 2021-2022 Original Budget

July 31st, 2021

	Budgeted Fund Balance June 30,2021	Revenue Budget 21-22	Expenditure Budget 21-22	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2022
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 116,212	\$ 300,897	\$ 275,654	\$ 25,243	\$ -	\$ 141,455
Operating Capital	\$ 577,234	\$ 731,230	\$ 1,096,759	\$ (365,529)	\$ -	\$ 211,705
Capital Projects Levy	\$ 327,829	\$ 563,770	\$ 650,407	\$ (86,637)	\$ -	\$ 241,192
Staff Development	\$ 116,639	\$ 452,431	\$ 461,217	\$ (8,786)	\$ -	\$ 107,853
Third Party/Medical Assistance	\$ 250,530	\$ 70,000	\$ 113,496	\$ (43,496)	\$ -	\$ 207,034
Area Learning Center (ALC)	\$ 35,192	\$ 319,990	\$ 355,182	\$ (35,192)	\$ -	\$ -
Scholarships	\$ 16,650	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ 16,650
Student Activities	\$ 9,647	\$ 10,600	\$ 700	\$ 9,900	\$ -	\$ 19,547
Committed for Severance	\$ 520,204	\$ -	\$ 33,347	\$ (33,347)	\$ -	\$ 486,857
Assigned for Q Comp	\$ 223,612	\$ 772,477	\$ 731,392	\$ 41,085	\$ -	\$ 264,697
Assigned for Athletics and Activities	\$ 190,444	\$ 948,765	\$ 965,012	\$ (16,247)	\$ -	\$ 174,197
Assigned for Building Level Activities	\$ 120,348	\$ 8,600	\$ 12,442	\$ (3,842)	\$ -	\$ 116,506
Other Assigned Fund Balances	\$ 324,741	\$ 12,000	\$ 302,287	\$ (290,287)	\$ -	\$ 34,454
Nonspendable for Prepaid Items	\$ 118,522	\$ -	\$ -	\$ -	\$ -	\$ 118,522
Unassigned	\$ 7,072,174	\$ 32,501,992	\$ 34,267,638	\$ (1,765,646)	\$ -	\$ 5,306,528
Subtotal	\$ 10,019,978	\$ 36,703,752	\$ 39,276,533	\$ (2,572,781)	\$ -	\$ 7,447,197
Food Service:						
Restricted	\$ 135,592	\$ 1,819,935	\$ 1,782,109	\$ 37,826	\$ -	\$ 173,418
Nonspendable for Inventory	\$ 38,923	\$ -	\$ -	\$ -	\$ -	\$ 38,923
Subtotal	\$ 174,515	\$ 1,819,935	\$ 1,782,109	\$ 37,826	\$ -	\$ 212,341
Community Service:						
Restricted -						
Community Education	\$ 423,564	\$ 1,225,944	\$ 1,302,391	\$ (76,447)	\$ -	\$ 347,117
ECFE	\$ 51,352	\$ 239,959	\$ 226,517	\$ 13,442	\$ -	\$ 64,794
School Readiness	\$ (18,476)	\$ 342,950	\$ 365,776	\$ (22,826)	\$ -	\$ (41,302)
Preschool Screening	\$ 11,220	\$ 18,000	\$ 16,761	\$ 1,239	\$ -	\$ 12,459
Subtotal	\$ 467,660	\$ 1,826,853	\$ 1,911,445	\$ (84,592)	\$ -	\$ 383,068
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 5,048,019	\$ 4,050	\$ 5,044,369	\$ (5,040,319)	\$ -	\$ 7,700
Referendum Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 5,048,019	\$ 4,050	\$ 5,044,369	\$ (5,040,319)	\$ -	\$ 7,700
Debt Service - Restricted	\$ 1,851,375	\$ 5,744,662	\$ 6,040,503	\$ (295,841)	\$ -	\$ 1,555,534
OPEB Irrevocable Trust Fund	\$ 1,576,263	\$ 60,000	\$ 248,570	\$ (188,570)	\$ -	\$ 1,387,693
Total	\$ 19,137,810	\$ 46,159,252	\$ 54,303,529	\$ (8,144,277)	\$ -	\$ 10,993,533



2021 Bond Referendum
Informational Communications Plan



Reaffirmation of Communications Mission

As a district, we are dedicated to ensuring that our communication and our thinking is **strategic**, **methodical**, and **transparent** in all we do.



Communication Goals for Referendum

- Provide clear, accurate, and timely information about the November 2 bond referendum.
- Support concise and consistent message delivery through a number of communication channels.
- Ensure all employees, parents, and other key stakeholders understand the bond referendum proposal, are able to answer commonly asked questions, and encouraged to make an informed vote on November 2.
- Comply with all legal requirements on holding and communicating about the referendum.
- Generate feelings of overall support for the school district and its students.



Target Audiences

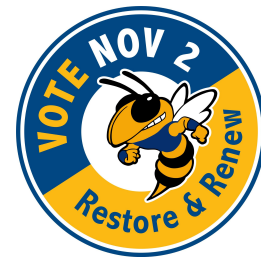
- Parents (preschool, elementary, junior high, senior high, online, homeschool)
- Staff
- Opinion leaders and key influencers
- Community Education users
- Alumni
- Retired resident staff
- Senior citizens and volunteers involved with the district
- Youth athletic groups
- County, city, and township governmental units



Facts

It is important to be good stewards of the community's schools. Given the age of the buildings - it's time to make further investments to restore and renew Big Lake Schools.

- The last major investment in facilities was in 2016.
- When constructed in 2002, Liberty Elementary had a roof with a 15 year life span installed. The roof is now 19 years old and in need of replacement.
- Portions of the Middle School roof, including the 1987 and 2001 addition need replacing.
- The 1981 HVAC system at Independence Elementary STEM is in need of replacement. This replacement would include a better air quality handling system as well as air conditioning.
- High School activity spaces including the main gym and auxiliary gymnastics gym are not air conditioned and in need of dehumidification during peak use including the spring, summer, and fall.
- Special Education spaces at the Middle School were constructed in 1997 and in need of redesign.
- HVAC and building controls across the district are 24 years old. The computer systems they operate on are no longer able to support the aging control panels.

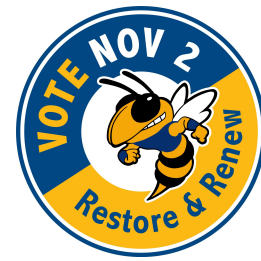


Facts Continued

If voters DO NOT approve:

There would be continued budget concerns and inadequate funding for our school buildings, resulting in:

- Inadequate and inequitable spaces.
- Fewer and outdated classroom resources for students.
- A growing list of building maintenance needs without adequate funding to address them.



Ballot Question

On July 22, 2021, the Big Lake School Board unanimously approved one ballot initiative to address the concerns listed above. The question reads as follows:

Shall the board of Independent School District No. 727 (Big Lake), Minnesota be authorized to issue general obligation school building bonds in an aggregate amount not to exceed \$30,000,000 for acquisition and betterment of school sites and facilities, including, but not limited to, various deferred capital projects including roofs and ventilation systems, and renovations to educational spaces including Career and Technical Education, Special Education, and other instructional spaces at all levels?



Work Before Informational Campaign Begins

To ensure clear, consistent communication the following projects/steps has or will be completed by August 31:

- School board approves referendum
- Email staff announcing referendum
- Distribute staff “do’s and dont’s”
- Create video script and film informational video
- Create referendum webpage
- Develop logo, fact sheet, postcard
- Put referendum logo on district and school pages
- Develop scripts for school events (i.e. activities & athletics)
- Update school board with communications plan

August 31: Informational Campaign Begins



Big Lake
SCHOOLS

BACKGROUND

Starting in early 2021, the District worked collaboratively with Wild Architects and Engineers to study the Capacity and Physical Conditions of the buildings. With data reviewed, multiple community meetings took place to develop criteria and review issues for prioritization and assessment to determine next steps.

Items the group reviewed included:

- **Physical Conditions** - LEPV vs. an additional investment
- **Educational Criteria** - Including enrollment, capacity and functionality for PK-12 Students, and what spaces / facilities needs to be addressed to meet the needs of today and the future
- **Extra-Curricular and Community Use** - Admission and access

PROCESS

The District developed the following task forces to assist with the planning process.

1. **Buildings & Learning, and Technology**
2. **Teaching & Learning, and Community**
3. **Activities, Athletics, and Community**

These task forces informed the Community Committee. This Committee focused on developing needs, criteria, options, and financial impacts. The Committee involved over 250 members over the course of the process. Each task force met at least twice and the Committee met four times.

The Committee developed criteria around each of the task force and presented options to address and prioritize needs. Finance and the Committee met four times.

The final recommendations of the Committee were presented to the Board. In addition to Board discussion at various stages during the process, the Board voted to move forward with a **November 2, 2020** vote, at the July 22, 2020 Board Meeting.

FACTS

It is important to be good stewards of the community's schools. Given the age of the buildings, it is time to make further investments into Big Lake Schools.

The last major investment in facilities was in 2016, and was primarily focused on improving safety and security including updating surveillance cameras and remodeling entrances; expanding and improving playgrounds; as well as improving fine arts and athletic facility improvements such as replacing auditorium equipment, pool equipment, adding permanent outdoor concession/restroom facilities, and installing ball field lighting.

When constructed in 2002, Liberty Elementary had a roof with a 15 year life span installed. The roof is now 18 years old and in need of replacement. Portions of the Middle School roof, including the 1987 and 2001 addition, need replacing.

The 1981 HVAC system at Independence Elementary STEM is in need of replacement. This replacement would include a better air quality handling system as well as air conditioning.

High School activity spaces including the main gym and auxiliary gymnasiums are not air conditioned and in need of dehumidification during peak use including the spring, summer, and fall time.

Special Education spaces at the Middle School were constructed in 1997 and in need of reconfig.

HVAC and building controls across the district are 24 years old. The computer systems they operate on are no longer able to support the aging control panels.

OUTCOMES

If voters **DO NOT** approve:

There would be continued budget concerns and inadequate funding for our school buildings, resulting in:

- Inadequate and inequitable spaces
- Fewer and outdated classroom resources for students
- A growing list of building projects with a waiting list

LIBERTY ELEMENTARY

The **Media Center** will be improved to meet 21st Century Learning needs. Spaces would contain multi-purpose rooms, makerspaces, areas for small-medium-large groups, and include high-density storage where appropriate. Right-size quantity of book stacks per grade level(s) and should account for 1:1 and reurpose computer labs where appropriate.

Improve efficiency, safety, traffic flow, and add parking stalls.

Include spaces for independent, flexible, and personalized learning. Including space for students in-between classes and when online learners are in-person.

Renovations will add space that can be used for building wide staff meetings.

Add contemporary amenities, technology, and equipment in renovated areas.

Replace the outdated and difficult to maintain building controls system.



INDEPENDENCE ELEMENTARY

Renovate and improve indoor air quality, similar to the 2020/2021 Middle School project.

The **Media Center** will be improved to meet 21st Century Learning needs. Spaces would contain multi-purpose rooms, makerspaces, areas for small-medium-large groups, and include high-density storage where appropriate. Right-size quantity of book stacks per grade level(s) and should account for 1:1 and reurpose computer labs where appropriate.

Include spaces for independent, flexible, and personalized learning. Including space for students in-between classes and when online learners are in-person.

Add dehumidification and improve indoor air quality in activity spaces.

Add contemporary amenities, technology, and equipment in renovated areas.

Replace the outdated and difficult to maintain building controls system.



HIGH SCHOOL

Improve CTE and Future Ready Environments - These areas will contain multi-purpose spaces with emphasis on collaboration and flexibility. The spaces will reflect the current market needs to better prepare students. Renovations would include separate 'clean' and 'dirty work areas, be more open, and handicap accessible for all.

The **Media Center** will be improved to meet 21st Century Learning needs. Spaces would contain multi-purpose rooms, makerspaces, areas for small-medium-large groups, and include high-density storage where appropriate. Right-size quantity of book stacks per grade level(s) and should account for 1:1 and reurpose computer labs where appropriate.

Include spaces for independent, flexible, and personalized learning. Including space for students in-between classes and when online learners are in-person.

Add dehumidification and improve indoor air quality in activity spaces.

Add contemporary amenities, technology, and equipment in renovated areas.

Replace the outdated and difficult to maintain building controls system.



MIDDLE SCHOOL

Improve Special Education Areas - These spaces would be reconfigured to operate more efficiently and designed to meet program needs. Learning environments (lights & HVAC) will be improved and equitable across all buildings. The spaces will be right-sized per MDE guidelines and contain their own dedicated storage areas. Materials and finishes in poor physical condition would be replaced.

Improve CTE and Future Ready Environments - These areas will contain multi-purpose spaces with emphasis on collaboration and flexibility. The spaces will reflect the current market needs to better prepare students. Renovations would include separate 'clean' and 'dirty work areas, be more open, and handicap accessible for all.

