



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

Mission Statement

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

**Thursday, August 25, 2022
6:30 PM
Middle School Student Center
601 Minnesota Ave
Big Lake, MN 55309**

I. Call to Order	
Chair, Tonya Reasoner	
II. Roll Call	
Chair, Tonya Reasoner	
III. Approve Agenda	
Chair, Tonya Reasoner	
IV. Pledge of Allegiance	
Chair, Tonya Reasoner	
V. Open Forum	3
Chair, Tonya Reasoner	
VI. Discussion of and Action Related to Investigation of School Board Member	
Chair, Tonya Reasoner	
VII. Consent Agenda	
Chair, Tonya Reasoner	
A. Previous Minutes	
Minutes from the July 28, 2022 Regular Board Meeting and the August 16, 2022 Special Meeting	
B. Claims and Accounts	4
Claims and Accounts for the month of August	
C. Credit Card Report	20
D. Personnel	25
E. Final Reading and Approval of Policies	26
432 Technology Acceptable Use-Staff, 504 Student Dress and Appearance, 506 Discipline	
F. Approval of One Read Policies	44
404 Employment Background Checks; 420 Students and Employees with Sexually Transmitted Diseases and Certain other Communicable Diseases and Infectious Conditions; 423 Employee Student Relationships; 532 Use of Peace Officers; 533 Wellness; 706 Acceptance of Gifts; 721 Uniform Grant Guidance; 801 Equal Access to School Facilities; 901 Community Education	
G. School Board Policy Annual Review	82
514 Bullying Prohibition	
H. Memorandum of Understanding	89
VIII. Donations	90
Chair, Tonya Reasoner	
IX. Financial Report (<i>C. Strong Financial Foundation</i>)	91
Director of Business Services, Angie Manuel	
July report will be presented.	
X. Student Handbook Approval (<i>A. Implement Practices for Exceptional Learning</i>)	101
Superintendent, Tim Truebenbach	
Approve 22-23 Student Handbook	
XI. Big Lake Online Handbook Approval (<i>A. Implement Practices for Exceptional Learning</i>)	126
Superintendent, Tim Truebenbach	

Approve 22-23 Big Lake Online Handbook	
XII. Return to School Plan (<i>F. Expand and Strengthen Public Support</i>)	148
Superintendent, Tim Truebenbach	
XIII. Strategic Plan Update (<i>F. Expand and Strengthen Public Support</i>)	156
Superintendent, Tim Truebenbach	
XIV. First Reading of Policies (<i>B. Accountability for Student Success</i>)	159
Superintendent, Tim Truebenbach	
407 Employee Right to Know Exposure to Hazardous Substances; 422 Policies Incorporated by Reference; 424 License Status	
XV. Committee Updates (<i>F. Expand and Strengthen Public Support</i>)	
A. Finance Committee	
Treasurer, Amber Sixberry	
B. Policy Committee	
Board Member, Derek Nelson	
C. Buildings and Grounds Committee	
Board Member, Lenette Brown	
XVI. Superintendent Report (<i>F. Expand and Strengthen Public Support</i>)	
Superintendent, Tim Truebenbach	
XVII. Adjournment	
Chair, Tonya Reasoner	

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



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:

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1. Speakers must state their name
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: 06/30/22 - 8/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101943	CH	1 04472	CARING RIVERS UNITED WAY	07/28/2022	\$40.00	149007	B 01 215 045	United Way
001	101943	CH	1 04472	CARING RIVERS UNITED WAY	07/28/2022	\$15.00	149007	B 12 215 045	United Way
						Check Total:	\$55.00		
001	101945	CH	1 01035	cmERDC	08/05/2022	\$89.40	149098	E 01 005 110 000 000 401	BLUE CHECK STOCK
						Check Total:	\$89.40		
001	101946	CH	1 07941	NORTH ST. PAUL ISD #622	08/05/2022	\$2,203.74	149123	E 01 998 211 000 000 390	JF-FINAL 21/22
						Check Total:	\$2,203.74		
001	101947	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	08/05/2022	\$12,780.66	149099	E 01 005 110 305 000 305	JUNE 2022 SERVICES
						Check Total:	\$12,780.66		
001	101948	CH	1 01240	WRIGHT TECHNICAL CENTER	08/05/2022	\$1,003.75	149122	E 01 786 203 000 303 390	TARGET SERVICES - SCHOOL YEAR
						Check Total:	\$1,003.75		
001	101950	CH	1 13241	BENEFIT RESOURCE, LLD	08/05/2022	\$212.00	149101	E 01 005 105 000 000 305	COBRA QUALIFYING EVENT & DIRECT E
						Check Total:	\$212.00		
001	101951	CH	1 10336	BOULDER POINTE EQUESTRIAN AND F	08/05/2022	\$474.00	149102	E 04 500 560 000 321 305	HORSE CAMPS
001	101951	CH	1 10336	BOULDER POINTE EQUESTRIAN AND F	08/05/2022	\$80.00	149102	E 04 500 560 090 321 305	HORSE CAMPS
						Check Total:	\$554.00		
001	101952	CH	1 06130	CARD SERVICES	08/05/2022	\$78.37	149103	E 04 500 570 000 321 490	CE
001	101952	CH	1 06130	CARD SERVICES	08/05/2022	\$11.58	149103	E 04 500 570 000 321 490	CE
001	101952	CH	1 06130	CARD SERVICES	08/05/2022	\$59.33	149103	E 04 500 570 000 321 490	CE
						Check Total:	\$149.28		
001	101953	CH	1 01035	cmERDC	08/05/2022	\$1,323.00	149125	E 01 005 110 000 000 822	FY 23 MEMBERSHIP FEE
						Check Total:	\$1,323.00		
001	101954	CH	1 10407	CREATING ART INC	08/05/2022	\$495.00	149104	E 01 100 203 012 150 303	FAIRY GARDEN CAMP 07/29/2022
						Check Total:	\$495.00		
001	101955	CH	1 06539	H & B SPECIALIZED PROD., INC.	08/05/2022	\$30,798.00	149105	E 05 300 865 000 363 350	BASE BID - NFPA 286 WALL PADS PER C
001	101955	CH	1 06539	H & B SPECIALIZED PROD., INC.	08/05/2022	\$3,624.00	149105	E 05 300 865 000 363 350	DEMO OF EXISTING WALL PADS
001	101955	CH	1 06539	H & B SPECIALIZED PROD., INC.	08/05/2022	\$3,965.00	149105	E 05 300 865 000 363 350	4" BUMPER PADS
001	101955	CH	1 06539	H & B SPECIALIZED PROD., INC.	08/05/2022	\$400.00	149105	E 05 300 865 000 363 350	4 PAD CENTER LOGO
						Check Total:	\$38,787.00		
001	101956	CH	1 07236	INNOVATIVE OFFICE SOLUTIONS	08/05/2022	\$5,260.50	149106	E 05 300 250 000 302 530	STOOLS - HARDWOOD SEATS, BLACK, /
001	101956	CH	1 07236	INNOVATIVE OFFICE SOLUTIONS	08/05/2022	\$520.83	149106	E 05 300 250 000 302 530	FREIGHT
001	101956	CH	1 07236	INNOVATIVE OFFICE SOLUTIONS	08/05/2022	\$835.00	149106	E 05 300 250 000 302 530	Freight
						Check Total:	\$6,616.33		

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001	101958	CH	1 08228	KIDCREATE STUDIO	08/05/2022	\$975.00	149108	E 01 100 203 012 150 303	CLAYLICIOUS 07/26/2022
001	101958	CH	1 08228	KIDCREATE STUDIO	08/05/2022	\$455.00	149108	E 01 100 203 012 150 303	MASTERS IN CLAY 07/26
Check Total:						\$1,430.00			
001	101959	CH	1 12482	MATH-BY-MAIL, LLC	08/05/2022	\$150.00	149109	E 01 100 203 012 150 303	MATH-BY-MAIL REGISTRATIONS
Check Total:						\$150.00			
001	101960	CH	1 06976	MINNESOTA WEARABLES	08/05/2022	\$2,726.50	149110	E 04 500 560 000 321 305	CE FOOTBALL SHIRTS
Check Total:						\$2,726.50			
001	101961	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	08/05/2022	\$4,816.00	149116	E 05 201 865 000 363 350	REPLACEMENT DOORS/HARDWARE FO
001	101961	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	08/05/2022	\$9,262.00	149117	E 05 201 865 000 363 350	DOOR HARDWARE REPLACENTS PER E
001	101961	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	08/05/2022	\$0.00	149117	E 05 201 865 000 363 350	LTFM-PAY AS YOU GO
001	101961	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	08/05/2022	\$19,924.00	149118	E 05 201 865 000 368 350	MIDDLE SCHOOL DOOR "D" ENTRANCE
001	101961	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	08/05/2022	\$0.00	149118	E 05 201 865 000 368 350	ltfm - pay as you go
001	101961	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	08/05/2022	\$14,182.00	149119	E 05 201 865 000 363 350	REPLACE UNEQUAL PAIR OF DOORS AT
Check Total:						\$48,184.00			
001	101962	CH	1 10030	ST. CLOUD TECHNICAL & COMMUNITY	08/05/2022	\$1,000.00	149111	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (ALICE NI)
Check Total:						\$1,000.00			
001	101963	CH	1 05314	TECH CHECK	08/05/2022	\$794.55	149112	E 01 005 810 811 000 319	Fortinet FortAnalyzer Renewal 8/26/22 to 8
001	101963	CH	1 05314	TECH CHECK	08/05/2022	\$5,200.00	149112	E 01 005 810 811 000 319	Fortinent FortiGate 501e Firewall Renewal
001	101963	CH	1 05314	TECH CHECK	08/05/2022	\$2,395.00	149112	E 01 005 810 811 000 319	Annual 3CX Phone System Renewal 8/16/22
Check Total:						\$8,389.55			
001	101964	CH	1 12164	VACAVA, INC.	08/05/2022	\$3,900.00	149113	E 01 300 211 000 000 406	LICENSE FOR SCHOOL YEAR 2022/2023
Check Total:						\$3,900.00			
001	101965	CH	1 06532	VISION STAFFING	08/05/2022	\$2,245.62	149120	E 01 005 810 356 000 305	GROUNDS GENERAL LAWN CARE/LABC
Check Total:						\$2,245.62			
001	101966	CH	1 13048	WELLNESS FOR LIVING LLC	08/05/2022	\$300.00	149114	E 01 100 203 012 150 303	NATURE HIKE TREE IDENTIFICATION
Check Total:						\$300.00			
001	101967	CH	1 07217	WINSUPPLY COMMERCIAL CHARGE	08/05/2022	\$157.70	149121	E 01 300 810 000 000 350	B&G SUPPLIES
001	101967	CH	1 07217	WINSUPPLY COMMERCIAL CHARGE	08/05/2022	\$331.17	149121	E 01 110 810 000 000 350	B&G SUPPLIES
Check Total:						\$488.87			
001	101968	CH	1 01240	WRIGHT TECHNICAL CENTER	08/05/2022	\$13,208.67	149124	E 01 300 399 000 000 391	WTC ASSESSMENT AUGUST 2022
001	101968	CH	1 01240	WRIGHT TECHNICAL CENTER	08/05/2022	\$2,447.33	149124	E 01 005 850 000 000 580	BUILDING ADDITION 2009 AUGUST 2022
001	101968	CH	1 01240	WRIGHT TECHNICAL CENTER	08/05/2022	\$1,439.91	149124	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT AUGUST 2

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001	101968	CH	1	01240	WRIGHT TECHNICAL CENTER	08/05/2022	\$2,272.66	149124	E 01 300 399 000 830 391	CTE LEVY AUGUST 2022	
Check Total:							\$19,368.57				
001	101970	CH	1	08389	SCHOLASTIC	08/05/2022	\$327.77	149167	E 01 110 216 638 401 430	NTS591240 - The Bad Guys	
001	101970	CH	1	08389	SCHOLASTIC	08/05/2022	\$252.00	149167	E 01 110 216 638 401 430	NTS831261 - What if you had animals Gra	
001	101970	CH	1	08389	SCHOLASTIC	08/05/2022	\$52.18	149167	E 01 110 216 638 401 430	shipping	
Check Total:							\$631.95				
001	101972	CH	1	08417	EDUCATORS BENEFIT CONSULTANTS	08/05/2022	\$375.57	149169	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE APRIL 2022	
Check Total:							\$375.57				
001	101973	CH	1	09760	PREMIER LOCATING, INC.	08/05/2022	\$290.00	149170	E 01 005 810 000 000 305	TICKETS JUNE 2022	
Check Total:							\$290.00				
001	101975	CH	1	04874	AMAZON CAPITAL SERVICES	08/05/2022	\$135.00	149171	E 01 300 810 000 000 350	M18 BLOWER	
001	101975	CH	1	04874	AMAZON CAPITAL SERVICES	08/05/2022	\$68.40	149171	E 01 300 810 000 000 350	M18 5AH BATTERY	
001	101975	CH	1	04874	AMAZON CAPITAL SERVICES	08/05/2022	\$18.99	149172	E 12 300 402 000 740 433	6 pieces 5D diamond painting kit for kids	
001	101975	CH	1	04874	AMAZON CAPITAL SERVICES	08/05/2022	\$3.97	149172	E 12 300 402 000 740 433		
001	101975	CH	1	04874	AMAZON CAPITAL SERVICES	08/05/2022	\$3.98	149172	E 12 300 411 000 740 433		
001	101975	CH	1	04874	AMAZON CAPITAL SERVICES	08/05/2022	\$20.99	149172	E 12 300 411 000 740 433	27 pcs art and craft kit gifts for kids girls, m	
001	101975	CH	1	04874	AMAZON CAPITAL SERVICES	08/05/2022	\$27.90	149173	E 01 005 810 000 000 350	PUSH TO OPEN SIGNS	
001	101975	CH	1	04874	AMAZON CAPITAL SERVICES	08/05/2022	\$32.98	149173	E 01 005 810 000 000 350	HARD HATS	
001	101975	CH	1	04874	AMAZON CAPITAL SERVICES	08/05/2022	\$59.20	149174	E 01 005 810 000 000 350	BB HOOP NETS 2 PK	
001	101975	CH	1	04874	AMAZON CAPITAL SERVICES	08/05/2022	\$27.94	149174	E 01 005 810 000 000 350	100 PK 8.25" FENCE TIES	
001	101975	CH	1	04874	AMAZON CAPITAL SERVICES	08/05/2022	\$74.94	149174	E 01 005 810 000 000 350	300PK 10.5" FENCE TIES	
Check Total:							\$474.29				
001	101976	CH	1	04472	CARING RIVERS UNITED WAY	08/05/2022	\$40.00	149207	B 01 215 045	United Way	
001	101976	CH	1	04472	CARING RIVERS UNITED WAY	08/05/2022	\$15.00	149207	B 12 215 045	United Way	
Check Total:							\$55.00				
001	101977	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	08/05/2022	\$247.50	149182	B 01 215 081	Child Support	
Check Total:							\$247.50				
001	101978	CH	1	04223	NCPERS GROUP LIFE INS	08/05/2022	\$128.00	149185	B 01 215 033	NCPR Life	
Check Total:							\$128.00				
001	101979	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/05/2022	\$508.57	149187	B 01 215 040	U Due Nc	
001	101979	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/05/2022	\$63.18	149187	B 04 215 040	U Dues Nc	
Check Total:							\$571.75				
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$913.18	149216	E 11 300 294 115 000 401	MACGREGOR MULTISPORT SCOREBOA	
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$73.80	149217	E 11 300 296 124 000 401	BIG RED VOLLEYBALL SCOREBOOK	