The **Media Center** will be improved to meet 21st Century Learning needs. Spaces would contain multi-purpose rooms, makerspaces, areas for small-medium-large groups, and include high-density storage where appropriate. Right-size quantity of book stacks per grade level(s) and should account for 1:1 and reurpose computer labs where appropriate.

Include spaces for independent, flexible, and personalized learning. Including space for students in-between classes and when online learners are in-person.

Add contemporary amenities, technology, and equipment in renovated areas.

Replace the outdated and difficult to maintain building controls system.



DISTRICT-WIDE

If approved the District would:

All facilities will have safe and efficient parent pick-up and drop-off with separated bus traffic.

Replace the outdated and difficult to maintain building controls system.

Replace remaining roof sections that are past their life cycle and in poor physical condition.

Add contemporary amenities, technology, and equipment in renovated areas.

Include spaces for independent, flexible, and personalized learning. Including space for students in-between classes and when online learners are in-person.

Improve awareness and safety through signage promotion for outdoor learning, and self-promotion of community.

NOTICE OF CHANGE IN POLLING PLACE LOCATION INDEPENDENT SCHOOL DISTRICT NO. 72 BIG LAKE SCHOOLS STATE OF MINNESOTA

Dear Voter:

If you live in one of the precincts listed below, you will vote at the combined polling place listed below for the Special Election on November 2, 2021 from 7:00 AM-8:00 PM and any future school district elections in Independent School District No. 72:

PRECINCT

- Big Lake City Precinct No. 1
- Big Lake City Precinct No. 2
- Big Lake City Precinct No. 3
- Big Lake Township P2
- Big Lake Township P3
- Big Lake Township P4
- Becker Township
- Orook Township

SCHOOL DISTRICT POLLING PLACE

Big Lake City Hall,
160 Lake Street N., Big Lake, MN 55309

Please note that this notice applies only to school district elections not held on the day of a statewide election. Municipal or state elections may be held at a different location. If you wish further information on school district polling place locations, contact the school district or the County Auditor.

Tony Scales, Clerk | Independent School District No. 72

www.referendum.biglakeschools.org

In partnership with community groups we have identified important facility infrastructure projects that need to be completed in the upcoming years.

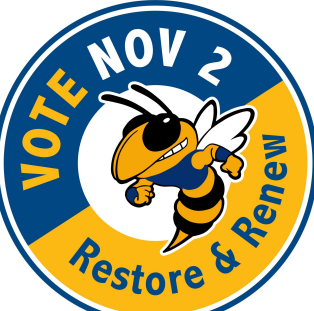
IF APPROVED, THIS BOND REFERENDUM WILL ALLOW US TO COMPLETE A NUMBER OF PROJECTS INCLUDING:

- Critical roof repairs/replacement.
- Improving indoor air quality and adding air conditioning at Independence Elementary STEM.
- Air conditioning of high school activity spaces including the main gym and auxiliary gymnastics gym.
- Updated career and technical education spaces that are compliant under the Americans with Disabilities Act (ADA).
- Redesigned media center and special education spaces.
- Redesign of the Liberty Elementary parking lot to ensure smoother pick-up/drop off times.
- And many more important updates to our facilities!

Big Lake
SCHOOLS



\$0
TAX INCREASE



Website/Video



To help provide a “one stop shop” for our community to find reputable information, we created the website referendum.biglakeschools.org. This website contains information regarding the projects, the process, tax information, and frequently asked questions about the referendum.

In order to highlight the process, projects, and the need for this referendum an informational video is being created.



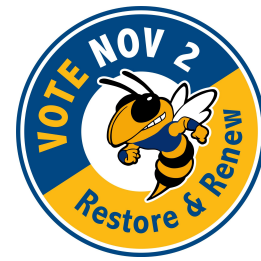
Tactics/Activities for September

- Referendum introduction letter to all E-12 families
- District newsletter to all community members
- Staff meetings at all schools to discuss what referendum means for their building
- Meet with key elected officials and community leaders to discuss referendum
- Give referendum presentation and take questions at PTO meetings
- Give referendum presentation and take questions at district advisory meetings
- Provide schools/staff with weekly “Did you know?” facts about referendum for inclusion in school/classroom newsletters
- Press release on ways to learn about the referendum
- Something to Think About articles in local papers
- Lunch & Learn: Referendum Webinars

Tactics/Activities for October



- District newsletter to all community members
- Staff meetings at all schools to discuss what referendum means for their building
- Meet with key elected officials and community leaders to discuss referendum
- Give referendum presentation and take questions at PTO meetings
- Give referendum presentation and take questions at district advisory meetings
- Provide schools/staff with weekly “Did you know?” facts about referendum for inclusion in school/classroom newsletters
- Something to Think About articles in local papers
- Lunch & Learn: Referendum Webinars

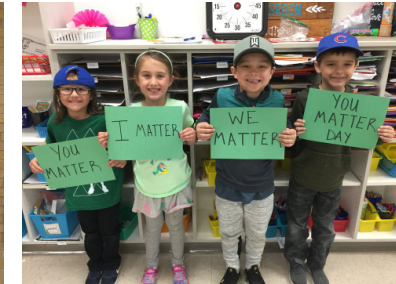


Tactics/Activities for 2 Weeks Out

- Facebook Advertisements
- Email/voice message to parents from Superintendent Truebenbach reminding them to vote
- Special “remember to vote” referendum update emailed to parents
- Email and voice message to parents from Principals reminding them to vote
- Early voting Facebook post of administrators voting
- Facebook post of administrators voting on election day
- Reminder to vote postcards delivered to all district residents
- Door knocking



Questions?



Student Handbook

2021-2022



Revised August 2021



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.

Top Rated Preschool

Little Learners Preschool earned the highest rating possible from the state of Minnesota - a 4-Star Parent Aware Rating.

Focused On Technology

Over the next 8 years, we will receive \$400,000 per year to transform our classrooms and buildings into technology-driven learning environments that prepare our students for college and careers.

Top Graduation Rates Among State

Year after year our graduation rates continue to surpass the state average and climb higher. In 2018, 93 percent of our students graduated compared to the state average of 83 percent.

WELCOME TO BIG LAKE SCHOOLS!

Whether you are new to the school district this year or have been with us your entire academic career, we are so excited that you have chosen to be a part of our Hornet community!

This student handbook encompasses policies, procedures and required notices for all four of our schools-Liberty Elementary, Independence Elementary STEM, Big Lake Middle School and Big Lake High School.

Additional district policies and procedures can be found in their entirety on our website, biglakeschools.org.

The policies and procedures included in this handbook help to ensure that students and parents understand Big Lake Schools' operations, student behavior expectations and disciplinary procedures.

Students and parents, please take some time to review the contents of this handbook and make sure you fully understand the information conveyed.

Should you have any questions about the handbook's contents, please talk with your school principal.

We look forward to a growing partnership between our staff, students and parents.

Thank you for choosing Big Lake Schools!

Sincerely,

Tim Trueebenbach
Superintendent

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DISTRICT CONTACT INFORMATION

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TJ Zerwas

Building & Grounds

Health & Safety

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t.zerwas@biglakeschools.org

SCHOOL CONTACT INFORMATION & HOURS

LIBERTY ELEMENTARY SCHOOL

School Hours	7:35 AM - 2:20 PM
Attendance Line	763.262.8100, press 2
Address	17901 205th Avenue NW
Main Phone	763.262.8100
Principal	Caryl Gordy c.gordy@biglakeschools.org
Dean of Students	Lynn Bormann l.bormann@biglakeschools.org

INDEPENDENCE ELEMENTARY STEM SCHOOL

School Hours	7:35 AM - 2:20 PM
Attendance Line	763.262.2537, press 2
Address	701 Minnesota Avenue
Main Phone	763.262.2537
Principal	Jona Deavel j.deavel@biglakeschools.org
Dean of Students	Scott Pierce s.pierce@biglakeschools.org

BIG LAKE MIDDLE SCHOOL

School Hours	8:20 AM - 3:10 PM
Attendance Line	763.262.2567, press 2
Address	601 Minnesota Avenue
Main Phone	763.262.2567
Principal	Mark Ernst m.ernst@biglakeschools.org
Assistant Principal	Keri Neubauer k.neubauer@biglakeschools.org
Dean of Students	Hannah Pagel h.pagel@biglakeschools.org

BIG LAKE HIGH SCHOOL

School Hours	8:20 AM - 3:10 PM
Attendance Line	763.262.2547, press 2
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
Dean of Students	Amanda Freese a.freese@biglakeschools.org

SCHOOL SCHEDULES

LIBERTY ELEMENTARY SCHOOL - LUNCH

10:15-11:30	2nd Grade
11:00-12:30	1st Grade
12:05-1:15	Kindergarten/Transitional Kindergarten

INDEPENDENCE ELEMENTARY STEM SCHOOL - LUNCH/RECESS

Third Grade	10:40-11:40
Fourth Grade	12:00-1:00
Fifth Grade	11:00-12:00

MIDDLE SCHOOL	MON, WED, THUR	TUES, FRI (WIN DAYS)
1st Hour	8:20 - 9:10	8:20 - 9:02
2nd Hour	9:13- 10:03	9:05 - 9:47
3rd Hour	10:06 - 10:56	9:50 - 10:32
WIN		10:35 - 11:17
4th Hour	A 10:59 - 11:29	11:20 - 11:50
	B 11:30 - 12:00	11:52 - 12:22
	C 12:01 - 12:31	12:24 - 12:54
5th Hour	12:34 - 1:24	12:58 - 1:40
6th Hour	1:27 - 2:17	1:43 - 2:25
7th Hour	2:20 - 3:10	2:28 - 3:10

HIGH SCHOOL	MON, TUE, THUR, FRI	WEDNESDAYS
Period 1	8:20 - 9:13	8:20 - 9:10
Period 2	9:18 - 10:07	9:15 - 9:58
Period 3	10:12 - 11:02	10:03 - 10:43
STING		10:48 - 11:28
Period 4	11:07 - 12:29	11:33 - 12:49
Period 5	12:34 - 1:23	12:54 - 1:36
Period 6	1:28 - 2:17	1:41 - 2:22
Period 7	2:22 - 3:10	2:27 - 3:10
Lunch A	11:02 - 11:31	11:28 - 11:55
Lunch B	11:31 - 12:00	11:55 - 12:22
Lunch C	12:00 - 12:29	12:22 - 12:49

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.

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 5 core values of the Hornet Way

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



RESPONSE TO INTERVENTION & POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Big Lake Schools uses the RtI model as a tool to match instruction and interventions to individual student needs. More specifically, RtI is used to identify learning and behavior differentiations between an entire grade, a targeted classroom and individuals. Ultimately, the system is used to answer the question, "How does our school ensure all students are learning?"

Another behavioral model, Positive Behavioral Interventions and Supports (PBIS), is also being utilized by our schools. The PBIS model is closely tied and consistent with the RtI model.

These frameworks help teachers and school administration develop an intervention strategy for a student who needs additional learning or behavioral focus, or a student who needs to be academically challenged more.

Behavioral and academic intervention time is embedded in a student's schedule as a normal class, but varies in offerings from school to school.

- FLY - Liberty Elementary
- BEE (Best Education for Everyone) - Independence Elementary STEM
- WIN (What I Need) - Big Lake Middle School
- STING (Student Targeted Instruction & Goals) - Big Lake High School

REVISION NOTICE

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

GENERAL INFORMATION

VISITOR CHECK-IN

In order to provide a safe learning environment for our students, we require all visitors to check-in at the main office and present ID upon entering a building. This procedure applies during school hours or meetings that overlap into the school day. Anyone who is not a student or staff member is considered a visitor.

ARRIVAL AND DEPARTURE TIMES

Elementary students should not arrive at school more than 15 minutes before school begins and need to be picked up immediately after the school day ends. Arrangements with Kids Club, a before and after school childcare program, should be made if parents need to drop off/pick up elementary students outside of the allowed times. Middle & High School students should not arrive at school more than 30 minutes before school begins and are expected to leave immediately at the end of the day unless they have appointments to work with a teacher or are involved in an after school activity.

PARENT/STUDENT ONLINE ACCESS

Parents and students can check grades and attendance, along with provide and change contact information, through the Infinite Campus Parent Portal. The portal can be accessed at <https://goo.gl/AY1wAe> or by visiting our website. To setup an account, contact the main office of your child's school for an access key.

SCHOOL CLOSINGS

If school is cancelled, delayed or released early, information will be posted on the Big Lake Schools website at biglakeschools.org, on Facebook, and on local TV stations.

Parents who have a Parent Portal account with a valid email address will also receive an email alert (or text message) if school closes. Make sure your child knows your family plans if an early closing occurs.

For elementary student parents, make sure you have provided an emergency closing form to your child's teacher. In the event that school were to close for inclement weather, students will engage in online learning. Students and staff are expected to bring their school issued devices and chargers home daily. Teachers will post assignments within 90 minutes of the start of the scheduled school day and will be available to students for most of the day with the exception of lunch and their professional learning community meetings.



REPORT CARDS

Students and parents will receive report cards at the end of each trimester through Infinite Campus Parent Portal. Parents can also contact the school to request a printed report card. Elementary students will receive a standards-based report card that provides detailed information on how they are progressing on academic standards. Middle school and high school students will receive a traditional letter grade report card.

DISTANCE LEARNING

In the event that Big Lake Schools needs to move into a Distance Learning model, our Distance Learning Model can be found at biglakeschools.org.

FOOD & NUTRITION

BREAKFAST & LUNCH PROGRAM

Big Lake Schools is proud to partner with Chartwells Dining Services to serve breakfast and lunch meals that are nutritional, balanced and delicious! For specific information about our food and nutrition program, including the nutritional content of each meal and daily menus, please visit our District website at biglakeschools.org.

MEAL ACCOUNT

Big Lake Schools uses MySchoolBucks as an online tool for parents to monitor and add money to their child's meal account. Parents can access MySchoolBucks.com by going directly to its website, or by logging on to the parent portal on our website.

ACCOUNT BALANCES

Big Lake Schools recommends that parents ensure their child has at least a weeks worth of meals in his/her meal account at all times. Additionally, we highly recommend that parents sign up to use MySchoolBucks, which allows them to opt-in to receive text message or email alerts when their child's lunch balance is running low.

UNPAID MEAL CHARGES PROCEDURE

[Click here](#) to view the procedure.

PAYMENTS

We recommend parents use MySchoolBucks to add money to their child's meal account as this system allows payments to be reflected minutes within submission. Payments made by 10 AM the day-of can be used for meals that day; however, any payments made online after 10 AM cannot be used for a meal that day. This is a system limitation, not an administrative decision. Parents can also mail-in, or send with their child, payments by cash or check. Please allow a minimum of 48 hours for payments to be applied if paying by cash or check. Payments by cash or check must include the student's name, PIN#, amount, and grade.

EDUCATIONAL BENEFITS - FREE MEALS

Big Lake Schools encourages families with limited incomes to apply for free meals through the federal Educational Benefits program. To see if you qualify, fill out and send in an application. Applications are available on our website, in each school's main office, or online through the parent portal. **Families need to re-apply by October of each year.** Students who qualify for reduced-price school meals will receive free lunches and breakfasts and all kindergarten students qualify for free breakfasts.

ATTENDANCE

Minnesota State Law requires attendance from age 7 (or under 7 but enrolled in kindergarten) to 17, and establishes valid reasons for excused absences.

EXCUSED ABSENCES

1. Student's physical or mental health is preventing attendance at school due to:
 - Student's illness, medical, dental, orthodontic, or counseling appointments
 - Family emergencies
 - The death or serious illness or funeral of an immediate family member
2. Active duty in any military branch of the United States
3. The student has a condition that requires ongoing treatment for a mental health diagnosis
4. Student has already completed state and district standards required for graduation from high school
5. Parent/guardian wishes for the child to attend up to three hours per week a school for religious instruction
6. Other district-specific exemptions at the principal's discretion may include: impassable roads, required court appearances, or pre-approved trips of short duration with family

UNEXCUSED ABSENCES

Any absence that does not fall within the above parameters may be considered unexcused—even if the proper absence procedure was followed. Unknown absences will be marked as unexcused absences after 5 school days.

EARLY RELEASE/EARLY PICK UP

If a student needs to leave before school is released, a parent should alert the office and provide a reason for the early release before the start of school. Before leaving for the day, the student should check out with the office. At the elementary and middle school levels, students should wait in the office for an authorized person to sign them out.

EXCESSIVE EXCUSED ABSENCES

At administrator's discretion, excessive absences (10 consecutively or 15+ in total) due to illness may require a doctor's note or a visit to the school health office to be considered excused.

MAKEUP WORK

Students are responsible for working with staff to make up missing work due to absences.

ATTENDANCE

ELEMENTARY ATTENDANCE INTERVENTION STEPS

Informational Letter Sent Home

8 excused absences or 2 unexcused absences

Sherburne County Referral

3 unexcused absences

Referred to County Attendance Review Board

For students 12 years of age or older

5 or more unexcused absences

Child Protection Report for Educational Neglect

For students under 12 years of age

7 or more unexcused absences

MIDDLE SCHOOL & HIGH SCHOOL ATTENDANCE INTERVENTION STEPS

Informational Letter Sent Home

The school will send home an attendance letter if the student has 3 or more unexcused absences or excessive tardies. If you receive an attendance letter, please call the attendance secretary at your school to clear up any unexcused absences.

Truancy Process: Sherburne County has three steps in their truancy process. The first two steps are intervention efforts to prevent a student from being required to appear in court. The steps are:

1. Sherburne County Referral & Mandatory Meeting

- Child and parent attend mandatory meeting with Sherburne County Attorney's Office; \$15 class fee charged by county
- 3 or more unexcused absences

2. Referred to County Attendance Review Board

- Child and parent referred to Sherburne County Attendance Review Board to address attendance issues. Then student may meet weekly with county truancy social worker at school.
- 5 or more unexcused absences

3. Petition to Court

- Child and parent will have to appear in court for truancy on date assigned
 - 7 or more unexcused absences
- Absence/Tardy Procedures

ABSENCE/TARDY PROCEDURES

Parents should alert the school of an absence or tardy by either calling or emailing the school's attendance line by 9 a.m. the day of the absence/tardy.

HS: 262-2547 or hs.attendance@biglakeschools.org

MS: 262-2567 or ms.attendance@biglakeschools.org

Liberty: 262-8100 or lib.attendance@biglakeschools.org

Indy: 262-2537 or ind.attendance@biglakeschools.org

Online: 262-5218 or blonline@biglakeschools.org

DATA PRIVACY

Big Lake Schools recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

NOTICE OF STUDENT EDUCATION RECORD PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Big Lake Schools receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Big Lake Schools to comply with the requirements of FERPA.

TENNESSEN WARNING

An individual asked to supply private or confidential data concerning his/her self shall be informed of: (a) the purpose and intended use of the requested data; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data to a law enforcement officer.

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) allows Big Lake Schools to disclose personally identifiable information it has labeled as directory information without prior parental notification or consent, unless a parent has advised the district otherwise through an opt-out form. The primary purpose of directory information is to allow Big Lake Schools to include information from your child's education records in certain school publications. Examples include:

- The annual yearbook/graduation programs
- Honor roll or other recognition lists
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- District print, broadcast or online publications, such as social media, websites, and marketing materials for district use
- Media's request of information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Big Lake Schools has designated the following information as directory information:

- Student's name
- Student's address
- Age
- Gender
- Grade level
- Dates of attendance
- Participation in official school activities
- Weight and height of athletic team members
- Degrees, honors and awards received
- Any photograph, video or recording of a student's likeness

If you would like to opt-out of the release and use of directory information, Big Lake Schools must receive an opt-out form by the end of the first month of a new school year. An [opt-out form](#) is available on the District's website or in the main office of each school.

BUS TRANSPORTATION

Vision Transportation provides bus services for Big Lake Schools. Vision can be reached at 763.263.7900 with any questions or concerns.

PROCEDURES

High School and Liberty Elementary

AM: Buses will drop off on the side of the high school at approximately 7:00 AM. The buses will then drop off on the side of Liberty at approximately 7:15 AM.

PM: Buses will be parked in numerical route order (NOT bus number) at the end of the school day at each building. Each bus will have a placard in the window displaying the route number along with an animal symbol for young students who may still be learning number recognition.

Middle School and Independence STEM

AM: Buses will begin dropping off students at approximately 8:25 AM at the middle school and then will begin dropping off students at 8:35 AM at Independence STEM.

PM: Buses will line up between the middle school and Independence. Buses will line up in numerical route order (NOT bus number). Independence teachers will escort students to the buses at the end of the school day. Middle school students will be released to buses at the end of the school day.

GUIDELINES

Taking an Alternative Bus

Students are only allowed to ride their assigned bus. Notes sent with a student giving him/her permission to ride home with a friend will not be accepted. If there is an emergency requiring a student to ride a different bus, please call Vision Transportation to make arrangements.

Elementary-only: If a student who normally rides the bus home will be getting picked up or will be walking/ biking home instead, communicate directly with your student's teacher and the office. Transportation plans will not be changed for a student without this communication.

WRIGHT TECHNICAL CENTER

All students attending classes at Wright Technical Center must ride the school bus provided unless administrator approval has been given.

RULES & EXPECTATIONS

- Students may only ride their assigned bus
- Be on time at the bus stop (5 minutes early) and wait safely off the roadway
- When crossing the street, wait for the driver to signal and cross where you can be seen
- Follow the directions of the driver
- Sit facing forward and remain seated
- Talk quietly and use appropriate language
- Keep all body parts inside the bus and to yourself
- No fighting, intimidation or horseplay
- No throwing of any object(s)
- No littering, drinking or use of tobacco or drugs on the bus
- No weapons, dangerous objects or metal/ glass containers
- Avoid damage to the school bus and to other people's property
- Avoid any acts that endanger yourself or others
- Avoid bringing band instruments on the bus unless it fits in your backpack
- All school policies apply on the bus and at the bus stop

CONSEQUENCES:

- 1st Offense: report to parents and/or one day suspension
- 2nd Offense: 1-3 school days suspension from riding the bus
- 3rd Offense: 3-5 school days suspension from riding the bus
- 4th Offense: 5-10 school days suspension from riding the bus and meeting with parent/guardian
- Alternate Consequences: **Consequences are assigned by Vision.** Based upon the circumstances, an administrator may use his/her discretion in applying alternate consequences.



HEALTH AND SAFETY

Big Lake Schools is dedicated to ensuring the health and safety of each student and staff member. The District's health and safety committee is responsible for developing, reviewing and revising policies, procedures and regulations regarding health and safety at Big Lake Schools.

ILLNESS

A child should be kept home from school if they have any of the following:

- A contagious disease, such as chicken pox, strep throat, or impetigo
- Vomiting or diarrhea-children should remain home 24 hours after having vomiting or diarrhea
- Draining ears
- Undiagnosed rash
- Elevated temperature greater than or equal to 100 degrees-children should remain home 24 hours after temperature has returned to normal without fever-reducing medication
- If your child is taking antibiotics or medication for an infection, it is recommended that they have taken the medication for at least 12-24 hours before returning to school.

MEDICATION

- All medication given in school must be in the original container
- All medication (prescription and non-prescription) brought to school by students must be kept in the health office. Students are not permitted to self-administer medication.
- If your child needs to be on medication for only a few days, a note from a parent is needed.
- If your child will be taking medication daily for the entire school year, a completed "Medication Administration Request Form" must be brought to the health office along with the medication. This form is available either from the school health office or from your clinic, or you may choose to download a form from the school's website. Click on "Departments" then click on "Heath & Safety"
- Medication will be administered by designated personnel.

COVID-19

Please do not send your child to school if they exhibit respiratory shortness of breath; a new onset of a cough, or difficulty breathing. Further, should your child have a cluster of two of the following systems: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and gastrointestinal symptoms of diarrhea, vomiting, or nausea, please consult with your medical provider before sending your child to school. Your child may be at risk for having

developed COVID-19.

INJURY

A student who experiences an injury while on school grounds or during a school-sponsored event is required to report the injury to a teacher, coach or school health personnel.

CONCUSSION AWARENESS

Big Lake Schools takes head injuries seriously and has procedures in place for notifying parents if a head injury occurs during school. We ask parents and students to make sure to notify their school's health office if a head injury occurs outside of school so that we can monitor the student for concussion signs.

For more information on concussion awareness or to review the signs of a concussion, visit our website at biglakeschools.org.

SECTION 504 PLANS

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

Federal law defines an individual with a disability as any person who: (1) has a mental or physical impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. When a condition substantially limits a major life activity, an accommodation plan should be developed.

If you believe your child may qualify for a 504 accommodation plan, please contact your child's school administrator. They will walk you through the necessary steps to determine eligibility.

COUNSELING/SOCIAL WORK SERVICES

Students may ask for, or staff may suggest, visits to a school counselor or social worker for minor social/emotional guidance. School counselors and social workers may provide information regarding family and community resources, including therapy from a partnering organization.

MEDICAL CLEARANCE

With a parent's written approval, students can be excused from a physical education class for one day only. Students needing to be excused for more than

HEALTH AND SAFETY

a day may need to bring a doctor's note to the health office for approval. In situations requiring a doctor's attention, the child or parents may be required to present a slip from the doctor stating any limitations or non-participation in physical education or other school activities. A reinstatement permission slip from the physician may be necessary before a student may participate again.