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001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$135.68	149218	E 11 300 292 000 000 401	LOCKWAYS 48X36 DRY ERASE BOARD
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$22.29	149219	E 01 201 208 000 000 401	MacBook Pro Case
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$12.60	149220	E 01 201 208 000 000 401	Swingline 2 Hole Punch
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$13.59	149220	E 01 201 208 000 000 401	Correction Tape
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$18.98	149220	E 01 201 208 000 000 401	Pacon Medium Weigh Tagboard
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$4.99	149220	E 01 201 208 000 000 401	BIC round Stick Black Pen
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$6.99	149220	E 01 201 208 000 000 401	JARLINK 8 pack manual pencil sharpener
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$42.83	149220	E 01 201 208 000 000 401	EXPO dry erase markers
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$40.99	149220	E 01 201 208 000 000 401	Scotch Magic Tape
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$17.88	149220	E 01 201 208 000 000 401	Sharpie
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$38.68	149220	E 01 201 208 000 000 401	Hanging File Folders
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$17.99	149220	E 01 201 208 000 000 401	Sharpie Highlighters
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$22.58	149220	E 01 201 208 000 000 401	Light Brown Construction Paper
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$2.71	149220	E 01 201 208 000 000 401	Bic green pens
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$13.33	149220	E 01 201 208 000 000 401	Pilot Precise V5 Pens
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$15.59	149220	E 01 201 208 000 000 401	Legal Pads
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$39.78	149220	E 01 201 208 000 000 401	Brown Mailing Envelopes
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$140.28	149220	E 01 201 208 000 000 401	EXPO dry erase markers
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$167.95	149220	E 01 201 208 000 000 401	Pencils
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$19.49	149220	E 01 201 208 000 000 401	Colored Pencils
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$11.99	149220	E 01 201 208 000 000 401	Double Sided Tape
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$7.99	149220	E 01 201 208 000 000 401	Nicpro Lead Refills
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$21.80	149220	E 01 201 208 000 000 401	Engraved name tags awards
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$3.45	149220	E 01 201 208 000 000 401	Shipping
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$599.98	149221	E 01 201 208 000 000 530	3 Drawer Lateral File Cabinet
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$19.59	149221	E 01 201 208 000 000 530	Over the Door Rack
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$567.87	149222	E 01 201 208 226 000 401	Yaheetech Wood Living Room 3 Pc Table &
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$1,376.97	149222	E 01 201 208 226 000 401	3 Pcs Office Reception Chair 5 Seat Sofa
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$599.94	149222	E 01 201 208 226 000 401	Shipping !!!
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$97.37	149227	E 04 500 505 000 321 820	BUSINESS PRIME MEMBERSHIP FEE
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$97.37	149227	E 11 300 292 000 000 820	BUSINESS PRIME MEMBERSHIP FEE
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$97.37	149227	E 01 005 630 000 000 820	BUSINESS PRIME MEMBERSHIP FEE
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$97.38	149227	E 01 300 211 000 000 820	BUSINESS PRIME MEMBERSHIP FEE
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$97.38	149227	E 01 201 208 000 000 820	BUSINESS PRIME MEMBERSHIP FEE

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001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$97.38	149227	E 01 110 203 000 000 820	BUSINESS PRIME MEMBERSHIP FEE	
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$97.38	149227	E 01 100 203 000 000 820	BUSINESS PRIME MEMBERSHIP FEE	
001	101980	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$97.37	149227	E 01 005 110 000 000 820	BUSINESS PRIME MEMBERSHIP FEE	
Check Total:							\$5,770.76				
001	101981	CH	1	08379	APPLE INC.	08/19/2022	\$890.00	149226	E 05 005 630 000 795 466	Apple pencil MK0C2AM/A	
Check Total:							\$890.00				
001	101982	CH	1	07628	BerganKDV	08/19/2022	\$8,500.00	149225	E 01 005 110 000 000 305	DO FINANCIAL STATEMENTS AUDIT	
Check Total:							\$8,500.00				
001	101983	CH	1	01035	CENTRAL MINNESOTA ERDC	08/19/2022	\$3,164.60	149229	E 01 005 110 000 000 305	TIME CLOCK PLUS SUPPORT/HOSTING	
Check Total:							\$3,164.60				
001	101984	CH	1	164	CHARTWELLS	08/19/2022	\$3,654.47	149228	E 02 005 770 000 701 490	FOOD	
001	101984	CH	1	164	CHARTWELLS	08/19/2022	\$2,039.55	149228	E 02 005 770 000 701 495	MILK	
001	101984	CH	1	164	CHARTWELLS	08/19/2022	\$629.60	149228	E 02 005 770 000 701 401	SUPPLIES, PAPER PRODUCTS	
001	101984	CH	1	164	CHARTWELLS	08/19/2022	\$25,414.85	149228	E 02 005 770 202 701 305	CHARTWELL'S SALARIES & BENEFITS	
001	101984	CH	1	164	CHARTWELLS	08/19/2022	\$1,177.22	149228	E 02 005 770 000 701 305	CHARTWELL'S ADMIN FEE	
001	101984	CH	1	164	CHARTWELLS	08/19/2022	\$45.00	149228	E 02 005 770 000 701 305	ADVERTISING/RECRUITING/OUTSIDE SI	
001	101984	CH	1	164	CHARTWELLS	08/19/2022	\$9.59	149228	E 02 005 770 000 701 329	POSTAGE	
001	101984	CH	1	164	CHARTWELLS	08/19/2022	\$336.22	149228	E 02 005 770 000 701 350	REPAIRS AND MAINTENANCE	
001	101984	CH	1	164	CHARTWELLS	08/19/2022	\$198.00	149228	E 02 005 770 000 701 366	TRAINING, MILEAGE, MARKETING	
001	101984	CH	1	164	CHARTWELLS	08/19/2022	\$10.32	149228	E 02 005 770 000 701 820	OTHER TAXES/LICENSES	
001	101984	CH	1	164	CHARTWELLS	08/19/2022	\$0.00	149228	E 01 005 940 000 000 341	INSURANCE-CHARTWELLS	
Check Total:							\$33,514.82				
001	101985	CH	1	01026	DICK BLICK	08/19/2022	\$24.38	149223	E 01 110 212 000 000 430	PO 30765 LIBERTY SUPPLIES	
001	101985	CH	1	01026	DICK BLICK	08/19/2022	\$36.57	149224	E 01 110 212 000 000 430	PO 30765 LIBERTY SUPPLIES	
Check Total:							\$60.95				
001	101986	CH	1	10152	DOSTAL, KRISTI	08/19/2022	\$195.00	149235	E 04 500 560 000 321 305	FRIDAY JUNIOR LEAGUE	
001	101986	CH	1	10152	DOSTAL, KRISTI	08/19/2022	\$1,485.00	149235	E 04 500 560 000 321 305	JUNIOR CAMPS	
Check Total:							\$1,680.00				
001	101987	CH	1	06230	GOPHER STATE ONE-CALL	08/19/2022	\$6.75	149231	E 01 005 810 000 000 350	TICKETS	
Check Total:							\$6.75				
001	101988	CH	1	13300	GREAT MINDS PBC	08/19/2022	\$3,695.00	149230	E 05 110 203 602 302 460	978-1-64497-400-1 Geodes Level 1: Print	
001	101988	CH	1	13300	GREAT MINDS PBC	08/19/2022	\$3,695.00	149230	E 05 110 203 000 302 460	978-1-64497-700-1 Geodes Level K: Print	
001	101988	CH	1	13300	GREAT MINDS PBC	08/19/2022	\$665.10	149230	E 05 110 203 602 302 460	Shipping	
Check Total:							\$8,055.10				

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101989	CH	1	06539	H & B SPECIALIZED PROD., INC.	08/19/2022	\$3,108.00	149232	E 05 201 865 000 347 350	PREVENTATIVE MAINTENANCE INSPEC	
Check Total:							\$3,108.00				
001	101990	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	08/19/2022	\$8,673.68	149233	E 01 300 810 351 000 530	PO 309024 MINI-DIAMOND TABLES	
Check Total:							\$8,673.68				
001	101991	CH	1	10461	JOHNSON CONTROLS	08/19/2022	\$11,800.00	149234	E 05 005 865 000 363 350	ANNUAL FIRE INSPECTIONS	
Check Total:							\$11,800.00				
001	101992	CH	1	12518	OLYMPUS LOCKERS & STORAGE PRO	08/19/2022	\$1,778.00	149247	E 01 300 810 000 000 350	QUOTE #7112022 (50) #1630 LOCKS; (50	
001	101992	CH	1	12518	OLYMPUS LOCKERS & STORAGE PRO	08/19/2022	\$0.00	149247	E 01 300 810 000 000 350	PRODUCT MATERIALS & SHIPPING	
Check Total:							\$1,778.00				
001	101993	CH	1	10047	PIONEER CAPITAL SOLUTIONS	08/19/2022	\$160.49	149237	E 04 500 570 000 321 305	COLLECTION FEES - RETURN BACK KID	
Check Total:							\$160.49				
001	101994	CH	1	10598	PLAISTED COMPANIES INC	08/19/2022	\$820.15	149238	E 01 005 810 000 000 401	PULVERIZED BLACK DIRT	
Check Total:							\$820.15				
001	101995	CH	1	07890	PMA FINANCIAL NETWORK INC.	08/19/2022	\$236.86	149236	E 45 005 935 000 000 305	FEE STRUCTURE: BILLABLE ASSETS JU	
Check Total:							\$236.86				
001	101996	CH	1	01034	RESOURCE TRAINING & SOLUTIONS	08/19/2022	\$220.00	149249	E 01 005 640 000 316 366	22/23 CURRICULUM COORDINATORS/DI	
Check Total:							\$220.00				
001	101998	CH	1	12986	SCAN AIR FILTER	08/19/2022	\$1,680.62	149239	E 01 100 810 000 000 401	FILTERS - SEE ATTACHED	
001	101998	CH	1	12986	SCAN AIR FILTER	08/19/2022	\$58.47	149239	E 01 100 810 000 000 401	Freight	
Check Total:							\$1,739.09				
001	101999	CH	1	12140	SNA SPORTS	08/19/2022	\$3,432.00	149250	E 11 300 295 124 000 401	COLLEGIATE WINCH RAIL W/LEVERLOC	
001	101999	CH	1	12140	SNA SPORTS	08/19/2022	\$1,132.00	149250	E 11 300 295 124 000 401	POST PADS - ROYAL BLUE SNAV/B51P	
001	101999	CH	1	12140	SNA SPORTS	08/19/2022	\$899.00	149250	E 11 300 295 124 000 401	CLAMP ON REFERR STAND VB73A	
001	101999	CH	1	12140	SNA SPORTS	08/19/2022	\$470.00	149250	E 11 300 295 124 000 401	9.8 M NET W/ROPE RATCHET TENSIONE	
001	101999	CH	1	12140	SNA SPORTS	08/19/2022	\$442.00	149250	E 11 300 295 124 000 401	SHIPPING	
001	101999	CH	1	12140	SNA SPORTS	08/19/2022	(\$593.00)	149250	E 11 300 295 124 000 401	CUSTOMER DISCOUNT	
Check Total:							\$5,782.00				
001	102000	CH	1	12375	SOUTHERN MINNESOTA INSPECTION	08/19/2022	\$5,850.00	149240	E 05 110 865 000 363 350	STAGE PAD REPLACEMENTS PER QUO'	
001	102000	CH	1	12375	SOUTHERN MINNESOTA INSPECTION	08/19/2022	\$1,130.20	149246	E 05 005 865 000 347 350	ANNUAL MANUALLY PROPELLED AERIA	
Check Total:							\$6,980.20				
001	102001	CH	1	12779	TGK AUTOMOTIVE	08/19/2022	\$65.39	149252	E 01 005 810 000 000 350	REPLACE THE TUBE IN A SMALLER TIRE	
Check Total:							\$65.39				
001	102002	CH	1	12758	TURNITIN LLC	08/19/2022	\$2,047.50	149253	E 05 201 220 602 302 406	Turnitin MS	

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001	102002	CH	1	12758	TURNITIN LLC	08/19/2022	\$2,047.50	149253	E 05 300 220 602 302 406	Turnitin HS	
Check Total:							\$4,095.00				
001	102003	CH	1	13367	UNIVERSITY OF NORTHWESTERN-ST I	08/19/2022	\$2,000.00	149243	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (JADEN ANDERSON)	
Check Total:							\$2,000.00				
001	102004	CH	1	06532	VISION STAFFING	08/19/2022	\$2,599.57	149241	E 01 005 810 356 000 305	GROUNDS LAWN CARE WEEK OF 07/31,	
001	102004	CH	1	06532	VISION STAFFING	08/19/2022	\$2,567.95	149242	E 01 005 810 356 000 305	GROUNDS LAWN CARE WEEK OF 08/07,	
Check Total:							\$5,167.52				
001	102005	CH	1	13155	VISIONS, INC.	08/19/2022	\$88.94	149248	E 11 300 296 126 000 401	STATE PARTICIPANTS 2021	
Check Total:							\$88.94				
001	102006	CH	1	09498	WARD'S NATURAL SCIENCE	08/19/2022	\$62.39	149244	E 01 201 260 000 000 430	US Canada Weather Map Dry Erase	
001	102006	CH	1	09498	WARD'S NATURAL SCIENCE	08/19/2022	\$19.12	149244	E 01 201 260 000 000 430	FREIGHT CHARGES	
Check Total:							\$81.51				
001	102007	CH	1	07217	WINSUPPLY COMMERCIAL CHARGE	08/19/2022	\$299.63	149245	E 01 300 810 000 000 350	HS B&G SUPPLIES	
Check Total:							\$299.63				
001	102008	CH	1	01240	WRIGHT TECHNICAL CENTER	08/19/2022	\$13,021.26	149254	E 01 998 211 000 303 390	WLC SUMMER SCHOOL	
Check Total:							\$13,021.26				
001	102009	CH	1	09213	AQUA ENGINEERING, INC.	08/19/2022	\$1,000.29	149256	E 01 005 810 000 000 350	B&G REPAIRS	
001	102009	CH	1	09213	AQUA ENGINEERING, INC.	08/19/2022	\$568.82	149257	E 01 005 810 000 000 350	B&G REPAIRS	
Check Total:							\$1,569.11				
001	102010	CH	1	03351	GOPHER SPORT	08/19/2022	\$232.20	149258	E 01 100 240 000 000 430	EZYROLLER HEAVY DUTY - MEDIUM	
Check Total:							\$232.20				
001	102011	CH	1	03951	HEINEMANN	08/19/2022	\$1,493.62	149259	E 01 797 203 011 163 430	PO 30613 SUPPLIES	
001	102011	CH	1	03951	HEINEMANN	08/19/2022	\$1,493.63	149259	E 01 797 203 000 303 430	PO 30613 SUPPLIES	
Check Total:							\$2,987.25				
001	102012	CH	1	04315	NOVACARE REHABILITATION	08/19/2022	\$3,725.00	149260	E 11 300 292 000 000 305	21/22 ATHLETIC TRAINING	
Check Total:							\$3,725.00				
001	102013	CH	1	01034	RESOURCE TRAINING & SOLUTIONS	08/19/2022	\$464.00	149261	E 01 005 640 000 316 366	LETRS TRAINING FOR ADMIN (T SMOCK)	
001	102013	CH	1	01034	RESOURCE TRAINING & SOLUTIONS	08/19/2022	\$464.00	149262	E 01 005 640 000 316 366	LETRS TRAINING FOR ADMIN (MINDA)	
Check Total:							\$928.00				
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$24.56	149263	E 01 201 260 000 000 430	Red Star Active Dry Yeast	
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$29.58	149263	E 01 201 260 000 000 430	Relative Foods Baking Soda 5 Pounds	
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$64.95	149263	E 01 201 260 000 000 430	Skylety 400 poker chips	
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$143.94	149263	E 01 201 260 000 000 430	Light Meter Digital Illuminance Meter	