NUCLEAR EMERGENCY

In the event of an emergency at the Monticello Nuclear Generating Plant, students will be evacuated directly from Big Lake Schools to Princeton Schools. Parents/guardians will be notified via email, text and/or television stations. Students at Wright Technical Center or the ALC in Buffalo will evacuate to Rockford High School. Parents should NOT come to Big Lake Schools if an evacuation is in process.

SAFETY DRILLS

Numerous times throughout the year each school performs announced and unannounced safety drills. These drills consist of lockdowns, fire, tornado and bus drills as required by state law.

USE OF AEROSOL CANS/SPRAYS

Due to health conditions of other students, the use of aerosol cans or sprays is limited to maintenance and projects in class with teacher's supervision in all of our buildings.

PEANUT ALLERGY

Based on studies in the United States approximately 1 out of 125 children have a peanut allergy. Allergies to peanuts, shellfish, and eggs, along with other allergies have increased in the last decade. Therefore, it seems that it is likely that we will have students with food allergies in our school system. We have implemented a PEANUT-FREE ZONE in our cafeterias. A table is set aside for students with peanut and other food allergies. Students may sit at this table with friends if their breakfast or lunches do not include peanuts, peanut oil, or other known food allergies. Our goal is to keep all students safe!

IMMUNIZATION REQUIREMENTS

Per Minnesota State Law, the parent/guardian of any child entering a public school, and/or any student entering the 7th grade, must submit a statement from a physician or public clinic that states the child has received adequate immunizations against measles, rubella, mumps, diphtheria, tetanus, polio, chicken pox and hepatitis B. All immunizations must include the day, month and year given.

A parent/guardian may decide not to have their child immunized due to conscientiously held beliefs or for medical purposes. If so, an exemption statement must be submitted to the school.

A form to [report immunizations](#) and immunization exemptions is available on the parent portal on our district website and in each school's health office.

IMMUNIZATIONS REQUIRED BY LAW

	Hep A hepatitis A	Hep B hepatitis B	DTaP/Td/ Tdap diphtheria, tetanus, pertussis	Polio	MMR measles, mumps, rubella	Hib Haemophilus influenzae type b	Varicella* chicken pox	MCV meningococcal
Preschool (age 3-5)	✓✓	✓✓✓	✓✓✓✓	✓✓✓	✓	At least ✓	✓	
Kindergarten		✓✓✓	✓✓✓✓ 5th shot not needed if 4th was after age 4	✓✓✓✓ 4th polio not needed if 3rd was after age 4	✓✓		✓✓	
Age 7 through 6th grade		✓✓✓	At least ✓✓✓	At least ✓✓✓	✓✓		✓✓	
7th through 12th grade		✓✓✓ 7th grade only***	At least ✓✓✓ Plus one more shot at age 11-12 years**	At least ✓✓✓	✓✓		✓✓	✓ & booster

* Varicella shot not required if child already had chickenpox disease.

** Any child receiving a Tetanus booster shot at age 7-10, may still need another boost of Tdap in 7th grade. NEW LAW--all 7th-12th grade students must have a Tetanus booster shot, which contains Pertussis (a Tdap). Thereafter, boosting is every 10 years.

*** An alternate 2-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.

SCHOOL RULES & BEHAVIOR EXPECTATIONS

All students are expected to follow the District's behavior philosophy of the Hornet Way while on school grounds, at school-sponsored activities and while riding school-appointed vehicles. Any behavior not aligned with the Hornet Way or any of the rules below may result in disciplinary action subject to an administrator's discretion. See district philosophies for information on the Hornet Way.

SOLICITATION

Students are not allowed to sell items of any sort on school grounds or buses without specific approval from the building principal.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

Unless given permission by a teacher, students should not have electronic devices out during class. Liberty, Independence, and Middle School expect personal devices to be stored in lockers during the school day. The use of camera features is NOT allowed in school locker rooms or bathrooms at any time. Recording, posting or transmitting photos or video of a person without their permission is NOT allowed. Use of external speakers is not allowed; please use earbuds (if your school permits or silence device). Improper use of electronic devices may result in confiscation of the device or an inability to bring it to school in the future. The district is not responsible for loss, damage or theft.

LOCKERS

Middle school and high school students are assigned lockers at the beginning of each school year to secure and store personal items. Students should not switch or share lockers without administration's permission. Only school-approved items should be displayed on the outside of lockers. Students are responsible for the condition of their locker. Stickers and decals should not be used.

MODES OF TRANSPORTATION

Bicycles, in-line skates, skateboards, scooters or other wheeled items should not be used inside schools or directly outside of school exits. Bikes should be parked in bike racks provided, and it is recommended to secure your bike to the rack with a lock device.

TEXTBOOKS

Students are responsible for taking care of textbooks provided to them by the school district. Failure to return a textbook or return a textbook in good condition may result in paying replacement and/or repair costs.

GUESTS/VISITORS

Students should not bring individuals with them to school who are not currently enrolled at Big Lake Schools, unless for a school-wide or classroom event that is approved by administration. While visiting, guests should not take pictures of students due to data privacy.

LOST AND FOUND

Students should report valuable lost and found items to the main office. Students who find item(s) not belonging to them (including money) are expected to turn the item(s) into the office.

CLOSED CAMPUS

All of Big Lake Schools are closed campuses, which means students are not allowed to leave their assigned school unless given permission from administration. Exceptions include class-related activities supervised by a teacher.

FOOD & BEVERAGES IN SCHOOL

Students are welcome to have water in clear drinking containers while school is in-session. All other beverages and food should be consumed in the cafeterias only (in classrooms & pods at Liberty as well).

BEHAVIOR POLICIES

The following are examples of unacceptable behavior on school grounds subject to disciplinary action. These examples are not intended to be an exhaustive list. For definitions of each unacceptable behavior and a more complete list, please see the full [discipline policy](#) on our website.

1. Academic dishonesty
2. Actions causing harm to another person
3. Attire (see dress code regulation)
4. Careless or reckless driving
5. Disrespectful language/verbal confrontations
6. Disruptive acts such as insubordination
7. Excessive public displays of affection
8. False 911 calls
9. Gambling
10. Gang or cult activity
11. Incendiary/ignition device use
12. Possession of nuisance devices/objects
13. Terroristic acts
14. Unauthorized use or tampering of fire extinguisher, fire alarms or AED alarms
15. Violation of school bus and student parking regulations
16. Violations against persons such as assault or fighting
17. Violations against property
18. Willful conduct that disrupts the educational process, endangers others or violates any policies, procedures, regulations or rules

TECHNOLOGY ACCEPTABLE USE

Big Lake Schools believes the use of technology in classrooms is a vital part of the learning process for today's students. With teacher permission, students may use personal technology devices such as tablets and cell phones at school. Teachers also have students use Internet-based technologies owned by the district. With the use of personal and district technologies comes a huge responsibility of using these things appropriately. We fully expect students' behavior while using personal and district technologies to reflect the Hornet Way. All district technologies are intended to be used for educational purposes only. This includes activity while on school grounds, at school-sponsored activities, and in school-supplied vehicles. Additionally, unacceptable use of technologies while off school grounds may be subject to disciplinary action if the activity disrupts the educational environment, or negatively affects another student or school staff member. Students cannot change their school email account name or profile picture.

Parents and students are required to sign a technology use agreement upon enrollment, and again when entering grades six and nine.

For additional information on this topic, please see the [technology acceptable use policy](#) on our website.

DRUGS, TOBACCO, NICOTINE, ALCOHOL USE & VIOLATIONS

Use, behavior conducive to use, possession, selling, distributing, or exchanging of illegal drugs, tobacco, nicotine and/or alcohol are prohibited on school grounds, at school-sponsored events and in district-supplied vehicles. This includes any look-a-likes, paraphernalia and e-cigarettes. Also see the District's policy on the use of medication during school hours.

DRESS CODE REGULATION

Big Lake Schools understands the importance of expressing individuality through dress; however, clothing still needs to be school-appropriate. It is parents' and students' responsibility to ensure the following clothing expectations are met:

- All clothing must be school appropriate and subject to administrative discretion
- Proper shoes are required at all times
- Clothing must cover the body appropriately, covering the chest, stomach, and shoulders.
 - No halter tops, tube tops, tank tops, tops with spaghetti straps
 - No undergarments showing
 - No transparent or see-through clothing
 - Shorts, skirts and dresses need to be long enough so they extend beyond a student's fingertips when arms are relaxed at sides
 - Pants with holes in legs - with arms extended at sides, the top of the hole must be below the tips of fingers
- Hats, caps, hoods, bandanas, and blankets are not to be worn during the school day.
- Inappropriate and/or obscene messages (i.e. referencing or implying any illegal drug/substance, alcoholic beverage, gang-related, clothing displaying any sexual content, violent images or anything that has the potential to create a hostile or intimidating environment based on any protected class) communicated by word(s) or image(s) on dress or personal items are not allowed.
- Outerwear, such as jackets, hats, purses, backpacks, cinch sacks, etc. must be stored in a student's locker and not be worn during the day (unless given permission from an administrator)
- Students are required to bring gym clothes and tennis shoes for physical education (just tennis shoes for elementary students)
- Students who are deemed to be improperly dressed for school will be allowed the opportunity to change or remain in the office until a parent brings appropriate clothing.
- All face coverings (masks, face shields, gaiter, scarves, etc.) must be school appropriate and are subject to administrative decision.

BEHAVIOR POLICIES

HAZING

No student should organize, participate in or encourage hazing. Hazing is having a student or groups of students commit an act or have an act committed against them for the purpose of acceptance into an organized or unorganized group.

BULLYING & INTIMIDATION

Bullying and intimidation are unacceptable behaviors. Bullying is defined as intimidating, threatening, abusive or hurtful conduct that is objectively offensive, repeated and involves an imbalance of power, or materially and substantially interferes with a student's education or ability to engage in school-related activities. This policy covers behavior occurring at school, on buses, at school-related events, and electronic behavior occurring off school grounds that substantially and materially disrupts school or learning. A [form](#) to report bullying is available on our website.

WEAPONS

Any individual entering school grounds shall not possess, use or distribute a weapon except as provided in the weapons policy. A weapon means any object,

device or instrument designed as a weapon, looks like a weapon, or is capable of producing bodily harm.

RACIAL, RELIGIOUS, SEXUAL HARASSMENT & VIOLENCE

Any form or infliction of religious, racial, sexual harassment, violence, or anything that has the potential to create a hostile or intimidating environment based on any protected class is not allowed. A student who believes he or she has been a victim of religious, racial or sexual harassment or violence should report it immediately to the school principal. The student may make this report verbally or in writing by using the harassment [report form](#) available on the district website. Please refer to School Board Policy 522 for sexual harassment definitions and guidelines to file a report. Until Title IX, a report of sexual harassment should be made to the Title IX Coordinator for the district: Sue Schmidt, Human Resource Manager, 763-262-5194, 501 Minnesota Ave, Big Lake MN 55309, s.schmidt@biglakeschools.org.

DISCIPLINARY ACTION

It is the general policy of Big Lake Schools to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Disciplinary action is at the discretion of school administration, and may include, but is not limited to:

- Student conference with teacher, principal, counselor or other school district personnel and/or verbal warning
- Parent/Guardian contact or conference
- Removal from class
- In-school suspension/monitoring at modified learning center
- Suspension from extracurricular activities
- Detention outside of the school day
- Loss of school privileges e.g.: hall passes, media center passes, driving privilege
- Referral to in-school support services, community resources or outside agency services
- Restorative measures, including financial, symbolic, or other means of restitution
- Referral to police, other law enforcement agencies, or other appropriate authorities
- A request for a petition to be filed in district court for juvenile delinquency decision
- Out-of-school suspension
- 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
- Exclusion under the Pupil Fair Dismissal Act. "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
- Other disciplinary action as deemed appropriate by an authorized school representative or as recommended by the PERT, Policy Enforcement Review Team.

Parents may be asked to pick up their child at any time due to unacceptable behavior.

All [school board policies](#) can be found in their entirety on our website.

ANNUAL NOTICES & INFORMATION

EQUAL EDUCATIONAL OPPORTUNITY

Big Lake Schools is committed to providing equal educational opportunities to all students, no matter what gender, religion, marital status, race, sexual orientation, disability or public assistance status.

PLEDGE OF ALLEGIANCE

Please see [District Policy 531](#).

SURVEILLANCE

In an effort to maintain the health, welfare and safety of students, staff and visitors, Big Lake Schools uses video surveillance to monitor activity.

LOCKER/DESK & CANINE SEARCHES

Student lockers and desks are subject to search without notification for any reason, at any time and without student consent. Canine searches of anything on school grounds may occur without notice periodically throughout the school year. Any non-compliant item(s) found are subject to disciplinary action and any laws.

USE OF MOVIE CLIPS

From time to time, teachers may use video clips from blockbuster movies to support their instruction. Any video clips are required to align with both the content standard and the learning target for the daily lesson. Permission forms are needed for PG movie clips for students in K-5. Permission forms are needed for PG-13 movie clips for students in grade 9. PG-13 movie clips are not shown in grades K-8. Permission forms are needed for clips from R-rated movies for students in grades 10-12. No clips from R-rated movies can be used in grades K-9. If a student does not receive permission to view a movie clip being shown, an alternative assignment would be provided.

The following procedure has been developed for parents who object to the content of instructional material:

1. Meet with the teacher regarding the objection, and if issues are not resolved at this level:
2. Take your concern to the school principal, then,
3. A meeting may be held with the teacher, the school principal, and the teaching and learning director to discuss the topic at hand with the goal of resolution.
4. If no resolution is made, an alternative instructional contract will be developed that adheres to state and district academic standards and graduation requirements.

INDOOR AIR QUALITY MANAGEMENT

Big Lake Schools adopted an Indoor Air Quality (IAQ) management plan that will be used by the district to identify any air quality issues and implement a plan for improvement. The plan contains maintenance procedures, building surveys, policies and procedures for handling indoor air quality concerns. If you have any questions or concerns about indoor air quality in any of our district buildings, please contact the building and grounds manager.

PESTICIDE USAGE

The Parents Right to Know Act of 2000 requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that the public is told that the long-term health effects on children from the application of such pesticides, or the class of chemicals to which they belong, may not be fully understood. If you would like to be notified prior to unscheduled pesticide applications (excluding emergency applications), please contact the buildings and grounds manager.

MN STUDENT SURVEY

The MN Department of Education in partnership with the MN Department of Health, Safety and Human Services administers the MN Student Survey to students in grades 5, 8, 9, and 11 every three years. This survey is about various youth behaviors related to personal health, school safety, drug use and violence in the school. As part of Protection of Pupil Rights Amendments, all parents and students are provided notification of the survey distribution. Parents are allowed to review the survey and are given the opportunity to elect not to allow their child to participate in it.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below; it was updated in May 2018. When completed, it must be returned to your student's district; your student's district may require additional information.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

PARENTS RIGHT TO REQUEST

Parents have the right to request information about whether their student's teacher(s) meet State licensing approval for the grade and subject being taught, is teaching with a waiver, has certification for the field being taught, and/or the qualifications of any educational assistant providing instruction.

HIGH SCHOOL-SPECIFIC GUIDELINES

STUDENT PARKING

High school students are welcome to drive their own vehicle to school, but they must register first with the main office. For the 2021-2022 school year, parking permit fees are being waived.

Additional Parking Rules:

1. Students are not to go out to their car or leave the parking lot during the school day without permission from a school administrator.
2. Students may lose their parking privileges if they are truant for part of the day and/or provide transportation for other students who are truant during the school day.
3. All vehicles parked on school grounds are subject to being searched by school personnel.
4. Any violation of the parking policies and procedures may be subject to disciplinary action, including loss of parking privileges.

BATHROOM CONDUCT

Students are expected to use bathrooms facilities for their intended purpose. Students are not allowed to be in stalls together or use the bathroom to gather for socialization. Any misconduct in the restroom may result in school consequences and/or police citations.

COURT ELIGIBILITY

Students eligible for Homecoming or Snodaze court representation should be free of violations against district policies, Minnesota State High School League policies and/or any federal, state or local laws. Eligibility is at the discretion of the school principal.

DISPLAYED PHOTOS & ARTWORK

Big Lake High School displays photos of various activities and student work. All photos and artwork for display are subject to administrative approval.

YEARBOOK POLICY

All photos, written text, and artwork must conform to school policies and are subject to approval by the yearbook advisor and/or administration. Photos and artwork that violate school policy, display firearms, weapons, drugs, alcohol, inappropriate gestures or poses, and revealing or obscene clothing may be edited or excluded without permission or notification. Exception given to our school-sponsored activities with administrative approval. (Example: our trapshooting team which will be allowed to have team pictures in the yearbook, team poster displayed in the school, and any approved photos taken by yearbook staff. These photos would include their firearms.)

STUDENT PORTRAITS

For inclusion in the yearbook, 12th grade students are responsible for submitting a digital copy of their senior portrait (must be a head shot) by the given deadline of their graduating year. Students who fail to submit materials before the deadline may be excluded from the yearbook. Students who have previously been published in the senior portrait section will not be included in subsequent publications. Portraits may be provided to local media for graduation coverage. In addition, Big Lake High School displays senior portraits outside of the Counseling Office. Any senior who wishes for their picture to be displayed, must submit a printed copy of their photo to the Counseling Office. These photos are subject to approval and are not returned. The school photographer will photograph all underclassmen students for their picture in the yearbook during two school days.

BEHAVIOR & SCHOOL RULES AT:

School Dances/Activity Nights

- Outside food and/or beverages are not allowed
- If a student is suspended the day of the event, he/she is not allowed to attend
- Once a student leaves, he/she will not be allowed back into the event
- Students should be prepared to present their student ID for admission
- Prom is open to all 11th and 12th graders
- A Big Lake High School student can bring a date 13 years old (must be in at least 10th grade for prom) or under 21 years old as long as he/she has an approved guest agreement, has paid the fee and is in good standing with his/her home district

Media Centers

- Students need to have a pass from the teacher of the active class period.
- Students are responsible for lost or damaged materials.

MIDDLE SCHOOL-SPECIFIC GUIDELINES

SCHEDULE CHANGE REQUESTS

Once a student is enrolled in a class, it is expected that they remain in the class for its duration.

HORNET PRIDE

Big Lake Middle School follows Hornet Pride as its behavior philosophy. See Hornet Pride behavior expectations on the following page.

CELL PHONE PROCEDURES/ EXPECTATIONS

- Students will silence and place their cellular devices in their academic lockers from arrival on campus until 2:15 p.m.
- Students will not use their cellular devices during the school day without permission from school administration for special circumstances only.
- Student to student electronic communication is prohibited during the school day on personal or school owned devices without permission from school administration for educational purposes only.
- Students are prohibited from the use of social media, photography, video, or voice recording while on campus at any time including after school activities, school trips, and busses.
- The asking for, or sharing of, inappropriate content is always prohibited.
- Students are expected to demonstrate positive digital citizenship toward self and others, use technology for educational purposes, maintain the privacy of others, and model positive online etiquette when permitted to use any school electronic device.

If a student fails to follow the above expectations, the following consequences will be implemented:

- 1st offense: Cellular device confiscated and placed in the office for parent pick up
- 2nd offense: Cellular device confiscated and placed in the office for parent pick up; school consequence assigned
- 3rd offense: Cellular device confiscated and placed in the office for parent pick up; school consequence assigned; student may lose the privilege of having a cellular device on campus

BACKPACKS, CINCH SACKS, PURSES, AND OTHER BAGS

Students will keep bags of all types in their individual lockers. Students will not be permitted to carry bags, except lunch bags during lunch time, throughout the school.

BEHAVIOR & SCHOOL RULES AT: School Dances/Activity Nights

- Outside food and/or beverages are not allowed
- If a student is suspended the day of the event, he/she is not allowed to attend
- Once a student leaves, he/she will not be allowed back into the event
- Only Big Lake Middle School students are allowed to attend middle school dances/activity nights

Media Centers

- Students using the media center need to have a pass from the teacher of the active class period.
- Students are responsible for lost or damaged materials.

BIG LAKE MIDDLE SCHOOL HORNET PRIDE

We follow the HORNET WAY by showing HORNET PRIDE



	POSITIVE	RESPECT	INITIATIVE	DETERMINATION	ETIQUETTE
CLASSROOM MEDIA CENTER COMPUTER LABS	<ul style="list-style-type: none"> -Be friendly -Be ready to learn -Accept feedback -Respond in an acceptable manner 	<ul style="list-style-type: none"> -Honor differences -Give your full attention -Listen to others -Give encouragement -Keep hands and feet to self -Return items -Keep desk free from markings -Keep settings on computers as set 	<ul style="list-style-type: none"> -Be on time -Be prepared with materials -Record assignments in planner -Engage in productive work -Actively participate in class 	<ul style="list-style-type: none"> -Complete and turn in work on time -Work toward improvement -Give your best effort -Keep going even when something is difficult 	<ul style="list-style-type: none"> -Give everyone a chance to learn -Enter and exit calmly -Use appropriate volume and vocabulary -Keep room organized and clean -Remain in room until excused -Use technology for academic purposes with teacher permission
HALLWAY/LOCKERS LOCKER ROOMS	<ul style="list-style-type: none"> -Smile and say, "Hello" -Be helpful and courteous to all staff and students 	<ul style="list-style-type: none"> -Walk -Move slowly on right side -Keep hallways clear -Keep hands and feet to self -Use and lock your own locker -Cameras and audio off 	<ul style="list-style-type: none"> -Carry planner at all times -Return to class quickly -Pick up litter -Help those who need assistance -Take care of restroom needs 	<ul style="list-style-type: none"> -Plan ahead for the day -Gather necessary materials -Make every effort to be on time 	<ul style="list-style-type: none"> -Keep your locker clean and free of food -Use appropriate volume and vocabulary -Ears free and eyes aware when using technology -Walk on right side
CAFETERIA	<ul style="list-style-type: none"> -Make others feel welcome -Be helpful and courteous to all staff and students -Be open-minded about food options 	<ul style="list-style-type: none"> -Thank staff for food and service -Keep hands and feet to self -Stand in line in original spot 	<ul style="list-style-type: none"> -Invite people to sit at your lunch table -Clean messes that don't necessarily belong to you -Ask permission for restroom 	<ul style="list-style-type: none"> -Keep food on trays -Keep food in cafeteria -Clean up own space -Return trays and stack neatly 	<ul style="list-style-type: none"> -Enter and exit calmly -Arrive in a timely manner -Use appropriate volume and vocabulary -Remain in cafeteria until excused -Use technology following school expectations
RESTROOM	<ul style="list-style-type: none"> -Keep conversation positive -Be a good example 	<ul style="list-style-type: none"> -Respect privacy of others -Be considerate of others' property -Flush toilet completely -Wash hands 	<ul style="list-style-type: none"> -Return to class quickly -Use during passing time -Encourage others to make good choices 	<ul style="list-style-type: none"> -Report vandalism -Keep area clean 	<ul style="list-style-type: none"> -Use appropriate volume and vocabulary -Leave phone in classroom -Technology free zone
ASSEMBLIES, FIELD TRIPS, CONCERTS, BUS, STUDENT CENTER, OUTSIDE ACTIVITIES	<ul style="list-style-type: none"> -Keep conversation positive -Respond in an acceptable manner -Be a good example -Be helpful and courteous to all 	<ul style="list-style-type: none"> -Give your full attention -Listen to others -Be polite and use manners -Keep hands and feet to self -Remain under staff supervision 	<ul style="list-style-type: none"> -Help those who need assistance -Clean messes that don't necessarily belong to you -Encourage others to make good choices -Participate appropriately 	<ul style="list-style-type: none"> -Give your best effort -Plan ahead for the day -Make every effort to be on time -Keep area clean 	<ul style="list-style-type: none"> -Give everyone a chance to learn -Enter and exit calmly -Use appropriate volume and vocabulary -Use technology following school expectations

ELEMENTARY SCHOOL-SPECIFIC GUIDELINES

RECESS

Students are expected to have weather-appropriate clothing with them everyday for outdoor recess. Unless a parent provides a doctor's note outlining outdoor restrictions, students will be required to participate in outdoor recess.

SCHOOL PATROL

Students are expected to use patrolled areas when crossing the street on the way to school and on the way home. Bikers should walk their bikes across the patrolled area.

Patrols are on duty 25-30 minutes before the start of school and 15 minutes after the release of school at the intersections of Fern Street and Minnesota Avenue, Phyllis Street and Minnesota Avenue, and in front of Independence Elementary by doors A and K.

FOOD ALLERGIES

When students are eating breakfast, lunch, or snack within their classrooms, teachers and supervisors will be informed of specific student food allergies. In these cases, assigned seating will be utilized to keep students safe.

BEHAVIOR EXPECTATIONS

Liberty and Independence STEM are PBIS (Positive Behavioral Intervention and Supports) schools. All students and staff are taught the expectations for building a healthy school community in all aspects of their day. Find a detailed matrix of the PBIS expectations for each school on the following pages.

LIBERTY ELEMENTARY

BE KIND

BE SAFE

BE A LEARNER

CLASSROOM

- We use kind words
- We are helpful
- We are welcoming to all

- We respect ourselves and others
- We use self-control
- We use school tools safely

- We listen to and follow directions.
- We work as a team.
- We try our best.

HALLWAY

- We use quiet voices.
- Keep our bodies to ourselves.
- We ask others to stop if needed.

- We move carefully
- We follow the arrows in the hallway
- We work as a team to keep spaces in line.

- We help others stay focused on learning.
- We are go directly to our planned location.

BATHROOM

- We use soap and paper towels correctly.
- We throw away used paper towels.