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001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$22.49	149263	E 01 201 260 000 000 430	C & H Premium Cane Granulated Sugar
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$43.99	149263	E 01 201 260 000 000 430	Crayola Bulk Colored Pencils Pre sharpene
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$193.02	149263	E 01 201 260 000 000 430	Texas Instruments 10 pack Calculator
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$192.00	149263	E 01 201 260 000 000 430	Density Cubes Set
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$73.00	149263	E 01 201 260 000 000 430	Crayola Silly Putty
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$168.32	149263	E 01 201 260 000 000 430	Educational Long Bar Magnet
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$8.58	149263	E 01 201 260 000 000 430	Pencil Sharpeners Kids with Lids
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$44.97	149264	E 01 201 620 000 000 470	Heysliy Green Screen Backdrop with Stand
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$83.97	149265	E 11 300 298 000 000 490	B098BQJTT4 12 Oz. Disposable Paper Col
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$53.98	149265	E 11 300 298 000 000 490	B09NQM7MSQ 16 Oz. Disposable Paper C
001	102014	CH	1	04874	AMAZON CAPITAL SERVICES	08/19/2022	\$0.00	149265	E 11 300 298 000 000 490	Amazon Shipping Charge
Check Total:							\$1,147.35			
001	102015	CH	1	13368	CHESS & STRATEGY GAME ASSOCIATI	08/19/2022	\$872.00	149266	E 01 100 203 012 150 303	CHESS & STRATEGY GAME
Check Total:							\$872.00			
001	102016	CH	1	01026	DICK BLICK	08/19/2022	\$48.76	149267	E 01 100 212 000 000 430	30476-4596 Teachers Palette Glz Carrot T
001	102016	CH	1	01026	DICK BLICK	08/19/2022	\$48.76	149268	E 01 100 212 000 000 430	30476-4066 Teachers Palette Glz Lemon
001	102016	CH	1	01026	DICK BLICK	08/19/2022	\$48.76	149268	E 01 100 212 000 000 430	30476-5026 Teaches Palette Glz Med Blu
001	102016	CH	1	01026	DICK BLICK	08/19/2022	\$24.38	149269	E 01 100 212 000 000 430	30476-2136 Teaches Palette Glz Coal Blk
001	102016	CH	1	01026	DICK BLICK	08/19/2022	\$48.76	149269	E 01 100 212 000 000 430	30476-3086 Teachers Palette Glz Scrlt T
001	102016	CH	1	01026	DICK BLICK	08/19/2022	\$12.19	149270	E 01 100 212 000 000 430	PO 30708 INDY ART SUPPLIES
Check Total:							\$231.61			
001	102017	CH	1	13369	WRUCK SEWER PORTABLE RENTAL, L	08/19/2022	\$756.00	149271	E 04 500 505 000 321 335	CE TOILET CLEANING
001	102017	CH	1	13369	WRUCK SEWER PORTABLE RENTAL, L	08/19/2022	\$75.00	149272	E 04 500 505 000 321 335	JULY 9TH & 10TH EXTRA CLEANING FOF
Check Total:							\$831.00			
001	102018	CH	1	12381	RIVERSIDE INSIGHTS	08/19/2022	\$762.50	149251	E 01 100 218 000 388 430	2000021 CogAT Form 8 Online Complete
Check Total:							\$762.50			
Bank 001 Total:							\$296,273.05			
Report Total:							\$296,273.05			

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001	102019	CH	1	13314	ABDO LLP	08/26/2022	\$12,869.46	149314	E 01 005 105 000 000 305	2022 INVESTIGATIVE & FORENSIC ACCO
Check Total:							\$12,869.46			
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$8.13	149315	E 01 100 212 000 000 430	Amazon Basics Fine Point Permanent Mar
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$58.95	149315	E 01 100 212 000 000 430	Neenah Paper, 110 lb, 8 1/2 x 11, 250 shee
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$46.00	149316	E 01 100 219 000 317 430	Tiger Rising (paperback)
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$272.93	149317	E 01 100 203 902 000 401	Lanyards (100 pack)
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$7.99	149318	E 04 500 596 000 344 430	0062435825 Pete the Kitty's First Day of Pi
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$8.99	149318	E 04 500 596 000 344 430	0694013013 From Head to Toe Board Bool
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$15.27	149318	E 04 500 570 000 321 401	B000B7M8WU Fiskars Craft Supplies: Rot
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$8.75	149318	E 04 500 570 000 321 401	B000B7MUFK Fiskars 95287097J Rotary C
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$29.97	149318	E 04 500 570 000 321 401	B000YZASYO Fiskars Craft Supplies: Self
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$13.56	149318	E 04 500 570 000 321 401	B001LDKAVE Tombow 68721 MONO Hybr
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$32.40	149318	E 04 500 570 000 321 401	B00G4CJ8GK Sharpie Permanent Markers
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$52.90	149318	E 04 500 596 000 344 430	B07T7NKB41 Stainless Steel Camping Pla
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$39.95	149318	E 04 500 570 000 321 401	B082FRHJ42 Invisible Tape, 1 Co ¹² 3/4x11
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$37.99	149318	E 04 500 596 000 344 430	B0B2W6C3JK Magnetic Tiles, Magnetic Bl
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$19.99	149318	E 04 500 596 000 344 430	SHIPPING
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$46.03	149319	E 01 201 208 000 000 401	Crayola Bulk Colored Pre Sharpened Penc
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$24.68	149319	E 01 201 208 000 000 401	Scotch Heavy Duty Packaging Tape
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$13.29	149319	E 01 201 208 000 000 401	Pink Erasers
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$56.97	149319	E 01 201 208 000 000 401	Oxford Comp Notebooks
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$41.97	149319	E 01 201 208 000 000 401	Scotch Tape
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$67.92	149319	E 01 201 208 000 000 401	Oxford Filler Paper
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$80.52	149319	E 01 201 208 000 000 401	IRIS Plastic Storage Shelf Basket
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$29.95	149319	E 01 201 208 000 000 401	Scissors Bulk 30-Pack
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$34.58	149320	E 04 500 570 000 321 401	B0000AQOFM Officemate Portable Clipbo
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$49.98	149321	E 04 500 570 000 321 401	B002FTOBZE Elmer's Liquid School Glue,
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$28.38	149321	E 04 500 570 000 321 401	B002U0KKI0 4-pk Reynolds Cut-Rite Wax
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$59.97	149321	E 04 500 570 000 321 401	B00FQRBGFA Barbasol Beard Buster Sha
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$13.98	149321	E 04 500 570 000 321 401	B01M1CDZWV 100PC Wooden Buttons, a
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$10.89	149321	E 04 500 570 000 321 401	B071P4YDNZ PAXCOO 200Pcs Split Key
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$10.80	149321	E 04 500 570 000 321 401	B0722NB764 Arm & Hammer Baking Soda
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$25.98	149321	E 04 500 570 000 321 401	B07457YBT4 Foam Balls for Slime,16 Sets
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$13.98	149321	E 04 500 570 000 321 401	B0781LRBJ2 Mahaohao 100pcs Mixed Rai
001	102020	CH	1	04874	AMAZON CAPITAL SERVICES	08/26/2022	\$48.44	149321	E 04 500 570 000 321 401	B07PLL76SR ZEBRA PENS, bulk pack of :

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001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$59.99	149321	E 04 500 570 000 321 401	B07QDP7VZF Encore Ultra 20 oz Bowls, 5	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$54.60	149321	E 04 500 570 000 321 401	B07RM5YHFG Pop Rocks Crackling Cand	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$19.40	149321	E 04 500 570 000 321 401	B07Z7BKQ1H BIC Intensity Metallic Perma	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$35.96	149321	E 04 500 570 000 321 401	B087N6J7RY Thickened balloons, 120 PC:	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$8.99	149321	E 04 500 570 000 321 401	B088VYH2HT [400 Pack] Flexible Disposa	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$47.94	149321	E 04 500 570 000 321 401	B08D7WW2RT Zeenom 100 Pieces Craft :	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$28.55	149321	E 04 500 570 000 321 401	B08LNNLNGQ 200 Pcs Natural Wooden F	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$12.99	149321	E 04 500 505 000 321 401	B08XZ2DWZT 2022 Desk Calendar July 21	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$25.92	149321	E 04 500 570 000 321 401	B08YJYTNGY Spring Tone Mixed Leaves 1	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$20.78	149321	E 04 500 570 000 321 401	B092QJ23MD 200 Packs Small Disposable	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$17.98	149321	E 04 500 570 000 321 401	B095C7B9KZ Mixed Leaves Mulberry Paper	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$23.69	149321	E 04 500 570 000 321 401	B0964667QH Lichamp Painters Tape Wide	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$19.98	149321	E 04 500 570 000 321 401	B097M9L2ZQ FADIKX 3650Pcs Gem Stick	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$18.48	149321	E 04 500 570 000 321 401	B098T5DF5H Apremont 300 Pcs Mini Natu	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$79.00	149321	E 04 500 570 000 321 401	B09BRD98T4 Apple Magic Mouse1(3)wireles	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$19.39	149321	E 04 500 570 000 321 401	B09LY68M3Q PARTY BARGAINS 2oz Pla:	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$44.97	149321	E 04 500 570 000 321 401	B09Z2VT87V Arrtx Metallic Paint Pens 18	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$12.56	149321	E 04 500 570 000 321 401	B0B1JHKS8Y Handmade Mulberry Paper I	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$210.48	149323	E 01 110 203 902 000 401	B01N9HGRLLK SAFAVIEH Monaco Collecti	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$41.98	149323	E 01 110 203 902 000 401	B06XY7KFWD Motion Sensor Cabinet Ligt	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$834.00	149323	E 01 110 203 902 000 401	B08RTK7V3W CangLong Mid Century Moc	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	(\$20.99)	149324	E 05 110 203 000 302 530	Motion Sensor	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	(\$20.99)	149325	E 05 110 203 000 302 530	Motion Sensor Cabinet Light	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$12.76	149329	E 11 300 292 000 000 401	B00H3R9S1K Strenco 2 Inch Hook and Lo	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$25.98	149329	E 11 300 292 000 000 401	B08LYSTZV9 Adjustable Tablet Stand for L	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$38.97	149329	E 11 300 292 000 000 401	B08LYSTZV9 Adjustable Tablet Stand for L	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$202.99	149330	E 11 300 292 000 000 401	Locker Lock	
001	102020	CH	1 04874	AMAZON CAPITAL SERVICES	08/26/2022	\$44.99	149365	E 01 110 203 902 000 401	B08Y8XPB7X Set of 2 Desk Lamp with US	
Check Total:						\$3,233.42				
001	102021	CH	1 12159	ARVIG	08/26/2022	\$133.00	149327	E 01 005 630 000 000 305	INTERNET 08/06/2022-09/05/2022	
Check Total:						\$133.00				
001	102022	CH	1 10586	AUSCO DESIGN &MARKETING	08/26/2022	\$1,320.00	149328	E 11 300 295 118 000 401	FULL ZIP JACKETS W/EMBROIDERY CH	
001	102022	CH	1 10586	AUSCO DESIGN &MARKETING	08/26/2022	\$105.00	149328	E 11 300 295 118 000 401	3 BIG LAKE SOCCER FULL ZIP JACKET	
Check Total:						\$1,425.00				

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	102023	CH	1	05474	BETHEL UNIVERSITY	08/26/2022	\$1,000.00	149334	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (JESSICAH SCHMI	
Check Total:							\$1,000.00				
001	102024	CH	1	10414	BIG BEAR APPAREL	08/26/2022	\$1,752.00	149333	E 04 500 560 122 321 436	XCEL GYMNASTICS TEAM SWEATSHIR	
Check Total:							\$1,752.00				
001	102025	CH	1	09518	BREAKDOWN SPORTS USA	08/26/2022	\$1,350.00	149332	E 04 500 560 000 321 305	BREAKDOWN SUMMER SERIES	
Check Total:							\$1,350.00				
001	102026	CH	1	03184	CENTERPOINT ENERGY	08/26/2022	\$314.09	149335	E 01 201 810 000 000 330	MS GAS 06/28/22-07/29/22	
001	102026	CH	1	03184	CENTERPOINT ENERGY	08/26/2022	\$565.77	149335	E 01 201 810 000 000 330	MS GAS 06/28/22-07/29/22	
001	102026	CH	1	03184	CENTERPOINT ENERGY	08/26/2022	\$92.20	149335	E 01 100 810 000 000 330	INDY GAS 06/28/22-07/29/22	
001	102026	CH	1	03184	CENTERPOINT ENERGY	08/26/2022	\$477.35	149335	E 01 300 810 000 000 330	HS GAS 06/28/22-07/29/22	
001	102026	CH	1	03184	CENTERPOINT ENERGY	08/26/2022	\$131.40	149335	E 01 300 810 000 000 330	HS GAS 06/28/22-07/29/22	
001	102026	CH	1	03184	CENTERPOINT ENERGY	08/26/2022	\$20.80	149335	E 01 100 810 000 000 330	INDY GAS 06/28/22-07/29/22	
001	102026	CH	1	03184	CENTERPOINT ENERGY	08/26/2022	\$477.35	149335	E 01 100 810 000 000 330	INDY GAS 06/28/22-07/29/22	
Check Total:							\$2,078.96				
001	102027	CH	1	13368	CHESS & STRATEGY GAME ASSOCIAT	08/26/2022	\$417.00	149341	E 01 100 203 012 150 303	ROCK N ROLL BAND CAMP 14	
001	102027	CH	1	13368	CHESS & STRATEGY GAME ASSOCIAT	08/26/2022	\$872.00	149342	E 01 100 203 012 150 303	DUNGEON ADVENTURES	
001	102027	CH	1	13368	CHESS & STRATEGY GAME ASSOCIAT	08/26/2022	\$695.00	149342	E 01 100 203 012 150 303	THINKER & PRINT 3D DESIGN STUDIO (
Check Total:							\$1,984.00				
001	102028	CH	1	06333	CLIMB THEATRE INC	08/26/2022	\$2,250.00	149339	E 01 110 203 902 000 305	Rude Rudy Roo	
001	102028	CH	1	06333	CLIMB THEATRE INC	08/26/2022	\$2,250.00	149339	E 01 110 203 902 000 305	Dragon Shield	
Check Total:							\$4,500.00				
001	102029	CH	1	01035	cmERDC	08/26/2022	\$46.88	149326	E 01 100 203 312 000 401	Craft Sticks, Economy Grade, 1000/Bx, PE	
001	102029	CH	1	01035	cmERDC	08/26/2022	\$107.70	149336	E 01 100 203 000 000 401	Pink Paper, 20#, 8 1/2 x 11, 10 RMS/CS, H	
001	102029	CH	1	01035	cmERDC	08/26/2022	\$115.50	149336	E 01 100 203 000 000 401	Salmon Paper, 20#, 8 1/2 x 11, 10 RMS/CS	
001	102029	CH	1	01035	cmERDC	08/26/2022	\$141.70	149336	E 01 100 203 000 000 401	Orange (Pumpkin) Paper, 20#, 8 1/2 x 11, '	
001	102029	CH	1	01035	cmERDC	08/26/2022	\$107.70	149336	E 01 100 203 000 000 401	Buff Paper, 20#, 8 1/2 x 11, 10 RMS/CS, H	
001	102029	CH	1	01035	cmERDC	08/26/2022	\$53.85	149336	E 01 100 203 000 000 401	Goldenrod Paper, 20#, 8 1/2 x 11, 10 RMS/	
001	102029	CH	1	01035	cmERDC	08/26/2022	\$12.26	149336	E 01 100 203 000 000 401	Astrobright, 60# Text, 8 1/2 x 11, Cosmic O	
001	102029	CH	1	01035	cmERDC	08/26/2022	\$12.99	149336	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/	
001	102029	CH	1	01035	cmERDC	08/26/2022	\$12.99	149336	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/	
001	102029	CH	1	01035	cmERDC	08/26/2022	\$12.99	149336	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/	
001	102029	CH	1	01035	cmERDC	08/26/2022	\$12.99	149336	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/	
001	102029	CH	1	01035	cmERDC	08/26/2022	\$12.99	149336	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/	
Check Total:							\$650.54				