- We limit pod bathrooms to 2-3 students to give others space.
- We wash our hands with soap
- We walk.

- We return to class right away.
- We go at scheduled times when possible.

RECESS

- We take turns with equipment.
- We ask to join a game.
- We include others.

- We listen to the adults.
- We keep our bodies to ourselves.
- Use materials in the right way.

- We line up right away to return to our class.
- We enter the building and classroom calmly.

CAFETERIA

- We wait our turn.
- We clean up after ourselves.
- We throw away when done.

- We wash our hands before and after we eat.
- We follow directions.
- We sit in our assigned space and eat our own food.

- We talk with our classmates our learning and our interests.

BUS & VANS

- We use kind words.
- We will ask others to stop if needed.

- We will stay in our own space and seat.
- We will wait our turn.
- We follow our drivers directions.

- We will watch for our stop.
- We will keep our items in our backpack and keep of our gear.

Independence Elementary STEM School



	RESPECT	KINDNESS	FAIRNESS	RESPONSIBILITY	HONESTY
Bathrooms 	<ul style="list-style-type: none"> -Give others privacy -Use bathroom quickly 	<ul style="list-style-type: none"> -Flush toilet when finished 	<ul style="list-style-type: none"> -Wait your turn -For soap and paper towels "take two, that'll do" 	<ul style="list-style-type: none"> -Use bathrooms at appropriate times -Keep bathrooms clean 	<ul style="list-style-type: none"> -Use bathroom only if you need to
Bus 	<ul style="list-style-type: none"> -Listen to the bus driver -Keep hands, feet, and belongings to self 	<ul style="list-style-type: none"> -Walk carefully and look out for others 	<ul style="list-style-type: none"> -Wait your turn -Wait to be dismissed 	<ul style="list-style-type: none"> -Face the front -Keep track of belongings -Follow your teacher and/or the correct route to your bus 	<ul style="list-style-type: none"> -Ride your own bus -Sit in your assigned seat
Cafeteria 	<ul style="list-style-type: none"> -Keep your space clean -Say "please" and "thank you" -Chew with your mouth closed 	<ul style="list-style-type: none"> -Invite others to sit by you -Cheer appropriately for principal taxi 	<ul style="list-style-type: none"> -Eat your own food -Wait in line -Wait to be dismissed 	<ul style="list-style-type: none"> -Clear and stack your tray -Know your lunch number 	<ul style="list-style-type: none"> -Sit at assigned table -Take the lunch you chose that morning
Gym Assemblies	<ul style="list-style-type: none"> -Listen to the speaker -Keep body safe with others around you -Allow everyone to do their best -Follow appropriate voice levels 	<ul style="list-style-type: none"> -Help others -Respect speakers and performers 	<ul style="list-style-type: none"> -Take turns using materials -Be fair of others' space 	<ul style="list-style-type: none"> -Clean up after yourself -Stay with your class -Wait to be dismissed 	<ul style="list-style-type: none"> -Follow the rules -Do your best to your ability -Be present and listen to speaker/performer
Hallway 	<ul style="list-style-type: none"> -Walk on the right -Keep hands and feet to self -Walk in a straight line 	<ul style="list-style-type: none"> -Smile at others -Hold doors open for others 	<ul style="list-style-type: none"> -Share hallways -Give extra space to those who need it 	<ul style="list-style-type: none"> -Walk straight to your destination 	<ul style="list-style-type: none"> -Go only where you need to go -Open only your locker
Media Center Computer Labs STEM Lab	<ul style="list-style-type: none"> -Follow appropriate voice levels -Keep spaces clean -Listen to the speaker 	<ul style="list-style-type: none"> -Help others -Be open to others' ideas -Use resources gently -Be patient 	<ul style="list-style-type: none"> -Wait your turn -Take care of materials -Share materials 	<ul style="list-style-type: none"> -Follow the 4C's: Collaboration, Communication, Critical Thinking, & Creativity -Only use resources allowed -Return materials when finished 	<ul style="list-style-type: none"> -Only use materials needed -Tell the truth
Office Health Office 	<ul style="list-style-type: none"> -Speak clearly -Wait in your chair quietly -Be considerate for those resting 	<ul style="list-style-type: none"> -Use a kind voice -Use "please" and "thank you" -Give others space if they need it 	<ul style="list-style-type: none"> -Wait your turn to be helped -Wait for permission to take any items 	<ul style="list-style-type: none"> -Wait patiently for an adult to help -Stay in your assigned chair -Walk directly to health office -Have a health pass 	<ul style="list-style-type: none"> -Tell the truth -Complete processing sheet honestly
Recess 	<ul style="list-style-type: none"> -Listen to the monitors -Give others space 	<ul style="list-style-type: none"> -Play games that include others 	<ul style="list-style-type: none"> -Take turns using equipment -Play games by the rules 	<ul style="list-style-type: none"> -Wear appropriate outside gear -Line up quietly right away 	<ul style="list-style-type: none"> -Play in zones you are allowed -Be honest about behavior and report unsafe behavior

Parent/Student Handbook

Big Lake Online
Powered by Edgenuity
2021-2022



August 2021



Welcome to Big Lake Online!

Dear Parents and Students,

Thank you for your interest in enrolling in Big Lake Online School. We are so pleased to be able to offer this learning option and opportunity for students in grades K-12. Big Lake Online provides flexible course options as an alternative to the traditional in-person K-12 classroom environment.

High School students have the opportunity to participate in our nationally-acclaimed college and career readiness program, Relevant Experience through Apprenticeship Learning (REAL). Our apprenticeship program prepares students for life after high school by connecting learning in the classroom with real-world applications in the workplace.

Our highly qualified teachers provide individualized student support aimed to create passionate, engaged K-12 students who are ready to take on real world experiences. Students will receive personalized coaching to support self-paced learning, social emotional learning (SEL) support from social workers and counselors, and technology support for district-issued devices.

We are looking forward to working with you and your student in a more personalized learning environment. Please feel free to contact me with any questions about the Big Lake Online School at (763) 262-6174.

Sincerely,

Keri Neubauer
Big Lake Online Principal

CONTACT INFORMATION

Keri Neubauer, Big Lake Online Principal
763-262-6174
k.neubauer@biglakeschools.org

Nathan Benji Hamrin, Coordinator
763-262-5210 or 612-427-4997
n.hamrin@biglakeschools.org

Kim Johnson, Administrative Assistant
763-262-5218
ki.johnson@biglakeschools.org

Attendance
762-262-5218
blonline@biglakeschools.org

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BEHAVIOR & SCHOOL RULES

MATERIALS AND TECHNOLOGY

TECHNOLOGY ACCEPTABLE USE

Students enrolled in Big Lake Online are expected to follow all expectations in this handbook. Students scheduled for any in-person instruction will be expected to follow the K-12 student handbook during those times. This handbook may be modified at any time throughout the year. The most updated version will always be available on our district website at biglakeschools.org

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.

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 5 core values of the Hornet Way

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

STUDENT ADMISSION

- Students must complete an [application](#) for virtual learning.
- Students who are new to the district must also complete student enrollment materials.
- Once the application for virtual learning has been approved, students and parents will meet with school personnel to develop an individualized plan.
- Enrollment in BL Online may only occur prior to every trimester. Students must register at least two weeks prior to the start of the next term.
- Students will be recommended or approved for Big Lake Online based on the following criteria by school administration and counselors in collaboration with BL Online administration:

High Recommendation	Recommended with Caution	Low/No Recommendation
<ul style="list-style-type: none"> - Positive attendance - Adequate grade history - Credit recovery - Initiative/Motivation - Time management skills - Technology skills - Self Advocacy skills - Accelerated curriculum - Home school students 	<ul style="list-style-type: none"> - Attendance concerns - Some failing grades - Partial possession of skills (initiative, technology, advocacy, etc) - Some remediation or academic support needed - Other individually defined criteria 	<ul style="list-style-type: none"> - Habitual truant - High level of academic support/remediation needed - Lack of support available at home - Other individually defined criteria

ORIENTATION PLAN

All students enrolled in Big Lake Online will receive an orientation on the following topics:

- Logging into Edgenuity
- Navigating Edgenuity
- Student Expectations
 - Attendance
 - Digital Citizenship
 - Supports Available
- Submitting Assignments

All enrolled students will be informed of the orientation date, time and location (location may be in person or virtually via Zoom or Google Meets). Additionally, at the elementary level, all parents/learning coaches will also be expected to attend an orientation to better understand and support their child in the program.

ONLINE ACCOUNT AND SET UP INFORMATION

Once a student is approved for enrollment, the parent and the student will receive the information necessary to log into Edgenuity. The email will contain all necessary information to complete the account setup.

STUDENT SUPPORT PLAN

Students who are not experiencing academic success while enrolled in BL Online for a variety of reasons may be directed to a Student Support Plan. This will be an individualized plan to support student needs and may include, but not limited to, any of the following:

- Consultation with school counselor or social worker
- Consultation with school administrator(s)
- Mandatory Zoom meetings with course instructor(s) to provide additional support
- Mandatory in-person meetings with teacher(s) to provide additional instruction
- All day attendance in-person (but continue with online program)
- Referral to county for attendance/truancy concerns

Students not demonstrating improvement with a support plan may be referred to other educational programming.

STUDENT ENGAGEMENT & RESPONSIBILITIES

Student success in Big Lake Online requires specific student skills and attitudes toward school and learning. To ensure success, students should demonstrate ability in the following:

- Identify and designate a learning space in the home.
- Initiate tasks with little or no prompting. At the elementary level, students will require support from their parent or a learning coach.
- Work through technical difficulties and difficult course content with persistence.
- Manage time - although the program is flexible, students must be able to budget and schedule school time each day.
- Self-advocate - it is crucial that students/learning coaches reach out to their instructors for support when needed.
- Reading skills- you will receive a lot of emails from teachers and it is necessary that you read all communications; you will also do a large amount of reading through the coursework.

LEARNING COACH/PARENT RESPONSIBILITIES

The BL Online program allows for flexibility in scheduling and learning time, but it also requires support from parents or other family members to ensure success for the student. The Learning Coach/Parent is responsible for the following:

- Assist the student with identifying a designated learning space in your home.
- Ensure adequate Internet access is available in the home.
- Monitor, assist and motivate the student daily to ensure academic progress and adherence to school policies and procedures.
- Ensure the student logs into Edgenuity to meet school attendance requirements.
- Ensure the student attends all required class connections (Zoom or in-person).
- Log-in to Edgenuity to become aware of student progress and assignment completion.

Parents/Learning coaches should not interfere, disrupt or directly participate in virtual learning unless requested by the teacher. Parents/Learning coaches are not permitted to log into, attend virtual classes or complete assignments in place of the student.

TEACHER RESPONSIBILITIES

- Guide and direct the student through Edgenuity and other online platforms.
- Provide instruction and support to meet Minnesota state standards.
- Facilitate academic conferences.
- Review and grade student submitted work throughout each trimester.
- Maintain designated class hours for the subject area taught.
- Respond within 24 hours (school days) to all school emails and telephone calls.
- Administer required state and district assessments.
- Complete trimester grading at the end of each term.
- Communicate any school related concerns to parents and students in a timely manner.

CONFIDENTIALITY

There is no expectation of privacy in virtual classrooms. When logging in to any virtual learning activities, parents and learners are acknowledging their understanding that anything they say, write, or do while on video or audio may be viewed or heard by others.

- Parents/coaches must maintain strict confidentiality of any information they obtain or observe regarding other students (e.g. academic performance, medical

conditions, disabilities, behavior, etc.) while supervising learners' virtual or online instruction or school related activities.

- Learners, parents/coaches and any other individual who may be in or around a learner's work area are not permitted to photograph, video or audio record, or screen shot any virtual learning instruction or other online or telephonic school activities without written permission from Big Lake Schools.
- BL Online may record virtual classes or other group learning activities for use by other learners who may benefit from accessing the instruction at a later time. No counseling or special education services to individuals will be recorded.

STATE AND DISTRICT TESTING REQUIREMENTS

Big Lake Online students are required to participate in the Minnesota Comprehensive Assessment (MCA) and district assessments. Some of these assessments must be administered in an in-person setting and some may be done virtually. Specific information regarding assessments will be provided to parents and students as appropriate prior to testing dates.

ACADEMIC INTEGRITY

Academic integrity is being honest when completing assessments or assignments at school or online. This is violated when a student plagiarizes, forges a document or parent note, falsely records data from an assignment, cheats or helps a classmate cheat, submits work that he/she did not do, or submits work that has already been turned in for a grade in another class. Plagiarism is using another person's words or ideas without properly citing your source. It can be either intentional or unintentional.

Consequences for academic dishonesty for middle school and high school students will be:

- 1st Offense - The student will be expected to redo the assignment and will receive a 25% reduction in grade. The parent will be informed.
- 2nd Offense - The student will redo the assignment for 50% credit. The parent will be informed. The student may receive additional assignments related to plagiarism and/or academic dishonesty.
- 3rd Offense - The student will receive no credit for the assignment. A meeting with administration, the teacher, parent and student will be recommended.
- 4th and Additional Offenses - Administration will determine the consequences and will meet with the student and parent.

ATTENDANCE

Attendance is defined as active engagement and continuous progress in all courses at any given time. Several data points may be used to determine sufficient attendance in Big Lake Online including:

- At least five (5) hours per week per course.
- At least 40 assignments/assessments per week completed and submitted (submitted work that violates academic integrity will not earn credit and will not count toward attendance).
- A status of “On track” on the status report for each course.
- Revision of work recommended by the instructor.
- Regular communication with instructor(s).
 - Respond to email and phone calls from school staff within 24 hours.
 - Update the school office with any changes in phone numbers, email addresses or mailing addresses.
 - Contact your regular school office if you are unable to log in for more than 24 hours due to illness, vacation, or other reasons.
 - Attending any mandatory class meetings or individual meetings
- Edgenuity tracks attendance through session logs (system activity as well as inactivity), work submission and status reports (progress).

Any student not meeting the minimum attendance requirements will be subject to attendance intervention including possible county truancy steps.

ELEMENTARY ATTENDANCE INTERVENTION STEPS

Informational Letter Sent Home

8 excused absences or 2 unexcused absences

Sherburne County Referral

3 unexcused absences

Referred to County Attendance Review Board

For students 12 years of age or older

5 or more unexcused absences

Child Protection Report for Educational Neglect

For students under 12 years of age

7 or more unexcused absences

MIDDLE SCHOOL & HIGH SCHOOL ATTENDANCE INTERVENTION STEPS

Informational Letter Sent Home

The school will send home an attendance letter if the student has 3 or more unexcused absences or excessive tardies. If you receive an attendance letter, please call the attendance secretary at your school to clear up any unexcused absences.

Truancy Process: Sherburne County has three steps in their truancy process. The first two steps are intervention efforts to prevent a student from being required to appear in court. The steps are:

1. Sherburne County Referral & Mandatory Meeting

- Child and parent attend mandatory meeting with Sherburne County Attorney's Office; \$15 class fee charged by county
- 3 or more unexcused absences

2. Referred to County Attendance Review Board

- Child and parent referred to Sherburne County Attendance Review Board to address attendance issues. Then student may meet weekly with county truancy social worker at school.
- 5 or more unexcused absences

3. Petition to Court

- Child and parent will have to appear in court for truancy on date assigned
- 7 or more unexcused absences

REPORTING EXCUSED ABSENCES

Due to the flexible nature of the online school, excused absences should only be reported if the student will be absent more than two days. Excused absences need to be reported to the absence line or attendance email.

763-262-5218 or blonline@biglakeschools.org

EXCUSED ABSENCES

1. Student's physical or mental health is preventing attendance at school due to:
 - Student's illness, medical, dental, orthodontic, or counseling appointments
 - Family emergencies
 - The death or serious illness or funeral of an immediate family member
2. Active duty in any military branch of the United States
3. The student has a condition that requires ongoing treatment for a mental health diagnosis

4. Student has already completed state and district standards required for graduation from high school
5. Parent/guardian wishes for the child to attend up to three hours per week a school for religious instruction
6. Other district-specific exemptions at the principal's discretion may include: impassable roads, required court appearances, or pre-approved trips of short duration with family

REPORT CARDS

Students and parents will receive report cards at the end of each trimester through Infinite Campus Parent Portal. Parents can also contact the school to request a printed report card. Elementary students will receive a standards-based report card that provides detailed information on how they are progressing on academic standards. Middle school and high school students will receive a traditional letter grade report card.

ELIGIBILITY FOR ACTIVITIES

Students in grades 7-12 who are involved in extracurricular activities will be required to be academically eligible for participation. Eligibility will be determined by having an "On track" status and current attendance in all courses at all times while enrolled in Big Lake Online.

STUDENT DRESS CODE

BL Online students must be dressed appropriately for school when attending a class virtually or in person.

Big Lake Schools understands the importance of expressing individuality through dress; however, clothing still needs to be school-appropriate. It is the responsibility of parents and students responsibility to ensure the following clothing expectations are met:

- All clothing must be school appropriate and subject to administrative discretion
- Proper shoes are required at all times (in person).
- Clothing must cover the body appropriately, covering the chest, stomach, and shoulders.
 - No halter tops, tube tops, tank tops, tops with spaghetti straps.
 - No undergarments showing.
 - No transparent or see-through clothing.

- Shorts, skirts and dresses need to be long enough so they extend beyond a student’s fingertips when arms are relaxed at sides. (in-person)
- Pants with holes in legs - with arms extended at sides, the top of the hole must be below the tips of fingers. (in-person)
- Hats, caps, hoods, bandanas, and blankets are not to be worn during the school day.
- Inappropriate and/or obscene messages (i.e. referencing or implying any illegal drug/substance, alcoholic beverage, gang-related, clothing displaying any sexual content, violent images or anything that has the potential to create a hostile or intimidating environment based on any protected class) communicated by word(s) or image(s) on dress or personal items are not allowed.
- Outerwear, such as jackets, hats, purses, backpacks, cinch sacks, etc. must be stored in a student’s locker and not be worn during the day (unless given permission from an administrator).
- All face coverings (masks, face shields, gaiter, scarves, etc.) must be school appropriate and are subject to administrative decision.

SPECIAL EDUCATION AND 504 PLANS

Students receiving special education services through an Individualized Education Plan (IEP) may have a meeting with the case manager and IEP team to determine appropriate support and services while enrolled in BL Online. Students receiving accommodations through a 504 plan may have a meeting with a building administrator and team to determine needed accommodations and appropriate educational programming. Services and accommodations will be provided based on individual student plans.

ENGLISH LANGUAGE LEARNERS

Big Lake Online provides support to students identified as English Learners (EL) and who qualify for services that support English language acquisition. Individualized levels of support will be determined by the EL teacher assigned to BL Online.

PARENT - TEACHER COMMUNICATION

Parents will receive frequent communication via email and phone calls from BL Online teachers and administration regarding student progress and important school topics. Parents will need to check their email accounts regularly to ensure they have

up to date information. Parents will be provided with teacher contact information as well.

DATA PRIVACY

Big Lake Schools recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. If you would like to opt-out of the release and use of directory information, Big Lake Schools must receive an opt-out form by the end of the first month of a new school year. An [opt-out form](#) is available on the District's website or in the main office of each school.

NOTICE OF STUDENT EDUCATION RECORD PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Big Lake Schools receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Big Lake Schools to comply with the requirements of FERPA.

TENNESSEN WARNING

An individual asked to supply private or confidential data concerning his/her self shall be informed of: (a) the purpose and intended use of the requested data; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data to a law enforcement officer.

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) allows Big Lake Schools to disclose personally identifiable information it has labeled as directory information without prior parental notification or consent, unless a parent has advised the district otherwise through an opt-out form. The primary purpose of directory information is to allow Big Lake Schools to include information from your child's education records in certain school publications. Examples include:

- The annual yearbook/graduation programs
- Honor roll or other recognition lists
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- District print, broadcast or online publications, such as social media, websites, and marketing materials for district use
- Media's request of information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Big Lake Schools has designated the following information as directory information:

- Student's name
- Student's address
- Age
- Gender
- Grade level
- Dates of attendance
- Participation in official school activities
- Weight and height of athletic team members
- Degrees, honors and awards received
- Any photograph, video or recording of a student's likeness

BEHAVIOR POLICIES

The following are examples of unacceptable behavior on school grounds subject to disciplinary action. These examples are not intended to be an exhaustive list. For

definitions of each unacceptable behavior and a more complete list, please see the full [discipline policy](#) on our website.

1. Academic dishonesty
2. Actions causing harm to another person
3. Attire (see dress code regulation)
4. Careless or reckless driving
5. Disrespectful language/verbal confrontations
6. Disruptive acts such as insubordination
7. Excessive public displays of affection
8. False 911 calls
9. Gambling
10. Gang or cult activity
11. Incendiary/ignition device use
12. Possession of nuisance devices/objects
13. Terroristic acts
14. Unauthorized use or tampering of fire extinguisher, fire alarms or AED alarms
15. Violation of school bus and student parking regulations
16. Violations against persons such as assault or fighting
17. Violations against property
18. Willful conduct that disrupts the educational process, endangers others or violates any policies, procedures, regulations or rules

DRUGS, TOBACCO, NICOTINE, ALCOHOL USE & VIOLATIONS

Use, behavior conducive to use, possession, selling, distributing, or exchanging of illegal drugs, tobacco, nicotine and/or alcohol are prohibited on school grounds, at school-sponsored events and in district-supplied vehicles. This includes any look-a-likes, paraphernalia and e-cigarettes. Also see the District's policy on the use of medication during school hours.

HAZING

No student should organize, participate in or encourage hazing. Hazing is having a student or groups of students commit an act or have an act committed against them for the purpose of acceptance into an organized or unorganized group.

BULLYING & INTIMIDATION

Bullying and intimidation are unacceptable behaviors. Bullying is defined as intimidating, threatening, abusive or hurtful conduct that is objectively offensive,

repeated and involves an imbalance of power, or materially and substantially interferes with a student's education or ability to engage in school-related activities. This policy covers behavior occurring at school, on buses, at school-related events, and electronic behavior occurring off school grounds that substantially and materially disrupts school or learning. A [form](#) to report bullying is available on our website.

WEAPONS

Any individual entering school grounds shall not possess, use or distribute a weapon except as provided in the weapons policy. A weapon means any object, device or instrument designed as a weapon, looks like a weapon, or is capable of producing bodily harm.

RACIAL, RELIGIOUS, SEXUAL HARASSMENT & VIOLENCE

Any form or infliction of religious, racial, sexual harassment, violence, or anything that has the potential to create a hostile or intimidating environment based on any protected class is not allowed. A student who believes he or she has been a victim of religious, racial or sexual harassment or violence should report it immediately to the school principal. The student may make this report verbally or in writing by using the harassment [report form](#) available on the district website. Please refer to School Board Policy 522 for sexual harassment definitions and guidelines to file a report. Until Title IX, a report of sexual harassment should be made to the Title IX Coordinator for the district: Sue Schmidt, Human Resource Manager, 763-262-5194, 501 Minnesota Ave, Big Lake MN 55309, s.schmidt@biglakeschools.org.

DISCIPLINARY ACTION

It is the general policy of Big Lake Schools to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Disciplinary action is at the discretion of school administration, and may include, but is not limited to:

- Student conference with teacher, principal, counselor or other school district personnel and/or verbal warning
- Parent/Guardian contact or conference
- Removal from class
- In-school suspension/monitoring at modified learning center
- Suspension from extracurricular activities
- Detention outside of the school day
- Loss of school privileges e.g.: hall passes, media center passes, driving privilege

- Referral to in-school support services, community resources or outside agency services
- Restorative measures, including financial, symbolic, or other means of restitution
- Referral to police, other law enforcement agencies, or other appropriate authorities
- A request for a petition to be filed in district court for juvenile delinquency decision
- Out-of-school suspension
- 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
- Exclusion under the Pupil Fair Dismissal Act. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year
- Other disciplinary action as deemed appropriate by an authorized school representative or as recommended by the PERT, Policy Enforcement Review Team.

ANNUAL NOTICES & INFORMATION

EQUAL EDUCATIONAL OPPORTUNITY

Big Lake Schools is committed to providing equal educational opportunities to all students, no matter what gender, religion, marital status, race, sexual orientation, disability or public assistance status.

PLEDGE OF ALLEGIANCE

Please see [District Policy 531](#).

SURVEILLANCE

In an effort to maintain the health, welfare and safety of students, staff and visitors, Big Lake Schools uses video surveillance to monitor activity.

LOCKER/DESK & CANINE SEARCHES

Student lockers and desks are subject to search without notification for any reason, at any time and without student consent. Canine searches of anything on school grounds may occur without notice periodically throughout the school year. Any non-compliant item(s) found are subject to disciplinary action and any laws.

USE OF MOVIE CLIPS

From time to time, teachers may use video clips to support their instruction. Any video clips are required to align with both the content standard and the learning target for the daily lesson. Permission forms are needed for PG movie clips for students in K-5. Permission forms are needed for PG-13 movie clips for students in grade 9. PG-13 movie clips are not shown in grades K-8. Permission forms are needed for clips from R-rated movies for students in grades 10-12. No clips from R-rated movies can be used in grades K-9. If a student does not receive permission to view a movie clip being shown, an alternative assignment would be provided.

The following procedure has been developed for parents who object to the content of instructional material:

1. Meet with the teacher regarding the objection, and if issues are not resolved at this level:
2. Take your concern to the school principal, then,
3. A meeting may be held with the teacher, the school principal, and the teaching and learning director to discuss the topic at hand with the goal of resolution.
4. If no resolution is made, an alternative instructional contract will be developed that adheres to state and district academic standards and graduation requirements.