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	102030	CH	1	13313	COLORADO TIME SYSTEMS	08/26/2022	\$1,550.00	149340	E 05 300 292 000 302 530	Champion series start system w/wired micr	
Check Total:							\$1,550.00				
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$15.16	149337	E 01 100 212 000 000 430	09645-1022 Riteco Fngrpnt Ppr White 16x	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$33.92	149337	E 01 100 212 000 000 430	00054-3069 Tempera Rack Filled Fluores	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$46.11	149337	E 01 100 212 000 000 430	00011-0049 Blick Prem Tempera Fluor Pii	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$90.48	149337	E 01 100 212 000 000 430	00099-1009 Sm Mst Tempera Cakes Set c	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$60.00	149337	E 01 100 212 000 000 430	00082-1030 Tempera Paint Sticks 30 Pic	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$45.80	149337	E 01 100 212 000 000 430	21315-2015 Sharpie Ultra Fine Black 5ct	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$56.66	149337	E 01 100 212 000 000 430	10145-2075 Fabrno Studio WC Pad 9x12	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$11.96	149337	E 01 100 212 000 000 430	00309-5007 Crayola WC Pan Blu Pkg6 O	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$29.90	149337	E 01 100 212 000 000 430	00309-1047 Crayola WC Pan Wht 6ct Ov	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$85.94	149337	E 01 100 212 000 000 430	33214-0759 Crayola Model Magic Wht 1o	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$13.90	149337	E 01 100 212 000 000 430	06082-1859 BG Kds Choice Brushes Filber	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$48.76	149337	E 01 100 212 000 000 430	30476-7796 Teaches Palette Glz Frog Gri	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$12.19	149338	E 01 110 212 000 000 430	30476-4596 Teachers palette glz color tp-t	
001	102031	CH	1	01026	DICK BLICK	08/26/2022	\$12.19	149338	E 01 110 212 000 000 430	30476-5026 Teachers palette glz med blu tp-t	
Check Total:							\$562.97				
001	102032	CH	1	09728	FEDERATED CO-OPS	08/26/2022	\$1,115.73	149343	E 01 005 810 000 000 440	FUEL	
Check Total:							\$1,115.73				
001	102033	CH	1	12222	HALLBERG ENGINEERING	08/26/2022	\$3,000.00	149345	E 06 005 870 000 000 305	HS & LIBERTY CONTROLS UPGRADES	
001	102033	CH	1	12222	HALLBERG ENGINEERING	08/26/2022	\$0.00	149345	E 06 005 870 000 000 305	BOND PROJECT 22C005.01B	
001	102033	CH	1	12222	HALLBERG ENGINEERING	08/26/2022	\$2,415.00	149366	E 15 201 865 000 366 305	MS HVAC & INDY ES BOILER REPLACEN	
Check Total:							\$5,415.00				
001	102034	CH	1	07027	HOUSE OF PRINT	08/26/2022	\$4,067.28	149346	E 04 500 505 000 321 329	CATALOG	
001	102034	CH	1	07027	HOUSE OF PRINT	08/26/2022	(\$4,067.28)	149346	E 04 500 505 000 321 329	CATALOG	
001	102034	CH	1	07027	HOUSE OF PRINT	08/26/2022	\$4,067.28	149346	E 04 500 505 000 321 305	catalog	
Check Total:							\$4,067.28				
001	102035	CH	1	07236	INNOVATIVE OFFICE SOLUTIONS	08/26/2022	\$528.84	149348	E 01 300 810 351 000 530	STAND UP DESK #1204GR	
001	102035	CH	1	07236	INNOVATIVE OFFICE SOLUTIONS	08/26/2022	\$322.20	149348	E 01 300 810 351 000 530	SOLVE TASK CHAIR #HSLVTMM	
001	102035	CH	1	07236	INNOVATIVE OFFICE SOLUTIONS	08/26/2022	\$105.56	149348	E 01 300 810 351 000 530	ADJUSTABLE ARMS 6666-SL	
001	102035	CH	1	07236	INNOVATIVE OFFICE SOLUTIONS	08/26/2022	\$1,020.60	149348	E 01 300 810 351 000 530	TEACHER DESK #H38155	
001	102035	CH	1	07236	INNOVATIVE OFFICE SOLUTIONS	08/26/2022	\$813.15	149348	E 01 300 810 351 000 530	LECTERN #HTLLECTA	
001	102035	CH	1	07236	INNOVATIVE OFFICE SOLUTIONS	08/26/2022	\$175.00	149348	E 01 300 810 351 000 530	FREIGHT	

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102035	CH	1 07236	INNOVATIVE OFFICE SOLUTIONS	08/26/2022	\$0.00	149348	E 01 300 810 351 000 530	REPLACEMENT TEACHER STATION FUF
Check Total:						\$2,965.35			
001	102036	CH	1 10542	JUBILEE CHRISTIAN SCHOOL	08/26/2022	\$471.00	149347	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION (
Check Total:						\$471.00			
001	102037	CH	1 13130	LMNO DESIGN CO LLC	08/26/2022	\$1,416.00	149349	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT JULY 2022
Check Total:						\$1,416.00			
001	102038	CH	1 05362	MCDOWALL, MICHAEL	08/26/2022	\$100.00	149350	E 04 500 560 000 321 305	SPRING FIREARM SAFETY CLASS 2021
Check Total:						\$100.00			
001	102039	CH	1 13029	MONTICELLO COMMUNITY EDUCATIO	08/26/2022	\$696.00	149352	E 04 500 560 080 321 305	DULUTH TRIP
Check Total:						\$696.00			
001	102040	CH	1 13110	MONTICELLO DOG ACADEMY	08/26/2022	\$90.00	149353	E 04 500 560 080 321 305	INTERMEDIATE OBEDIENCE
Check Total:						\$90.00			
001	102041	CH	1 10585	NORTH SHORE GYMNASTICS	08/26/2022	\$750.00	149351	E 04 500 560 122 321 369	MN STATE HEAD TAX XCEL GYMNASTIC
Check Total:						\$750.00			
001	102042	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	08/26/2022	\$8,949.05	149354	E 04 500 570 000 321 305	JULY 2022 LEGAL SERVICES
001	102042	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	08/26/2022	\$816.00	149354	E 01 005 110 305 000 305	JULY 2022 LEGAL SERVICES
Check Total:						\$9,765.05			
001	102043	CH	1 13370	ROB'S SCOREBOARDS	08/26/2022	\$345.00	149331	E 11 300 292 000 000 401	DAKTRONICS ALL SPORT 4000 SCOREE
Check Total:						\$345.00			
001	102044	CH	1 08992	SCHOOL OUTFITTERS	08/26/2022	\$2,672.67	149355	E 05 300 211 000 302 530	Rectangle Whiteboard Activity Table (24" V
001	102044	CH	1 08992	SCHOOL OUTFITTERS	08/26/2022	\$532.33	149355	E 05 300 211 000 302 530	Shipping
Check Total:						\$3,205.00			
001	102045	CH	1 12068	THE WATSON COMPANY, INC.	08/26/2022	\$816.72	149359	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:						\$816.72			
001	102046	CH	1 09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 201 050 000 000 320	ME CELL PHONES 08/11-09/10
001	102046	CH	1 09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 400 050 000 000 320	KN CELL PHONES 08/11-09/10
001	102046	CH	1 09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 04 500 505 000 321 320	AB CELL PHONES 08/11-09/10
001	102046	CH	1 09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 300 605 000 000 320	AF CELL PHONES 08/11-09/10
001	102046	CH	1 09884	VERIZON WIRELESS	08/26/2022	\$61.33	149361	E 01 005 630 000 000 320	BH CELL PHONES 06/11-07/10
001	102046	CH	1 09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 100 605 000 000 320	SP CELL PHONES 08/11-09/10
001	102046	CH	1 09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 005 020 000 000 320	TT CELL PHONES 08/11-09/10
001	102046	CH	1 09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 201 605 000 000 320	HP CELL PHONES 08/11-09/10
001	102046	CH	1 09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 201 810 000 000 320	AZ CELL PHONES 08/11-09/10

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001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 300 605 000 000 320	AF CELL PHONES 08/11-09/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 005 610 000 000 320	DB CELL PHONES 08/11-09/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 410 211 000 000 320	NH CELL PHONES 08/11-09/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 11 300 292 000 000 320	JM CELL PHONES 08/11-09/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 005 810 000 000 320	NK CELL PHONES 08/11-09/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 100 810 000 000 320	BM CELL PHONES 08/11-09/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 110 050 000 000 320	CG CELL PHONES 08/11-09/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 04 500 570 000 321 320	TF CELL PHONES 08/11-09/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 300 050 000 000 320	BD CELL PHONES 08/11-09/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$25.67	149361	E 04 500 580 000 325 320	SF CELL PHONES 06/11-07/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$25.66	149361	E 04 500 596 000 344 320	SF CELL PHONES 06/11-07/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$61.33	149361	E 01 005 720 342 000 320	TZ CELL PHONES 06/11-07/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$61.33	149361	E 01 005 630 000 000 320	JB CELL PHONES 06/11-07/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 005 810 000 000 320	PA CELL PHONES 06/11-07/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 300 790 000 699 320	NS CELL PHONES 06/11-07/10 17
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 100 050 000 000 320	JD CELL PHONES 06/11-07/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 005 605 000 000 320	TSP CELL PHONES 06/11-07/10
001	102046	CH	1	09884	VERIZON WIRELESS	08/26/2022	\$51.33	149361	E 01 005 720 342 000 320	ND CELL PHONES 05/11-06/10
Check Total:							\$1,364.58			
001	102047	CH	1	13048	WELLNESS FOR LIVING LLC	08/26/2022	\$450.00	149363	E 01 100 203 011 150 303	ICE CREAM SCIENCE
001	102047	CH	1	13048	WELLNESS FOR LIVING LLC	08/26/2022	(\$450.00)	149363	E 01 100 203 011 150 303	ICE CREAM SCIENCE
001	102047	CH	1	13048	WELLNESS FOR LIVING LLC	08/26/2022	\$450.00	149363	E 01 100 203 012 150 303	ICE CREAM SCIENCE
001	102047	CH	1	13048	WELLNESS FOR LIVING LLC	08/26/2022	\$500.00	149364	E 01 100 203 011 150 303	CAKE POPS
001	102047	CH	1	13048	WELLNESS FOR LIVING LLC	08/26/2022	(\$500.00)	149364	E 01 100 203 011 150 303	CAKE POPS
001	102047	CH	1	13048	WELLNESS FOR LIVING LLC	08/26/2022	\$500.00	149364	E 01 100 203 012 150 303	CAKE POPS
Check Total:							\$950.00			
001	102048	CH	1	10633	WOLD ARCHITECTS, INC	08/26/2022	\$344.40	149356	E 06 300 870 000 000 305	BOND PROJECT #22B300.01B HS DEHU
001	102048	CH	1	10633	WOLD ARCHITECTS, INC	08/26/2022	\$83,184.07	149357	E 06 100 870 000 000 305	BOND PROJECT ID #22D100.01B INDY E
001	102048	CH	1	10633	WOLD ARCHITECTS, INC	08/26/2022	\$22,894.97	149358	E 06 300 870 000 000 305	BOND PROJECT ID #22E300.01B HS REI
Check Total:							\$106,423.44			
001	102049	CH	1	08807	WRECK-LESS DRIVING ACADEMY	08/26/2022	\$10,560.00	149362	E 04 500 560 239 321 305	DRIVERS-ED 07/11-07/22 & 08/01-08/12
Check Total:							\$10,560.00			
001	102050	CH	1	01165	XCEL ENERGY-NSP	08/26/2022	\$517.17	149360	E 01 110 810 000 000 350	LIBERTY NATURAL GAS P #302291437 J
Check Total:							\$517.17			

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001	102051	CH	1 04472	CARING RIVERS UNITED WAY	08/19/2022	\$38.00	149292	B 01 215 045	United Way
001	102051	CH	1 04472	CARING RIVERS UNITED WAY	08/19/2022	\$15.00	149292	B 12 215 045	United Way
001	102051	CH	1 04472	CARING RIVERS UNITED WAY	08/19/2022	\$2.00	149311	B 01 215 045	United Way
Check Total:						\$55.00			
001	102052	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	08/19/2022	\$247.50	149303	B 01 215 081	Child Support
Check Total:						\$247.50			
001	102053	CH	1 12504	MN PEIP	08/19/2022	\$251,460.61	149367	B 01 215 030	SEPTEMBER 2022 HEALTH
001	102053	CH	1 12504	MN PEIP	08/19/2022	\$6,909.61	149367	B 04 215 030	SEPTEMBER 2022 HEALTH
001	102053	CH	1 12504	MN PEIP	08/19/2022	\$5,529.18	149367	B 05 215 030	SEPTEMBER 2022 HEALTH
001	102053	CH	1 12504	MN PEIP	08/19/2022	\$1,432.42	149367	B 11 215 030	SEPTEMBER 2022 HEALTH
001	102053	CH	1 12504	MN PEIP	08/19/2022	\$57,902.49	149367	B 12 215 030	SEPTEMBER 2022 HEALTH
001	102053	CH	1 12504	MN PEIP	08/19/2022	\$63,145.29	149367	B 01 215 051	SEPTEMBER 2022 HEALTH
001	102053	CH	1 12504	MN PEIP	08/19/2022	\$1,086.10	149367	B 04 215 051	SEPTEMBER 2022 HEALTH
001	102053	CH	1 12504	MN PEIP	08/19/2022	\$571.56	149367	B 05 215 051	SEPTEMBER 2022 HEALTH
001	102053	CH	1 12504	MN PEIP	08/19/2022	\$5,531.62	149367	B 12 215 051	SEPTEMBER 2022 HEALTH
Check Total:						\$393,568.88			
001	102054	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	08/19/2022	\$576.99	149307	B 01 215 040	U Due Nc
001	102054	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	08/19/2022	\$63.18	149307	B 04 215 040	U Dues Nc
Check Total:						\$640.17			
001	102055	CH	1 01475	CONNEXUS ENERGY	08/26/2022	\$121.95	149371	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL
001	102055	CH	1 01475	CONNEXUS ENERGY	08/26/2022	\$8,173.09	149371	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL 07/12/22-
001	102055	CH	1 01475	CONNEXUS ENERGY	08/26/2022	\$4,592.61	149371	E 01 110 810 000 000 331	LIBERTY ELECTRICAL 07/12/22-08/11/22
001	102055	CH	1 01475	CONNEXUS ENERGY	08/26/2022	\$145.78	149371	E 01 005 810 860 000 331	BASEBALL FIELD LIGHTS ELECTRICAL I
001	102055	CH	1 01475	CONNEXUS ENERGY	08/26/2022	\$199.67	149371	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL I
Check Total:						\$13,233.10			
001	102057	CH	1 13314	ABDO LLP	08/26/2022	\$28,750.20	149372	E 01 005 105 000 000 305	INVESTIGATIVE & FORENSIC ACCOUNT
Check Total:						\$28,750.20			
001	102058	CH	1 01026	DICK BLICK	08/26/2022	\$24.38	149373	E 01 110 212 000 000 430	PO 30765 LIBERTY ART SUPPLIES
Check Total:						\$24.38			
001	102059	CH	1 13284	EDUCATIONAL BIOMETRIC TECHNOLC	08/26/2022	\$8,288.00	149375	E 02 005 770 000 701 465	COMPLETE SYSTEM, INCLUDE READEF
001	102059	CH	1 13284	EDUCATIONAL BIOMETRIC TECHNOLC	08/26/2022	\$1,000.00	149375	E 02 005 770 000 701 465	RED/GREEN USB FEEDBACK LIGHTS
001	102059	CH	1 13284	EDUCATIONAL BIOMETRIC TECHNOLC	08/26/2022	\$19.95	149375	E 02 005 770 000 701 465	SHIPPING AND HANDLING
Check Total:						\$9,307.95			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 06/30/2022 - 8/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102060	CH	1 01555	MAWSECO ISD #0938-520	08/26/2022	\$65.26	149374	E 01 998 211 000 000 390	WESTSIDE ALTERNATIVE PROGRAM R
						Check Total:	\$65.26		
001	102061	CH	1 07602	FAME AWARDS	08/26/2022	\$66.00	149376	E 11 300 296 119 000 401	6-7X9 CHERRY PLAQUES FOR 2021 B&C
001	102061	CH	1 07602	FAME AWARDS	08/26/2022	\$66.00	149376	E 11 300 294 119 000 401	6-7X9 CHERRY PLAQUES FOR 2021 B&C
						Check Total:	\$132.00		
001	102062	CH	1 13355	BL DALSIN ROOFING	08/26/2022	\$341,050.00	149382	E 06 300 870 000 000 520	MS BOND 22 - 22A300.01A
						Check Total:	\$341,050.00		
001	102063	CH	1 01475	CONNEXUS ENERGY	08/26/2022	\$1,137.02	149377	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD)
001	102063	CH	1 01475	CONNEXUS ENERGY	08/26/2022	\$994.34	149378	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) JULY 2022
						Check Total:	\$2,131.36		
001	102064	CH	1 13284	EDUCATIONAL BIOMETRIC TECHNOLC	08/26/2022	\$2,331.95	149379	E 02 005 770 000 701 465	COMPLETE SYSTEM, INCLUDES READE
						Check Total:	\$2,331.95		
001	102065	CH	1 01487	MCDOWALL COMFORT COMPANY	08/26/2022	\$179,772.11	149381	E 06 201 870 000 000 520	HS BOND 22 - 22A201.01A
						Check Total:	\$179,772.11		
001	102066	CH	1 10327	NORTHERN AIR CORPORATION	08/26/2022	\$141,553.80	149383	E 06 300 870 000 000 520	BOND 22B-HS HVAC 22B300.01A
						Check Total:	\$141,553.80		
001	102067	CH	1 12194	PALMER WEST CONSTRUCTION COMI	08/26/2022	\$344,534.87	149380	E 06 110 870 000 000 520	LIBERTY 2022 BOND 22A - 22A110.01A
001	102067	CH	1 12194	PALMER WEST CONSTRUCTION COMI	08/26/2022	\$34,850.00	149380	E 15 110 865 000 368 520	LIBERTY 2022 BOND 22A - 22A110.01A
						Check Total:	\$379,384.87		
001	102068	CH	1 13198	ECSI SYSTEM INTEGRATORS	08/26/2022	\$83,455.41	149384	E 01 201 810 359 000 520	SOUND SYSTEM
						Check Total:	\$83,455.41		
001	102069	CH	1 13198	ECSI SYSTEM INTEGRATORS	08/26/2022	\$34,410.42	149370	E 01 201 810 359 000 520	MS SOUND SYSTEM
						Check Total:	\$34,410.42		
						Bank 001 Total:	\$1,794,237.03		
						Report Total:	\$1,794,237.03		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 08/01/2022 - 8/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	08/05/2022	\$3,675.80	149032	E 01 005 010 000 000 820	FY 23 School District Full Membership
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$33.24	149013	E 01 005 810 000 000 332	FY 22 Admissions Water/Sewer
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$358.27	149014	E 01 201 810 000 000 332	FY 22 MS Water/Sewer
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$87.75	149015	E 01 005 810 000 000 332	FY 22 Bathrooms Water/Sewer
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$725.93	149016	E 01 100 810 000 000 332	FY 22 Indy Water/Sewer
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$311.85	149017	E 01 110 810 000 000 332	FY 22 Liberty Water/Sewer
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$369.84	149018	E 01 300 810 000 000 332	FY 22 HS Water/Sewer
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$1,005.13	149144	E 01 100 810 000 000 332	FY 22 Water/Sewer Indy May 2022
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$1,837.58	149145	E 01 300 810 000 000 332	FY 22 HS Water/Sewer
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$68.16	149146	E 01 005 810 000 000 332	FY 22 Water/Sewer Admissions May 2022
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$93.05	149147	E 01 005 810 000 000 332	FY 22 Water/Sewer 05.09.22-06.07.2022 B
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$1,125.40	149148	E 01 110 810 000 000 332	FY 22 Liberty Water/Sewer
001		CC	1 01038	CITY OF BIG LAKE	08/05/2022	\$964.57	149149	E 01 201 810 000 000 332	FY 22 MS Water/Sewer
001		CC	1 01065	HILLYARD FLOOR CARE	08/05/2022	\$1,118.87	149019	E 01 300 810 000 000 401	FY 23 PO 310656/31061
001		CC	1 01065	HILLYARD FLOOR CARE	08/05/2022	\$1,199.34	149019	E 01 110 810 000 000 401	FY 23 PO 310656/31061
001		CC	1 01065	HILLYARD FLOOR CARE	08/05/2022	\$147.08	149019	E 01 300 810 000 000 401	FY 23 PO 310656/31061
001		CC	1 01065	HILLYARD FLOOR CARE	08/05/2022	\$3,555.02	149044	E 01 005 810 000 000 530	FY 23 PO 31041 TRIDENT EX8 EXTRACT
001		CC	1 01065	HILLYARD FLOOR CARE	08/05/2022	\$411.04	149139	E 01 300 810 000 000 350	FY 22 HS B&G Repairs
001		CC	1 01131	STAR TRIBUNE	08/05/2022	\$62.27	149094	E 01 005 020 000 000 820	FY 23 Subscription
001		CC	1 01146	MONTICELLO PRINTING	08/05/2022	\$26.13	149042	E 01 005 020 000 000 401	FY 23 PO 30926 Return Address Stamp
001		CC	1 01146	MONTICELLO PRINTING	08/05/2022	\$29.84	149136	E 01 005 105 000 000 401	FY 22 Jordan Jankle Business cards
001		CC	1 01435	AWARD EMBLEM MFG CO INC	08/05/2022	\$143.65	149093	E 01 300 211 131 000 401	PO 30818 No. 446 Honor Graduate Pin. #1
001		CC	1 02196	GENERAL RENTAL CENTER OF MONTI	08/05/2022	\$213.77	149039	E 04 500 570 000 321 305	FY 23 KC Field Trip supplies
001		CC	1 03102	METRO SALES INC	08/05/2022	\$671.07	149131	E 01 100 050 000 000 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$815.78	149131	E 01 110 050 000 000 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$108.86	149131	E 01 100 203 000 000 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$1,310.44	149131	E 01 300 211 000 000 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$43.62	149131	E 01 300 211 000 000 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$12.44	149131	E 01 300 790 000 699 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$714.39	149131	E 04 500 570 000 321 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$355.65	149131	E 04 500 505 000 321 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$227.38	149131	E 02 005 770 000 701 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	20 \$0.02	149131	E 11 300 292 000 000 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$0.05	149131	E 12 005 420 000 740 350	FY 22 Quarterly Maintenance Agreement

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 08/01/2022 - 8/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 03102	METRO SALES INC	08/05/2022	\$318.60	149131	E 01 110 050 000 000 380	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$50.59	149131	E 01 005 110 000 000 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$355.64	149131	E 04 500 596 000 344 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$318.60	149131	E 01 100 050 000 000 380	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$3.16	149131	E 02 005 770 000 701 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$4.40	149131	E 04 500 505 000 321 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$440.79	149131	E 01 005 610 000 000 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$355.65	149131	E 04 500 570 000 321 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$7.01	149131	E 04 500 580 000 325 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$301.31	149131	E 04 500 580 000 325 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	08/05/2022	\$103.90	149131	E 12 005 420 000 740 350	FY 22 Quarterly Maintenance Agreement
001		CC	1 03351	GOPHER SPORT	08/05/2022	\$449.50	149052	E 01 201 240 000 000 430	FY 23 MS Supplies
001		CC	1 03351	GOPHER SPORT	08/05/2022	\$137.10	149052	E 01 201 241 000 000 430	FY 23 MS Supplies
001		CC	1 03455	GRAINGER	08/05/2022	\$515.10	149011	E 01 201 810 000 000 350	FY 23 PO 31059 FAUCETS & SS HOSES
001		CC	1 03455	GRAINGER	08/05/2022	\$183.00	149012	E 01 300 810 351 000 520	FY 23 (4) 24" x 24" 8" DUCT AIR DIFFUSE
001		CC	1 03455	GRAINGER	08/05/2022	\$512.48	149041	E 05 005 865 000 347 401	FY 23 PO 31040 B&G Supplies
001		CC	1 03455	GRAINGER	08/05/2022	\$222.28	149059	E 01 005 810 000 000 401	FY 23 B&G Supplies
001		CC	1 04186	ACADEMIC THERAPY PUBLICATIONS	08/05/2022	\$600.00	149150	E 01 110 216 638 401 430	FY 22 PO 30892- Take home books- paren
001		CC	1 04279	MCPETE'S SPORTS BAR & LANES	08/05/2022	\$810.00	149057	E 04 500 570 000 321 369	FY 23 KC Field Trip
001		CC	1 04336	MASBO	08/05/2022	\$110.00	149061	E 01 005 020 000 000 820	FY 23 Membership (Tim Truebenbach)
001		CC	1 04336	MASBO	08/05/2022	\$110.00	149097	E 01 005 110 000 000 820	FY 23 Membership (Melanie Brey)
001		CC	1 04874	AMAZON.COM	08/05/2022	\$1,433.54	149035	E 01 005 630 000 000 455	Badge lanyards, storage network, replacerr
001		CC	1 04874	AMAZON.COM	08/05/2022	\$371.91	149069	E 01 005 630 000 000 456	Microphone system-Liberty Monitor mounts
001		CC	1 04874	AMAZON.COM	08/05/2022	\$279.00	149072	E 01 005 630 000 000 456	Speaker system- Liberty Gym
001		CC	1 04874	AMAZON.COM	08/05/2022	\$201.95	149082	E 01 005 630 000 000 315	New phone-Sup
001		CC	1 04898	MN DEPT OF LABOR AND INDUSTRY	08/05/2022	\$70.00	149064	E 05 005 865 000 352 305	FY 23 Boiler Inspection
001		CC	1 04898	MN DEPT OF LABOR AND INDUSTRY	08/05/2022	\$60.00	149065	E 05 005 865 000 352 305	FY 23 Boiler Inspection
001		CC	1 04898	MN DEPT OF LABOR AND INDUSTRY	08/05/2022	\$100.00	149066	E 05 005 865 000 352 305	FY 23 Boiler Inspection
001		CC	1 04898	MN DEPT OF LABOR AND INDUSTRY	08/05/2022	\$90.00	149067	E 05 005 865 000 352 305	FY 23 Boiler Inspection
001		CC	1 05351	HOME DEPOT	08/05/2022	\$1,939.90	149031	E 01 005 810 000 000 350	FY 23 B&G Supplies
001		CC	1 05351	HOME DEPOT	08/05/2022	\$127.66	149047	E 01 300 810 000 000 350	FY 23 HS B&G Supplies
001		CC	1 05351	HOME DEPOT	08/05/2022	\$17.46	149056	E 01 100 203 226 000 401	Staff Lounge Supplies- Ship Grant
001		CC	1 05351	HOME DEPOT	08/05/2022	\$682.38	149079	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1 05351	HOME DEPOT	08/05/2022	\$140.30	149084	E 01 100 203 226 000 401	Staff Lounge supplies- Ship Grant

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 05903	TEACHING STRATAGIES, INC.	08/05/2022	\$1,872.45	149086	E 04 500 596 000 344 430	FY 23 SR Curriculum
001		CC	1 06051	FINKEN WATER CENTERS	08/05/2022	\$60.95	149058	E 01 005 810 000 000 401	FY 23 Drinking Water
001		CC	1 06051	FINKEN WATER CENTERS	08/05/2022	\$52.45	149135	E 01 100 810 000 000 401	FY 22 Softener Salt
001		CC	1 06130	COBORN'S INC.	08/05/2022	\$21.77	149095	E 01 005 640 000 316 490	Principal meeting
001		CC	1 06355	MINNESOTA ELEVATOR, INC	08/05/2022	\$601.59	149043	E 05 005 865 000 347 305	FY 23 Jul-Sep Quarterly Service
001		CC	1 06700	B & H FOTO & ELECTRONICS CORP	08/05/2022	\$2,442.33	149073	E 01 005 630 000 000 456	Storage
001		CC	1 07551	RIDDELL	08/05/2022	\$4,618.95	149062	E 05 300 292 000 302 530	FY 23 PO 30450 FB Supplies
001		CC	1 07866	RBS ACTIVEWEAR	08/05/2022	\$661.50	149129	E 04 500 560 000 321 401	FY 22 CE Summer BbBall Tshirts
001		CC	1 07866	RBS ACTIVEWEAR	08/05/2022	\$336.80	149130	E 04 500 560 000 321 401	FY 22 CE BbBall Tshirts
001		CC	1 07984	HIRSHFIELD'S INC & SUBSIDIARIES	08/05/2022	\$1,437.24	149045	E 01 005 810 000 000 401	FY 23 Athletic Field Striping Super
001		CC	1 07984	HIRSHFIELD'S INC & SUBSIDIARIES	08/05/2022	\$238.10	149063	E 01 300 211 226 000 401	FY 23 HS Supplies
001		CC	1 08066	TARGET	08/05/2022	\$32.68	149024	E 01 110 203 200 000 401	Take home folders
001		CC	1 08066	TARGET	08/05/2022	\$53.17	149024	E 01 110 203 100 000 401	Take home folders
001		CC	1 08066	TARGET	08/05/2022	\$142.50	149053	E 01 110 203 902 000 401	Liberty staff lounge tables
001		CC	1 08066	TARGET	08/05/2022	\$80.50	149075	E 01 110 203 100 000 401	Take Home folders
001		CC	1 08066	TARGET	08/05/2022	\$67.00	149075	E 01 110 203 200 000 401	Take Home folders
001		CC	1 08066	TARGET	08/05/2022	\$74.50	149075	E 01 110 201 000 000 401	Take Home folders
001		CC	1 08066	TARGET	08/05/2022	\$90.50	149076	E 01 110 201 000 000 401	Take home Folders
001		CC	1 08066	TARGET	08/05/2022	\$50.00	149089	E 01 110 203 200 000 401	FY 23 2nd Grade Folders
001		CC	1 08347	WALMART	08/05/2022	\$80.56	149029	E 04 500 570 000 321 401	FY 23 KC Supplies
001		CC	1 08347	WALMART	08/05/2022	\$436.56	149085	E 01 100 203 226 000 401	Staff Lounge- ship grant
001		CC	1 08422	AICPA RENEWAL PROCESSING	08/05/2022	\$315.00	149049	E 01 005 110 000 000 820	FY 23 Membership (AICPA) A. Manuel
001		CC	1 08970	EMC INSURANCE COMPANIES	08/05/2022	\$4,351.00	149040	E 01 005 760 000 723 340	FY 23 Prob/Liability Renewal
001		CC	1 08970	EMC INSURANCE COMPANIES	08/05/2022	\$157,819.32	149040	E 01 005 940 000 000 340	FY 23 Prob/Liability Renewal
001		CC	1 08970	EMC INSURANCE COMPANIES	08/05/2022	\$37,811.00	149040	E 01 005 940 000 000 341	FY 23 Prob/Liability Renewal
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPLY	08/05/2022	\$2,130.29	149046	E 01 300 810 000 000 404	FY 23 HS Pool Supplies
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPLY	08/05/2022	\$644.80	149138	E 01 300 810 000 000 404	FY 22 Plx Sensor 50" Cable
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	08/05/2022	\$1,361.75	149023	E 05 201 255 602 302 530	FY 23 PO 30944 PLTW Supplies
001		CC	1 09820	AIRMAXX TRAMPOLINE PARK, LLC	08/05/2022	\$4,199.00	149143	E 04 500 570 000 321 369	FY 22 KC Field Trip
001		CC	1 10311	MASMS	08/05/2022	\$625.00	149050	E 01 005 810 000 000 366	FY 23 Educational Member Registrations
001		CC	1 10327	NORTHERN AIR CORPORATION	08/05/2022	\$9,270.00	149142	E 01 201 810 000 000 350	FY 22 INSTALLATION OF PHOTO EYE AN
001		CC	1 10349	ELITE SPORTSWEAR, L.P.	08/05/2022	\$1,087.49	149068	E 04 500 560 122 321 436	FY 23 CE Gymnastics
001		CC	1 10575	CONSTANT CONTACT	08/05/2022	\$125.00	149151	E 04 500 505 000 321 305	FY 22 CE Marketing
001		CC	1 10658	OZONE, LLC	08/05/2022	\$1,777.15	149038	E 04 500 560 122 321 436	CE Gymnastics