INDOOR AIR QUALITY MANAGEMENT

Big Lake Schools adopted an Indoor Air Quality (IAQ) management plan that will be used by the district to identify any air quality issues and implement a plan for improvement. The plan contains maintenance procedures, building surveys, policies and procedures for handling indoor air quality concerns. If you have any questions or concerns about indoor air quality in any of our district buildings, please contact the building and grounds manager.

PESTICIDE USAGE

The Parents Right to Know Act of 2000 requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that the public is told that the long-term health effects on children from the application of such pesticides, or the class of chemicals to which they belong, may not be fully understood. If you would like to be notified prior to unscheduled pesticide applications (excluding emergency applications), please contact the buildings and grounds manager.

EQUAL EDUCATIONAL OPPORTUNITY

Big Lake Schools is committed to providing equal educational opportunities to all students, no matter what gender, religion, marital status, race, sexual orientation, disability or public assistance status.

MN STUDENT SURVEY

The MN Department of Education in partnership with the MN Department of Health, Safety and Human Services administers the MN Student Survey to students in grades 5, 8, 9, and 11 every three years. This survey is about various youth behaviors related to personal health, school safety, drug use and violence in the school. As part of Protection of Pupil Rights Amendments, all parents and students are provided notification of the survey distribution. Parents are allowed to review the survey and are given the opportunity to elect not to allow their child to participate in it.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below; it was updated in May 2018. When completed, it must be returned to your student's district; your student's district may require additional information.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

PARENTS RIGHT TO REQUEST

Parents have the right to request information about whether their student's teacher(s) meet State licensing approval for the grade and subject being taught, is teaching with a waiver, has certification for the field being taught, and/or the qualifications of any educational assistant providing instruction.

YEARBOOK POLICY

All photos, written text, and artwork must conform to school policies and are subject to approval by the yearbook advisor and/or administration. Photos and artwork that violate school policy, display firearms, weapons, drugs, alcohol, inappropriate gestures or poses, and revealing or obscene clothing may be edited or excluded without permission or notification. Exception given to our school-sponsored activities with

administrative approval. (Example: our trapshooting team which will be allowed to have team pictures in the yearbook, team poster displayed in the school, and any approved photos taken by yearbook staff. These photos would include their firearms.)

STUDENT PORTRAITS

All Big Lake Online students can be photographed on school picture day, to purchase portraits and be included in the yearbook. Students and parents will be informed of scheduled picture days in each of the four buildings.

For inclusion in the yearbook, 12th grade students are responsible for submitting a digital copy of their senior portrait (must be a headshot) by the given deadline of their graduating year. Students who fail to submit materials before the deadline may be excluded from the yearbook. Students who have previously been published in the senior portrait section will not be included in subsequent publications. Portraits may be provided to local media for graduation coverage. In addition, Big Lake High School displays senior portraits outside of the Counseling Office. Any senior who wishes for their picture to be displayed, must submit a printed copy of their photo to the Counseling Office. These photos are subject to approval and are not returned. The school photographer will photograph all underclassmen students for their picture in the yearbook during two school days.

BEHAVIOR & SCHOOL RULES

School Dances/Activity Nights

- Outside food and/or beverages are not allowed.
- If a student is suspended the day of the event, he/ she is not allowed to attend.
- Once a student leaves, he/she will not be allowed back into the event.
- Students should be prepared to present their student ID for admission.
- Prom is open to all 11th and 12th graders.
- A Big Lake High School student can bring a date 13 years old (must be in at least 10th grade for prom) or under 21 years old as long as he/she has an approved guest agreement, has paid the fee and is in good standing with his/her home district.

Media Centers

- Students need to have a pass from the teacher of the active class period.
- Students are responsible for lost or damaged materials.

MATERIALS AND TECHNOLOGY

All Big Lake Online students will be issued a school-owned Chromebook and will be expected to use that device for online learning. Technology support related to Chromebooks can be provided through the district technology department at takeout@biglakeschools.org

Parents/Guardians are required to either sign an Agreement for Use of Instructional Property and [pay for device insurance](#) or agree to be fully responsible to pay for any damages or loss of the device. At the end of the school year or upon withdrawal of the program instructions will be provided for returning materials. Parents are also responsible for providing adequate Internet access in order for the student to participate in the online program.

Students should contact one of their teachers for support related to the following issues in Edgenuity:

- Login help
- Assistance with resetting a quiz or assessment
- Additional support topics

TECHNOLOGY ACCEPTABLE USE

Big Lake Schools believes the use of technology in classrooms is a vital part of the learning process for today's students. With teacher permission, students may use personal technology devices such as tablets and cell phones at school. Teachers also have students use Internet-based technologies owned by the district. With the use of personal and district technologies comes a huge responsibility of using these things appropriately. We fully expect students' behavior while using personal and district technologies to reflect the Hornet Way. All district technologies are intended to be used for educational purposes only. This includes activity while on school grounds, at school-sponsored activities, and in school-supplied vehicles. Additionally, unacceptable use of technologies while off school grounds may be subject to disciplinary action if the activity disrupts the educational environment, or negatively affects another student or school staff member. Students cannot change their school email account name or profile picture.

Parents and students are required to sign a technology use agreement upon enrollment and again when entering grades six and nine.

For additional information on this topic, please see the [technology acceptable use policy](#) on our website.

[Intake Form and Agreement](#)

Big Lake Online Student Support Plan

Name _____ Grade _____ Date _____

Areas of Concern:

_____ Attendance/Engagement _____

_____ Social/Emotional _____

_____ Progress in the following courses: _____

Interventions:

_____ Mandatory Zoom meetings with teacher(s) of courses listed above.

-Frequency _____

_____ Mandatory Zoom meetings with school counselor or social worker

-Frequency _____

_____ Mandatory in-person meetings with teacher(s) of courses listed above.

-Frequency _____

Review:

This plan will be reviewed on _____. If the student has made sufficient progress further interventions will be determined. If the student has not made sufficient progress, the team will determine next steps up to and including return to full in-person learning at the school building.

Student Signature

Date

Parent Signature

Date

Administration Signature

Date



Sue Schmidt
Human Resources Manager
District Office
P- 763.262.5194
F- 763.262.2539
s.schmidt@biglakeschools.org

August 26, 2021

Highlights of Updates to Employee Handbook - 2021-2022

Updates:

- Minor yearly updates to names, titles, contact information and calendar.
- Updated page 11 “Employee Obligations During Emergency” to include E-learning days.

Highlights of Updates to Non-Affiliated Handbook - 2021

- Updated benefit contribution amounts (to reflect updates approved in June board meeting):
 - Health insurance contribution amounts (A-B, C, and D manuals).
 - Supplemental retirement matching amount (C and D manuals).
 - District contribution amount for MN HCSP (C manual)
 - Vacation accrual schedule (D manual).
- Updated timing on supplemental insurance contribution changes (403b and 457 plans) - previously we only allowed changes to contributions twice per year and updated the procedure to first pay period of each month for contribution updates.



Employee Handbook

2021-2022



Updated August 2021



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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SCHOOL CONTACT INFORMATION & HOURS

LIBERTY ELEMENTARY SCHOOL

School Hours	7:35 AM - 2:20 PM
Attendance Line	763.262.8100, press 2
Address	17901 205th Avenue NW
Main Phone	763.262.8100
Principal	Caryl Gordy c.gordy@biglakeschools.org
Dean of Students	Lynn Bormann l.bormann@biglakeschools.org

INDEPENDENCE ELEMENTARY STEM SCHOOL

School Hours	7:35 AM - 2:20 PM
Attendance Line	763.262.2537, press 2
Address	701 Minnesota Avenue
Main Phone	763.262.2537
Principal	Jona Deavel j.deavel@biglakeschools.org
Dean of Students	Scott Pierce s.pierce@biglakeschools.org

BIG LAKE MIDDLE SCHOOL

School Hours	8:20 AM - 3:10 PM
Attendance Line	763.262.2567, press 2
Address	601 Minnesota Avenue
Main Phone	763.262.2567
Principal	Mark Ernst m.ernst@biglakeschools.org
Assistant Principal	Keri Neubauer k.neubauer@biglakeschools.org
Dean of Students	Hannah Pagel h.pagel@biglakeschools.org

BIG LAKE HIGH SCHOOL

School Hours	8:20 AM - 3:10 PM
Attendance Line	763.262.2547, press 2
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
Dean of Students	Amanda Freese a.freese@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 Frontline (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

SEXUAL HARASSMENT

Big Lake Schools prohibits sexual harassment that occurs within its education programs and activities committed by a school district employee, student, or other members of the school community. If a school district employee has knowledge of sexual harassment or allegations of sexual harassment, they must report it immediately to the school district's Title IX

Coordinator: Sue Schmidt, Human Resources Manager, 763-262-5194, 501 Minnesota Ave, Big Lake MN 55309, s.schmidt@biglakeschools.org. Reference: Policy 522

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 the 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 plays 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 schedule an e-learning day, 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

Employee Group	e-learning	No School	Delayed	Early Release
Teachers	<ul style="list-style-type: none"> • Post assignments within 90 minutes • Be available for regular school day hours • Receive regular pay 	<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"> • Receive assignment from case manager and/or supervisor • Receive pay for hours worked • May make up missed time with consent of supervisor OR may use vacation/ personal time 	<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"> • 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 • 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"> • 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 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 2021-2022 School Calendar

Board Approved
02/24/2021

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

Important Dates:

SEPTEMBER

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

OCTOBER

Oct 20—K-5 PD Day—No School
Elementary Students
Oct 21-22—MEA--No School

NOVEMBER

Nov 5—No School Students—MS & HS PD, K-5 PT Conferences
Nov 24—PD Day—No School Students
Nov 25-26—Thanksgiving—No School

DECEMBER

Dec 3—End Tri 1
Dec 6—No School Students—PD/TW
Dec 23-Jan 2—Winter Break

JANUARY

Jan 17—No School
Jan 18—PD Day—No School Students

FEBRUARY

Feb 17—K-5 PD—No School
Elementary Students
Feb 18-21—No School

MARCH

Mar 10—End Tri 2
Mar 11—No School Students—PD/TW
Mar 14-- No School Students—MS & HS PD, K-5 PT Conferences

APRIL

Apr 15-18--No School

MAY

May 30—Memorial Day—No School

JUNE

June 1—Seniors Last Day
June 2—Last Day
June 3—Teacher PD/TW
June 3--Graduation

P/T Conferences

Nov 5—K-5
Mar 14—K-5

Trimester End dates

December 3
March 10
June 2

July 2021					August 2021					September 2021				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
			1	2	2	3	4	5	6			1 PD	2 PD	3 NS
5	6	7	8	9	9	10	11	12	13	6 NS	7 K-5 Assess 6-9 start	8 K-5 Assess 10-12 start	9 K-5 Start	10
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24
26	27	28	29	30	30 PD	31 PD				27	28	29	30	

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

January 2022					February 2022					March 2022				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
3	4	5	6	7		1	2	3	4		1	2	3	4
10	11	12	13	14	7	8	9	10	11	7	8	9	*10 End Tri 2	11 NS PD/TW
17 NS	18 PD	19	20	21	14	15	16	17 K-5 PD	18 NS	14 MS & HS PD K-5 PT conf.	15	16	17	18
24	25	26	27	28	21 NS	22	23	24	25	21	22	23	24	25
31					28					28	29	30	31	

April 2022					May 2022					June 2022				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
				1	2	3	4	5	6			1 Seniors Last Day	*2 Last Day	3 NS PD/TW Graduation
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15 NS	16	17	18	19	20	13	14	15	16	17
18 NS TC	19	20	21	22	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	30 NS	31				27	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

Tri 1=58
Tri 2=57
Tri 3=55

RESOLUTION ESTABLISHING BALLOT BOARD

BE IT RESOLVED by the School Board of Independent School District No. 727, State of Minnesota, as follows:

1. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws.
2. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors or deputy city clerks who have received training in the processing and counting of absentee ballots.
3. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status.
4. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 727 (Big Lake), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on August 26, 2021 at 6:30 p.m. in the Middle School Student Center.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO ESTABLISHING THE LOCATION
FOR ABSENTEE VOTING FOR SCHOOL DISTRICT ELECTIONS
NOT HELD ON THE DAY OF A STATEWIDE ELECTION

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on August 26, 2021.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO ESTABLISHING THE LOCATION
FOR ABSENTEE VOTING FOR SCHOOL DISTRICT ELECTIONS
NOT HELD ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 727 (Big Lake), Minnesota (the School District) as follows:

It is hereby found, determined and declared that the Board hereby establishes the School District office, 501 Minnesota Avenue, Big Lake, Minnesota as the location for absentee voting with respect to School District elections not held on the day of a statewide election.

Upon vote being taken thereon, the following voted in favor thereof

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.