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 08/01/2022 - 8/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	10658	OZONE, LLC	08/05/2022	\$192.85	149051	E 04 500 560 122 321 436	FY 23 CE Gymnastics clothing
001		CC	1	10658	OZONE, LLC	08/05/2022	\$4,122.80	149083	E 04 500 560 122 321 436	FY 23 CE Gymnastics
001		CC	1	10738	KWIK TRIP EXTENDED NETWORK	08/05/2022	\$11.98	149081	E 01 300 790 000 699 366	FY 23 PCN GRANT GAS
001		CC	1	12129	SIPTRUNK, INC	08/05/2022	\$71.52	149090	E 01 005 630 000 000 320	Backup phone system
001		CC	1	12409	FACEBOOK	08/05/2022	\$67.20	149025	E 01 005 107 000 000 305	FY 23 Mkting
001		CC	1	12409	FACEBOOK	08/05/2022	\$75.00	149077	E 01 005 107 000 000 305	FY 23 Facebook Mking
001		CC	1	12418	USPS	08/05/2022	\$11.75	149055	E 01 005 810 000 000 329	FY 23 ID Enhancements Return
001		CC	1	12484	HUBBARD ELECTRIC INC	08/05/2022	\$210.00	149141	E 01 300 810 351 000 350	FY 22 Demoed Lights in the room that had
001		CC	1	12506	INSTITUTE FOR ENVIRONMENTAL ASS	08/05/2022	\$885.00	149132	E 05 005 865 000 352 305	FY 22 Environmental, Health & Safety Man
001		CC	1	12506	INSTITUTE FOR ENVIRONMENTAL ASS	08/05/2022	\$5,100.00	149133	E 05 005 865 000 349 305	FY 22 LEAD IN WATER TESTING OF 133
001		CC	1	12510	BEST BUY BUSINESS ADVANTAGE ACC	08/05/2022	\$2,381.21	149026	E 05 110 630 000 795 556	TV's and Mounts for classrooms.
001		CC	1	12510	BEST BUY BUSINESS ADVANTAGE ACC	08/05/2022	\$3,849.75	149054	E 05 110 630 000 795 556	TVs and Mounts for classrooms
001		CC	1	12574	SMART CARE EQUIPMENT SOLUTIONS	08/05/2022	\$2,794.46	149134	E 01 100 810 354 000 350	FY 22 B&G Repairs
001		CC	1	12673	EBAY	08/05/2022	\$152.20	149070	E 11 300 292 000 000 401	FY 23 Daktronics All Sport 2400 Scoring Cx
001		CC	1	12705	EMAGINE MONTICELLO	08/05/2022	\$2,200.00	149033	E 04 500 570 000 321 369	FY 23 KC Field Trip
001		CC	1	12705	EMAGINE MONTICELLO	08/05/2022	\$99.00	149034	E 04 500 570 000 321 369	FY 23 KC Field Trip
001		CC	1	12726	SEESAW FOR SCHOOLS	08/05/2022	\$5,342.51	149060	E 05 005 630 000 795 406	FY 23 Seesaw for Schools 07/01/2022-06/3
001		CC	1	12871	ZOOM US	08/05/2022	\$16.09	149080	E 01 005 630 000 000 305	Board Meeting.
001		CC	1	12944	MINNESOTA COMMUNITY ED	08/05/2022	\$199.00	149037	E 04 500 560 126 321 305	FY 23 CE Conference
001		CC	1	13024	MSHSL.ORG	08/05/2022	\$78.58	149071	E 11 300 292 000 000 401	FY 23 Athletic Supplies
001		CC	1	13072	CINTAS CORPORATION NO 2	08/05/2022	\$281.12	149137	E 01 300 810 350 000 305	FY 22 Uniform Services
001		CC	1	13072	CINTAS CORPORATION NO 2	08/05/2022	\$338.16	149137	E 01 201 810 350 000 305	FY 22 Uniform Services
001		CC	1	13072	CINTAS CORPORATION NO 2	08/05/2022	\$152.56	149137	E 01 110 810 350 000 305	FY 22 Uniform Services
001		CC	1	13072	CINTAS CORPORATION NO 2	08/05/2022	\$286.12	149137	E 01 100 810 350 000 305	FY 22 Uniform Services
001		CC	1	13162	JOANN.COM	08/05/2022	\$416.85	149020	E 04 500 570 000 321 401	FY 23 KC Field Trip Supplies
001		CC	1	13166	LRS OF MINNESOTA, LLC	08/05/2022	\$776.24	149127	E 01 300 810 000 000 333	FY 22 Waste Services
001		CC	1	13166	LRS OF MINNESOTA, LLC	08/05/2022	\$133.27	149127	E 01 005 810 000 000 333	FY 22 Waste Services
001		CC	1	13166	LRS OF MINNESOTA, LLC	08/05/2022	\$818.81	149127	E 01 100 810 000 000 333	FY 22 Waste Services
001		CC	1	13166	LRS OF MINNESOTA, LLC	08/05/2022	\$768.78	149127	E 01 110 810 000 000 333	FY 22 Waste Services
001		CC	1	13166	LRS OF MINNESOTA, LLC	08/05/2022	\$665.73	149127	E 01 201 810 000 000 333	FY 22 Waste Services
001		CC	1	13185	PATRIOT NEWS MN	08/05/2022	\$77.50	149030	E 01 005 105 099 000 305	FY 23 July 16 School Board Election
001		CC	1	13282	DIRECT COMMUNICATION SOLUTIONS	08/05/2022	\$1,510.00	149078	E 01 300 790 000 699 368	FY 22 GRANT HOTEL
001		CC	1	13291	WEISSMAN'S THEATRICAL SUPPLIES,	08/05/2022	\$101.70	149126	E 11 300 295 121 000 401	FY 22 PO 30871 Dance Team Apparel
001		CC	1	13291	WEISSMAN'S THEATRICAL SUPPLIES,	08/05/2022	\$89.80	149126	E 11 300 295 121 000 401	FY 22 PO 30871 Dance Team Apparel

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 08/01/2022 - 8/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	13291	WEISSMAN'S THEATRICAL SUPPLIES,	08/05/2022	\$127.70	149128	E 11 300 295 121 000 401	FY 22 PO 30871 Dance Team Leotards
001		CC	1	13309	EMBER COFFEE CO	08/05/2022	\$10.53	149087	E 01 300 790 000 699 366	FY 23 PCN Grant
001		CC	1	13309	EMBER COFFEE CO	08/05/2022	\$7.74	149088	E 01 300 790 000 699 366	FY 23 PCN Grant
001		CC	1	13309	EMBER COFFEE CO	08/05/2022	\$11.48	149091	E 01 300 790 000 699 366	FY 23 PCN Grant
001		CC	1	13309	EMBER COFFEE CO	08/05/2022	\$12.13	149092	E 01 300 790 000 699 366	FY 23 PCN Grant
001		CC	1	13333	BRAIN FREEZZE ICE	08/05/2022	\$86.50	149074	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	13360	ADOBE STOCK	08/05/2022	\$29.99	149021	E 04 500 505 000 321 305	FY 23 Adobe program
001		CC	1	13361	ADOBE CREATIVE CLOUD	08/05/2022	\$29.99	149022	E 04 500 505 000 321 305	FY 23 Adobe Cloud
001		CC	1	13362	GAYLORD PALMS RSRT	08/05/2022	\$1,339.80	149027	E 01 300 790 000 699 368	PCN GRANT HOTEL
001		CC	1	13362	GAYLORD PALMS RSRT	08/05/2022	\$13.98	149036	E 01 300 790 000 699 368	FY 23 PC GRANT HOTEL
001		CC	1	13363	FIVE BELOW	08/05/2022	\$20.00	149028	E 04 500 596 000 344 430	FY 23 SR Supplies
001		CC	1	13364	KENNEDY & GRAVEN, CHARTERED	08/05/2022	\$110.00	149048	E 01 005 640 000 316 366	FY 23 2022 Back-to-School Legal Update
001		CC	1	7760	PIONEER ATHLETICS	08/05/2022	\$4,770.00	149140	E 11 300 293 111 000 401	FY 22 Baseball- Yellow topper and fence sl

Check Total: \$309,062.77

Bank 001 Total:

Report Total:

2023 School Board Personnel Action Spreadsheet					
Employee (Last, First Name)	Position	Building	Pos/Bld	Effective Date	Action Type
Eide, Linda	School Monitor	Liberty	School Monitor - Liberty	09/06/2022	New Hire
Hines, Christina	Media Specialist	Middle School	Media Specialist - Middle School	08/30/2022	New Hire
Millford, Andrew	English Language Arts Teacher	High School	English Language Arts Teacher - High School	08/29/2022	New Hire
Sunderlin, Mason	Building Substitute	Independence	Building Substitute - Independence	09/06/2022	Transfer
Jurik, Lisa	School Monitor	Liberty	School Monitor - Liberty	06/02/2022	Resignation
Morrison, Alisha	Building Substitute	Liberty	Building Substitute - Liberty	09/06/2022	Transfer
Shaw, Kristy	SPED Teacher	Liberty	SPED Teacher - Liberty	08/29/2022	New Hire
Hanson, Alyssa	School Monitor	Independence	School Monitor - Independence	09/06/2022	New Hire
Egan, Matthew	SPED Teacher (LTS)	High School	SPED Teacher (LTS) - High School	08/29/2022	New Hire
McAlpine, Kaycee	School Monitor	Liberty	School Monitor - Liberty	06/02/2022	Resignation
Abraham, Presli	Education Assistant	Middle School	Education Assistant - Middle School	09/06/2022	New Hire
Yeager, Alexa	Building Substitute	Independence	Building Substitute - Independence	06/02/2022	Resignation
Gelling, Kimberly	Education Assistant	Liberty	Education Assistant - Liberty	06/02/2022	Resignation
Strom, Hannah	Assistant Coach Swimming/Diving	Athletics/Activities	Assistant Coach Swimming/Diving - Athletics/Activities	08/15/2022	New Hire
O'Neil, Kevin	Football Coach	Middle School	Football Coach - Middle School	08/22/2022	New Hire
Crosby, Heather	Office Assistant	Middle School	Office Assistant - Middle School	08/31/2022	Transfer
Gosh, Susan	School Monitor	Liberty	School Monitor - Liberty	09/08/2022	New Hire
Teunissen, Kayla	School Monitor	Liberty	School Monitor - Liberty	09/06/2022	New Hire
Fitzgerald, Millicent	Art Teacher	Liberty	Art Teacher - Liberty	08/29/2022	New Hire
Larsen, Kyle	Social Studies Teacher (LTS)	High School	Social Studies Teacher (LTS) - High School	08/29/2022	New Hire
Dusterhoft, Kathleen	Education Assistant	Middle School	Education Assistant - Middle School	09/06/2022	New Hire
Slattery, Glenna	Education Assistant (LTS)	Liberty	Education Assistant (LTS) - Liberty	09/06/2022	Transfer
Fitzgerald, Megan	School Monitor	Independence	School Monitor - Independence	09/07/2022	New Hire
Anderson, Melissa	Education Assistant	Independence	Education Assistant - Independence	09/06/2022	Transfer



Policy 432
Adopted: 8.26.10
Reviewed: 1.5.15
Revised: 2.26.15
Revised: 5.25.17
Revised:

TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY FOR STAFF

I. PURPOSE

Access to technologies enables employees to explore millions of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Big Lake School District expects that faculty will blend thoughtful use of technologies throughout curriculum and will provide guidance and instruction to staff in their use.

II. DEFINITIONS

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

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

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

III. LIMITED EDUCATIONAL PURPOSE

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

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

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

IV. POLICY APPLICATION GUIDELINES

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

V. UNACCEPTABLE USES

A. The following uses of technologies are considered unacceptable:

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

9. Users will not repost a message that was sent to the user privately without permission of the person who sent the message.
 10. Users will not attempt to gain unauthorized access to district technologies or any other system through district technologies, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Users must keep all passwords and login information private.
 11. Messages and records on district technologies may not be encrypted without the permission of appropriate school authorities.
 12. Users will not use technologies to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 13. Users will not use district technologies for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use district technologies to offer or provide goods or services or for product advertisement. Users will not use district technologies to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. An employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where district technologies are compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the Big Lake School District may investigate such reports to the best of its ability.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user also may access otherwise unacceptable materials to complete an assignment if done with prior approval of a teacher or, in the case of a school district employee, the building administrator.
- D. Staff use of personal technologies during working hours should be very limited and should not interfere with job duties. Additionally, staff should not use personal technologies, including personal cell phones, to communicate with students and/or parents regarding district-related/job-related information. Only district-appointed and approved technologies should be used to communicate with students and/or parents regarding district-related information. Staff may use personal technologies to connect to district technologies, such as email, to communicate with students and parents. The only exceptions to this paragraph are if use of personal technologies is warranted by an emergency circumstance or if a supervisor's pre-approval has been obtained.

VI. FILTER

- A. With respect to any of its technologies, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such technologies by minors and adults. The technology protection measures

utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. NO EXPECTATION OF PRIVACY

- A. By authorizing use of district technologies, the Big Lake School District does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on district technologies.
- B. Routine maintenance and monitoring of technologies may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have any suspicion that the search will uncover a violation of law or school district policy.
- D. Big Lake School employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on district technologies may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- E. The Big Lake School District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through district technologies.

VIII. CONSEQUENCES FOR UNACCEPTABLE USE

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

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

IX. LIMITATION ON BIG LAKE SCHOOL DISTRICT LIABILITY

Use of district technologies is at the user’s own risk. The system is provided on an “as is, as available” basis. The Big Lake School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on

school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or missed deliveries or non-deliveries of information or materials, regardless of the cause. The Big Lake School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on technologies. The Big Lake School District will not be responsible for financial obligations arising through unauthorized use of district technologies.

X. TECHNOLOGIES USE AGREEMENT

- A. The proper use of technologies and the educational value to be gained from proper use, is the joint responsibility of students, parents, and employees of the Big Lake School District.
- B. The use agreement form for employees must be signed by the employee at the time of employment.

XI. MULTI-FACTOR AUTHENTICATION

- A. Multi-Factor Authentication (MFA) is a process that requires that the person attempting to access a computer resource provide a one-time code, or positive approval of the login using an out-of-band verification device such as a cellular telephone, mobile telephone application, or physical token. MFA is used by Big Lake School District as a supplement to strong passwords to authenticate users and authorize their access to resources such as Email, Strage Servers, and the campus Virtual Private Network (VPN) connection. MFA protects against unauthorized access to Big Lake School District accounts and is necessary for appropriate information security measures.
- B. It is the responsibility of the Big Lake School District account holder to make appropriate provisions to receive MFA confirmation codes via SMS text message, installation of required software, or using methods deemed appropriate by the Technology Department to ensure verification. If provisions are not made to comply with the Big Lake School District Technology Acceptable Use- Staff policy, the user will not be able to access protected resources until these provisions are made.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868

(D. Minn. 2012)

Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)

S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)

Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)

Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)

Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and school standards.

II. GENERAL STATEMENT OF POLICY

- A. The school district expects students to dress appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather
 - 2. Clothing that does not create a health or safety hazard
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom)
- C. Inappropriate clothing includes, but is not limited to, the following:
 - 1. Inappropriate clothing as defined in the student handbook
 - 2. Clothing bearing a message that is lewd, vulgar, or obscene
 - 3. Apparel promoting products or activities that are illegal for use by minors
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413
 - 5. Any apparel or footwear that would damage school property
- D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- E. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may allow a form of dress considered appropriate for a specific event and communicate this to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)



Policy 506
Adopted: 8.23.07
Revised: 8.28.14
Reviewed: 10.27.16
Revised: 8.24.17
Revised: 3.28.19
Reviewed: 8.6.20
Revised:

DISCIPLINE POLICY

I. PURPOSE

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

II. PROHIBITED STUDENT BEHAVIOR

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exhaustive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school buses and bus stops, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, activities or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Academic dishonesty: including, but not limited to, cheating on a school assignment or test, plagiarism, collusion and electronically transmitting information with intent to commit academic dishonesty.
2. Attendance problems: including, but not limited to, truancy, absenteeism, tardiness, skipping classes, exiting the school building or leaving school grounds without permission or otherwise violating the school district's attendance policy.
3. Attire: Student attire, lack of attire, or personal grooming that creates a danger to health or safety or a disruption to the educational process, including, but not limited to, clothing bearing a lewd, vulgar, or obscene message, promoting products or activities that are illegal for use by minors, or displaying objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or that connotes gang membership. See Student Dress Code Regulation for specific examples.
4. Bullying: violation of the school district's bullying prohibition policy.
5. Careless or reckless driving: driving any motorized or non-motorized vehicle on school locations in violation of parking or traffic rules and regulations or in such a manner as to endanger people or property is prohibited.
6. Communication devices: unauthorized or illegal use of, or possession of, including, but not limited to, an instrument, apparatus, equipment, mechanism, operating procedure, or code designed or adapted for a particular use that is intended or can be used in violation of Minnesota law. The term communication devices includes, but is not limited to, computer hardware, software, programs, electronic mail system, voice mail system, identification validation system, private branch exchange, district provided internet access, or any other means of facilitating communication service.
7. Disrespectful language/verbal assaults: or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written that are profane or obscene, discriminatory, abusive, threatening, intimidating, degrading to other people or threatening to school property.

8. Disruptive acts: including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, insolence, insubordination, failure to identify oneself or providing false identification, or threats that are disruptive to the educational process.
9. Distribution or possession of literature, video, pictures, or other materials: on or near school property of inflammatory, libelous, slanderous, or pornographic, or obscene nature, or that may cause defamation of character.
10. Distribution of materials: violation of the school district's distribution of non-school-sponsored material on school premises by students and employees policy.
11. False reporting: 911, fire alarms, or other emergency calls.
12. Falsifying, altering or tampering with any records: documents, notes, or signatures, including those in possession of the school district, by any method, including, but not limited to, computer access or other electronic means.
13. Fire: failure to exercise ordinary caution, resulting in fire in a school building or on school property.
14. Gambling: including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.
15. Gang or cult activity: attire and/or exhibiting personal grooming which has the effect of harassment or endangering health or safety or creating disruption to the educational process, including any apparel, jewelry, tattoos, accessories, or manner of grooming which by virtue of its color, arrangement, wording, emblem trademark, picture or any other attribute denotes membership in a cult, or a gang; also includes gang related graffiti.
16. Hazing: violation of the school district's hazing prohibition policy.
17. Harassment and violence: violation of the school district's harassment and violence policy.
18. Health and Safety: actions, including fighting or other assaultive behavior, that cause or could cause injury to another person or which otherwise endanger the health, safety, or welfare of staff, students, or other persons.
19. Incendiary/ignition device use: including butane or disposable lighters, matches or possession and/or detonation of pyrotechnic/incendiary devices, including explosives or any mixture intended to function as an explosive, fireworks, under circumstances where there is a risk of fire or harm to self or others, except where the device is used in a manner authorized by the school personnel.
20. Internet Acceptable Use: violation of the school district's internet acceptable use and safety policy
21. Possession of nuisance devices/objects: items that cause or may facilitate a distraction or disruption to the educational process.
22. Public displays of affection: hugging and kissing that are expressions of a romantic or intimate relationship are not appropriate in the school setting including school-sponsored activities.
23. Terroristic acts: including, but not limited to, direct or indirect crime of violence or threats with purpose to terrorize another, or to cause evacuation of a building, place of assembly, vehicle or to otherwise cause serious public inconvenience or disruption.
24. Transportation: violation of the school district's student transportation safety policy.
25. Unauthorized use of fire extinguisher: unauthorized use/handling of a fire extinguisher is prohibited.
26. Violations against persons: including, but not limited to, assault or threatened assault, posturing, fighting, harassment, interference or obstruction, attack with a weapon or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, indecent exposure; or committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment or an act that otherwise endangers the health, safety or welfare of district personnel, students, or others.
27. Violations against property: including, but not limited to, damage to, destruction of, or failure to return or compensate for destruction school property or the property of others, school issued textbooks and materials, arson, breaking and entering, theft, robbery/burglary, possession of stolen

property, extortion, trespassing, unauthorized usage, vandalism, violation of directives or guidelines relating to lockers or improperly gaining access to school lockers.

28. Weapons: Violation of the district's weapons policy, including but not limited to using, possessing, or distributing weapons or look alike weapons or other dangerous objects, ammunition, include but are not limited to, bullets or other projectiles designed to be used as a weapon.
29. Willful conduct: that disrupts the educational process or rights of others or endangers school district employees, the pupils, or the property of the school; or willful violation of any rule of conduct specified in this discipline policy.
30. Violation of laws including violation of any federal, state, or local laws or any Big Lake Schools administrative procedure, rule, policy, or regulation; conduct that is in violation of the school district's violence prevention policy.
31. Intoxicating substances amounting to the intent to or actual use, possession, selling, distributing, intending to distribute, delivering, soliciting, being under the influence of or exchanging of illegal narcotics, drugs or controlled substances (except as prescribed by a physician), alcohol, tobacco, nicotine products, intoxicating substance or any other items or articles that are illegal or harmful to persons or property. This includes any tobacco, tobacco paraphernalia, drug, or alcohol look-a-likes, paraphernalia, marijuana or medical cannabis (even when prescribed by a physician) and e-cigarettes as well as sharing prescription medication with another student. Also see the district's policy on the use of medication during school hours.

III. DISCIPLINARY ACTION

A. Progressive Discipline

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

B. Right to Know Policy (Tennessee Warning)

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

1. The subject of, purpose for, and intended use of the data collected
2. The student's individual right of refusal to supply, or legal obligation to supply, such data
3. Known consequences of supplying or not supplying the data
4. Known identity of others authorized to review the data

C. Disciplinary Action Options may include, but are not limited to, one or more of the following:

1. Student conference with teacher, principal, counselor or other school district personnel and/or verbal warning
2. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation
3. Parent/Guardian contact
4. Parent/Guardian conference
5. Removal from class
6. In-school suspension
7. Suspension from extracurricular activities
8. Detention or restriction of privileges
9. Loss of school privileges e.g., hall passes, library passes, driving privilege

10. In-school monitoring e.g., noon room, Saturday school, or revised class schedule e.g., MLC the Modified Learning Center
11. Referral to in-school support services e.g., counseling
12. Referral to community resources or outside agency services
13. Restorative measures, including financial, symbolic, or other means of restitution
14. Referral to police, other law enforcement agencies, or other appropriate authorities
15. A request for a petition to be filed in district court for juvenile delinquency adjudication i.e. truancy petition
16. Out-of-school suspension under the Pupil Fair Dismissal Act
17. Preparation of an admission or readmission plan
18. Expulsion under the Pupil Fair Dismissal Act
19. Other Disciplinary action deemed appropriate by the school district

IV. REMOVAL OF STUDENTS FROM CLASS

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents/guardians. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days. Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school.
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy.
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

V. DISMISSAL

1. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding, which may result in suspension, exclusion or expulsion. The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.
2. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - a. Willful violation of any reasonable school board regulation, including those found in this policy;
 - b. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties or school sponsored extracurricular activities; or
 - c. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
3. Suspension Procedures
 - a. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten

(10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

- b. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
- c. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission, which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
- d. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
- e. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
- f. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may

present the student's version of the facts. A separate administrative conference is required for each period of suspension.

- g. After school administration notifies a student of the grounds of suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - i. Strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - ii. Petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
 - h. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension).
 - i. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
 - j. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian with forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
 - k. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.
4. Expulsion and Exclusion Procedures
- a. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
 - b. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
 - c. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
 - d. No expulsion or exclusion shall be imposed without a hearing unless the right to a hearing is waived in writing by the student and parent or guardian.
 - e. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony, state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
 - f. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

- g. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
- h. The school district shall record the hearing proceedings at district expense and a party may obtain a transcript at its own expense.
- i. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
- j. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
- k. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
- l. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
- m. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
- n. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- o. The student cannot be compelled to testify in the dismissal proceedings.
- p. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within five (5) calendar days not including weekends after the close of the hearing.
- q. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
- r. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
- s. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
- t. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

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

5. Admission or Readmission Plan

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

6. Students with Disabilities

- a. Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy unless the student's Individual Education Plan (IEP) or 504 plan specifies a necessary accommodations
- b. Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

7. Preschool and Prekindergarten Discipline

A child enrolled in a preschool or prekindergarten program, including a child participating in early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program, may not be subject to dismissals under the Pupil Fair Dismissal Act. Expulsions and exclusions may be used only after non-exclusionary discipline has been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others. Non-exclusionary discipline must include at least one of the following:

- a. Collaborating with the student's family or guardian, child mental health consultant or provider, education specialist, or other community based support;
- b. Creating a plan, written with the parent or guardian, that details the action and support needed for the student to fully participate in a preschool or prekindergarten program; or
- c. Providing a referral for needed support services, including parenting education, home visits, other supportive education interventions, or where appropriate, an evaluation to determine if the student is eligible for special education services or section 504 services.

VI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The

teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

VII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

VIII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

IX. NOTIFICATION AND DISTRIBUTION OF POLICY

This discipline policy is available on the district website, in the district office, and in the student handbook. A copy of the Minnesota Pupil Fair Dismissal Act is available in the offices of school administrators. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment.

X. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students) Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. 121A.069531 (School Student Bullying Policy) Minn. Stat. § 121A.26 (School Pre-assessment Teams) Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)

Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees) MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses) MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, volunteers, vendors, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment, volunteer, or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the

school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other

similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None



STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of

harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school District Health Coordinator, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health.

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.

2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section

121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 142 (Testing in School Clinics)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)



EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol, tobacco, or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other

policy of the school district.

- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)

Minn. Stat. § 122A.20, Subd 2 (Suspension or Revocation of Licenses)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)

Minn. Stat. §§ 609.341-609.352 (Definitions)

Minn. Stat. Ch.260E (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

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

MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)

MSBA/MASA Model Policy 507 (Corporal Punishment)



USE OF PEACE OFFICER AND CRISIS TEAM TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.

- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury or to prevent serious property damage.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal by Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal by Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team, building administrator, or the building administrator’s designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student’s IEP team must meet to determine if the student’s IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school

personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minnesota Statutes section 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes section 260E;
6. Physical holding (as defined in Minnesota Statutes section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

- E. Continued Removals; Review of IEP
Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.
- F. Effect of Policy in an Emergency; Use of Restrictive Procedures
A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes section 125A.0942, subdivision 5, and otherwise comply with the requirements of § 125A.0942.

- G. Reporting to the Minnesota Department of Education (MDE)
Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (Removal by Police Officer)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Act)
34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)



WELLNESS

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education, physical education and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, representatives of the private food service vendor, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. The private food service vendor will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

- A. Nutrition Education and Promotion
 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
- B. Physical Activity
1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
 2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
 3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
 4. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks, or physical education) will not be withheld as a punishment for any reason. This does not include participation on sports teams that have specific academic requirements.
 5. Physical activity opportunities shall be available for all students before and after school in all elementary, middle, and high schools.
 6. All elementary schools will offer at least twenty minutes of recess every day during the school year. This policy may be waived on early dismissal and/or late start days. If recess is offered before lunch, schools will provide students access to hand washing or hand sanitizing facilities. Outdoor recess will be offered when weather is feasible for outdoor play. Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside students when feasible.
 7. Physical education courses for students in grades K-12 is required to be taught by a certified/licensed teacher who is endorsed to teach physical education. All students will receive the developmentally appropriate amount of time for physical education class.
- C. Communications with Parents
1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
 2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
 3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
 4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. The private food service vendor's personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. The private food service vendor's personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. The private food service vendor's personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. The private food service vendor's personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. The private food service vendor's personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will provide students with a minimum of ten minutes at breakfast and a minimum of twenty minutes at lunch to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. Water fountains, water jugs and cups will be present in the cafeteria and supervisory staff will allow students to access water throughout the meal period.
11. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall assure the private food service vendor designates an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the private food service vendor's responsibility to operate the food service program, the private food service vendor will provide continuing professional development for all of its food service personnel who work in Big Lake Schools.

C. Competitive Foods and Beverages

All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods

include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.

1. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. USDA Smart Snack standards also apply for beverages sold in elementary, middle school, and high school.
2. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
 - c. Drinking water fountains will be made available to students and staff throughout the school building.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available, by request, to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Criteria for selecting educational materials for the classroom shall be expanded to include review of advertising content. Every effort will be made to select materials free of brand names/logos and illustrations of unhealthy foods.
3. A continuing effort will be made to remove advertising from the cafeteria. Existing vending machines and coolers with logos will be replaced when possible.
4. Schools will attempt to limit advertising of unhealthy products in school publications. All ads should be approved by the Director of Communications or designee before being printed or included on the school website.
5. Schools will restrict food and beverage marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The superintendent or designee will oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designee, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the Big Lake School District's website and will be open to the public.
3. All schools will develop joint-use agreements with community partners in order to provide expanded physical activity opportunities for all students and community members.
4. The school district shall partner with local government and community-based agencies to support active transport to school to implement a comprehensive active transport program (i.e. Safe Routes to School Program).

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

B. The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. The extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. A description of the progress made in attaining the goals of the school district's wellness policy.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee)

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov



ACCEPTANCE OF GIFTS/DONATIONS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Boards)
Minn. Stat. § 465.03 (Gifts to Municipalities)



UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

I. PURPOSE

This policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101(Applicability); or
b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

E. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services,

the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations Subpart 2.1 or as periodically adjusted for inflation).

2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
 3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations section 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations section 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other

interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school

district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.

2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When

making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations section 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations sections 200.311, 200.314, and 200.315.

B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with

applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 3. “Omni Circular” or “2 Code of Federal Regulations Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 Code of Federal Regulations Part 200s under specific conditions:
1. Advisory councils;
 2. Audit costs and related services;
 3. Bonding costs;
 4. Communication costs;
 5. Compensation for personal services;
 6. Depreciation and use allowances;
 7. Employee morale, health, and welfare costs;
 8. Equipment and other capital expenditures;
 9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
 10. Insurance and indemnification;
 11. Maintenance, operations, and repairs;
 12. Materials and supplies costs;
 13. Meetings and conferences;
 14. Memberships, subscriptions, and professional activity costs;
 15. Security costs;
 16. Professional service costs;
 17. Proposal costs;
 18. Publication and printing costs;

19. Rearrangement and alteration costs;
 20. Rental costs of building and equipment;
 21. Training costs; and
 22. Travel costs.
- D. Costs Forbidden by Federal Law. 2 Code of Federal Regulations Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations Part 200s; thus, the following list is not exhaustive:
1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
 2. Alcoholic beverages;
 3. Bad debts;
 4. Contingency provisions (with limited exceptions);
 5. Fundraising and investment management costs (with limited exceptions);
 6. Donations;
 7. Contributions;
 8. Entertainment (amusement, diversion, and social activities and any associated costs);
 9. Fines and penalties;
 10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
 11. Goods or services for personal use;
 12. Interest, except interest specifically stated in 2 Code of Federal Regulations section 200.441 as allowable;
 13. Religious use;
 14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
 15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
 16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.
- E. Program Allowability
1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
 2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
 3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.
- F. Federal Cost Principles
1. The Omni Circular defines the parameters for the permissible uses of federal

funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

- a. Necessary for the proper and efficient performance or administration of the program.
- b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to non-participating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement

not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to

- the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

Legal References: 2 C.F.R. § 200.12 (Definitions; Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.212 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Federal Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Federally-owned and Exempt Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Financial Reporting)
2 C.F.R. § 200.339
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.474 (Transportation Costs)
2 C.F.R. § 200.475 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

MSBA/MASA Model Policy 703 (Annual Audit)

EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which non-curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 1. influence the form or content of any prayer or other religious activity;
 2. require any person to participate in prayer or other religious activity;
 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 5. sanction meetings that are otherwise unlawful;
 6. limit the rights of groups of students based on the size of the group;
 7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.
- B. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- C. "Non-instructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.
- D. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Non-school persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 - 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Non-school persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, (1990)
Good News Club v. Milford Central School, 533 U.S. 98, (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School And Nonschool Purposes; Closings)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

BULLYING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. Bullying means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- The term, "bullying," specifically includes cyberbullying as defined in this policy.
- B. Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment
 - C. Immediately means as soon as possible, but in no event longer than twenty-four (24) hours.
 - D. Intimidating, threatening, abusive, or harming conduct means, but is not limited to, conduct that does:
 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related

to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. On school district premises, school district property, at school function or activities, or on school transportation means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. Prohibited Conduct means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. Remedial Response means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. Student means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to the building principal/designee, or where appropriate to the District Human Rights Officer, or Superintendent. A student may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, witnesses, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and

shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, complainant, reporter, students, or others pending completion of an investigation of bullying, or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited behavior occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and

proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to

help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate
- F. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes section 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

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

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

MEMORANDUM OF UNDERSTANDING
K-12 Online Section(s) - Outside of Teacher Work Day - 22-23

WHEREAS, Big Lake Education Minnesota (BLEM) and the Big Lake School District are parties to an agreement on the contract for 2021-2023; and

WHEREAS, a section of Big Lake Online is needed to be filled outside of the teacher work day. A licensed teacher may agree to teach a section(s) of Big Lake Online. The payment for each section taught per trimester is a stipend of \$3,805 (average of 57 days in a trimester *1.5 hours/day * \$44.50/hour).

THEREFORE, BE IT RESOLVED and agreed that the Memorandum of Understanding shall become effective upon ratification, by both parties, of the 2021-2023 Master Agreement and shall remain in effect through July 31, 2023.

Big Lake Education Minnesota

BIG LAKE SCHOOL DISTRICT ISD 727

Kelly Jurek, President

Board Chair

Board Clerk

Dated: _____

Dated: _____

,

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)
Liberty Paper	Backpacks and school supplies	For students in need at Independence
Big Lake Spud Fest	\$3,750.00	Help pay for speaker for all employee Welcome Back celebration
Big Lake PTO	\$180.00	Supplies for the lounge
Ember Coffee Company	Coffee	Teacher Workshop week
Big Lake Youth Volleyball Association	\$7,000.00	New volleyball equipment and MS uniforms
Big Lake Spud Fest	\$2,500.00	Help cover the costs of back to school kick off gathering
Coborn’s	60 donuts valued at \$56.95	Welcome new staff on their first day
Big Lake Spud Fest	\$4,000.00	Marching Band Program

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on August 25, 2022.

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
July 31, 2022

DATE	FROM	TO	AMOUNT	PURPOSE
7/1/2022	Old National-Checking	Heartland Pmt System	\$ 44.82	Nutri Kids Credit Card Fees
7/1/2022	Old National-Checking	FleetCor	\$ 725.03	Kwik Trip Billing
7/1/2022	MN Trust-PMA	Old National-Checking	\$ 1,700,000.00	Payroll and Payroll AP
7/5/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
7/6/2022	Old National-Checking	Delta Dental	\$ 28,521.12	Dental Insurance
7/7/2022	Old National-Checking	Further	\$ 3,683.15	Flex Claim Pymts
7/7/2022	Old National-Checking	BLEM	\$ 8,184.61	Teacher Unions Dues
7/7/2022	Old National-Checking	Further	\$ 19,654.09	H.S.A Contributions
7/7/2022	Old National-Checking	EBC	\$ 42,047.85	403b & 457 contributions
7/8/2022	Old National-Checking	ELEYOmonthlysoft	\$ 1,275.00	ELEYO User Fees
7/8/2022	Old National-Checking	Bankcard Service	\$ 6,046.74	ELEYO Credit Card Fees
7/8/2022	Old National-Checking	State of MN	\$ 14,000.00	MN State retirement Plan
7/11/2022	Old National-Checking	Transfirst/TSYS	\$ 50.27	Affinity Credit Card fees
7/11/2022	Old National-Checking	Further	\$ 406.29	Flex Claim Pymts
7/13/2022	Old National-Checking	Further	\$ 2,745.48	Flex Claim Pymts
7/14/2022	Old National-Checking	SFM Mutual Ins	\$ 105,324.00	Workers Comp Insurance Premiums
7/15/2022	Old National-Checking	Vision Transportation	\$ 61,583.06	Transportation billing
7/18/2022	Old National-Checking	Old National Bank	\$ 27.70	Old National Service Charge
7/18/2022	Old National-Checking	FleetCor	\$ 314.30	Kwik Trip Billing
7/19/2022	MN Trust-PMA	Old National-Checking	\$ 1,800,000.00	Payroll and Payroll AP
7/20/2022	Old National-Checking	Further	\$ 1,007.42	Flex Claim Pymts
7/22/2022	Old National-Checking	Further	\$ 351.60	Further Fee
7/22/2022	CC Choices ACH	Old National-Checking	\$ 1,962.00	Pathway I
7/22/2022	Old National-Checking	EBC	\$ 42,281.86	403b & 457 contributions
7/25/2022	Old National-Checking	Windstream	\$ 1,439.48	Windstream billing
7/25/2022	Old National-Checking	Further	\$ 19,850.38	H.S.A Contributions
7/26/2022	Old National-Checking	BLEM	\$ 8,184.61	Teacher Unions Dues
7/26/2022	MN Trust-PMA	Bond Trust/US Bank	\$ 1,072,112.50	Bond Interest Payments
7/27/2022	Old National-Checking	Further	\$ 928.17	Flex Claim Pymts
7/28/2022	Old National-Checking	BLEM	\$ 8,184.11	Teacher Unions Dues
7/28/2022	MN Trust-PMA	Old National-Checking	\$ 600,000.00	Payroll and Payroll AP
7/29/2022	Old National-Checking	Bremer Bank	\$ 305.70	ACH Charge
7/29/2022	Benefit Resource BRI	Old National-Checking	\$ 12,939.32	Cobra Payment
7/29/2022	MN Trust-PMA BONDS	Old National-Checking	\$ 2,063,433.15	Bond Draw 2022A

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: July 2022

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 1,857,720	\$ 4,939,639	\$ (4,561,902)		\$ 2,235,457
Food Service	(\$1,538,320)	1,856	(60,350)		(\$1,596,814)
Community Service	(\$383,399)	237,259	(301,504)		(\$447,644)
Building Fund	\$0	2,063,433	(2,063,433)		\$0
Debt Service	\$251,287	-	(3,800)		\$247,487
Project fund- HVAC (Fund 15)	\$8,794	-	(4,090)		\$4,704
Custodial Fund (Fund 18)	\$1,236	-	-		\$1,236
OPEB Trust Fund	\$66,584	-	(56,551)		\$10,033
TOTAL PER BOOKS	263,902	7,242,187.00	(\$7,051,630)	\$0	454,459
				General Checking Account	\$454,459
				TOTAL PER BANK	\$454,459

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,574	-	(\$90)	-	\$1,484
				Petty Cash Checking Account	\$1,484
				TOTAL PER BANK	\$1,484

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$28,070	\$ 871,289	\$ (5,099,324)		(\$4,199,965)
General Fd Operating Investments	\$13,709,832	1,016,925	(499,500)		\$14,227,257
Food Service	\$2,271,524	52,307	-		\$2,323,831
Community Service	\$1,602,798	6,940	-		\$1,609,738
Debt Service	\$3,717,576	185,001	(1,072,113)		\$2,830,464
Facilities Investments 2017A	\$0				\$0
Facilities Investments 2019A (Fd 06)	\$0				\$0
Facility Maintenance Invest. 2020A (Fd 07)	\$181,000	-	-		\$181,000
Facility Maintenance Invest. 2020A (Fd 15)	\$2	6,626	-		\$6,628
Facility Maintenance Invest. 2021A (Fd 07)	\$67,700	-	-		\$67,700
Facility Maintenance Invest. 2021A (Fd 15)	\$1,282,437	1,616	-		\$1,284,053
Refunding Bond Invest. 2021B (Fd 07)	\$0				\$0
Facilities Investments 2022A (Fd 06)	\$27,561,560	47,291	(2,063,433)		\$25,545,418
OPEB Trust Fund	\$994,944	1,239	(20)		\$996,163
OPEB Trust Equities	\$537,609	31,152	-		\$568,761
TOTAL PER BOOKS	\$51,955,052	\$2,220,386	(\$8,734,390)	\$0	\$45,441,048
				MN Trust	\$2,564,068
				Operating Investments	\$14,227,257
				Refunding Bond Investments	\$0
				Building Fund Investments	\$27,084,799
				OPEB Trust	\$1,564,924
				TOTAL PER BANK	\$45,441,048

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 15,597,196	\$ 6,827,853	\$ (10,160,816)	\$ -	\$ 12,264,233
Food Service	\$733,204	54,163	(60,350)	-	\$727,017
Community Service	\$1,219,399	244,199	(301,504)	-	\$1,162,094
Debt Service	4,217,563	185,001	(1,075,913)	-	3,326,651
Project Fund HVAC- Fund 15	\$1,291,233	8,242	(4,090)	-	\$1,295,385
Custodial Fund (Fund 18)	\$1,236	-	-	-	\$1,236
Bond Account Investments (fund 06)	\$27,561,560	2,110,724	(4,126,866)	-	\$25,545,418
OPEB Trust Fund	\$1,061,528	1,239	(56,571)	-	\$1,006,196
OPEB Trust Equities	\$537,609	31,152	-	-	\$568,761
TOTAL PER BOOKS	52,220,528	\$9,462,573	(\$15,786,110)	\$0	45,896,991
				Cash	\$454,459
				Petty Cash	\$1,484
		92		Investments	\$45,441,048
				TOTAL PER BANK	\$45,896,991

COMPLIANCE ISSUES

- | | | |
|----|---|-------------------|
| 1) | Preliminary UFARS data loaded to MDE by September 15th, 2022 | Not in compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2022 | Not in compliance |
| 3) | Final UFARS data to MDE by November 30, 2022 | Not in compliance |
| 4) | The 2021/2022 audit (electronic copy) received at MDE by December 31st, 2022 | 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 (01,05,11 &12)	\$ 39,516,107	\$ 200,280		1%	\$ 42,563,135	\$ 773,273		2%
Food Service (02)	\$ 1,953,831	\$ 54,003		3%	\$ 1,953,831	\$ 153		0%
Community Service (04)	\$ 2,103,199	\$ 159,599		8%	\$ 2,344,949	\$ 56,524		2%
Building Construction (06)	\$ 103,500	\$ 55,535		54%	\$ 9,498,466	\$ 850,770		9%
Debt Service (07)	\$ 5,833,601	\$ 69,764		1%	\$ 6,049,549	\$ 1,075,912		18%
OPEB Irrevocable Trust Fund (45)	\$ 20,000	\$ 32,392		162%	\$ 279,643	\$ 21		0%

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

Budgeted Seated ADM	3091
Tuition ADM	82
Budgeted ADM	3173

NOTES

School Board Financial Report

August 25th, 2022

Presented by Angie Manuel, Director of Business Services

Enrollment

August data suggests 22-23 enrollment is encouraging compared to budgeted projections

Kindergarten budget = 250

Kindergarten as of 8-24-22 = 251

ECSE-12 Budgeted Seated ADM = 3,091

ADM = Average Daily Membership

Financial Update

No changes to 22-23 budget

Treasurer report compliance items

ISD #727 2022-2023 Original Budget

June 16th, 2022

	Budgeted Fund Balance June 30,2022	Revenue Budget 22-23	Expenditure Budget 22-23	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2023
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 101,251	\$ 346,639	\$ 348,160	\$ (1,521)	\$ -	\$ 99,730
Operating Capital	\$ 497,883	\$ 771,227	\$ 1,122,222	\$ (350,995)	\$ -	\$ 146,888
Capital Projects Levy	\$ 456,660	\$ 606,298	\$ 614,889	\$ (8,591)	\$ -	\$ 448,069
Staff Development	\$ 109,671	\$ 477,896	\$ 493,385	\$ (15,489)	\$ -	\$ 94,182
Third Party/Medical Assistance	\$ 182,855	\$ 50,000	\$ 105,020	\$ (55,020)	\$ -	\$ 127,835
Area Learning Center (ALC)	\$ 29,969	\$ 409,317	\$ 410,103	\$ (786)	\$ -	\$ 29,183
Scholarships	\$ 15,150	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ 15,150
Student Activities	\$ 30,542	\$ 9,500	\$ 7,100	\$ 2,400	\$ -	\$ 32,942
Safe Schools Levy	\$ -	\$ 124,291	\$ 124,354	\$ (63)	\$ 63	\$ -
Committed for Severance	\$ 862,327	\$ -	\$ 34,098	\$ (34,098)	\$ -	\$ 828,229
Committed for Liberty Shelter	\$ 29,120	\$ -	\$ 29,120	\$ (29,120)	\$ -	\$ -
Assigned for Q Comp	\$ 78,576	\$ 793,696	\$ 850,862	\$ (57,166)	\$ -	\$ 21,410
Assigned for Athletics and Activities	\$ 217,144	\$ 1,031,321	\$ 1,045,197	\$ (13,876)	\$ -	\$ 203,268
Assigned for Building Level Activities	\$ 115,097	\$ 15,766	\$ 26,545	\$ (10,779)	\$ -	\$ 104,318
Other Assigned Fund Balances	\$ 499,222	\$ 44,654	\$ 392,263	\$ (347,609)	\$ -	\$ 151,613
Nonspendable for Prepaid Items	\$ 156,596	\$ -	\$ -	\$ -	\$ -	\$ 156,596
Unassigned	\$ 7,598,040	\$ 34,823,502	\$ 36,947,817	\$ (2,124,315)	\$ (63)	\$ 5,473,662
Subtotal	\$ 10,980,103	\$ 39,516,107	\$ 42,563,135	\$ (3,047,028)	\$ -	\$ 7,933,075
Food Service:						
Restricted	\$ 427,401	\$ 1,953,831	\$ 1,953,831	\$ -	\$ -	\$ 427,401
Nonspendable for Inventory	\$ 36,087	\$ -	\$ -	\$ -	\$ -	\$ 36,087
Subtotal	\$ 463,488	\$ 1,953,831	\$ 1,953,831	\$ -	\$ -	\$ 463,488
Community Service:						
Restricted -						
Community Education	\$ 606,129	\$ 1,453,852	\$ 1,594,332	\$ (140,480)	\$ -	\$ 465,649
ECFE	\$ 108,514	\$ 268,759	\$ 268,461	\$ 298	\$ -	\$ 108,812
School Readiness	\$ (24,421)	\$ 361,788	\$ 465,330	\$ (103,542)	\$ -	\$ (127,963)
Preschool Screening	\$ 9,816	\$ 18,800	\$ 16,826	\$ 1,974	\$ -	\$ 11,790
Subtotal	\$ 700,038	\$ 2,103,199	\$ 2,344,949	\$ (241,750)	\$ -	\$ 458,288
Building Construction Fund						
Restricted -						98
Long-Term Facilities Maintenance	\$ 428,663	\$ 3,500	\$ 432,163	\$ (428,663)	\$ -	\$ -
Referendum Projects	\$ 27,195,631	\$ 100,000	\$ 9,066,303	\$ (8,966,303)	\$ -	\$ 18,229,328
	\$ 27,624,294	\$ 103,500	\$ 9,498,466	\$ (9,394,966)	\$ -	\$ 18,229,328
Debt Service - Restricted	\$ 1,526,818	\$ 5,833,601	\$ 6,049,549	\$ (215,948)	\$ -	\$ 1,310,870
OPEB Irrevocable Trust Fund	\$ 1,385,257	\$ 20,000	\$ 279,643	\$ (259,643)	\$ -	\$ 1,125,614
Total	\$ 42,679,998	\$ 49,530,238	\$ 62,689,573	\$ (13,159,335)	\$ -	\$ 29,520,663

Proposed Pay 2023 Property Tax Levy

Property tax proposed levy statutory deadline: September 30

Sherburne County deadline: September 15

Earlier deadline required due to county vendor deadline

Truth in Taxation (TNT) statements will now contain a supplemental budget page

District sets levy at “Maximum” due to MDE levy changes up to Sept 30

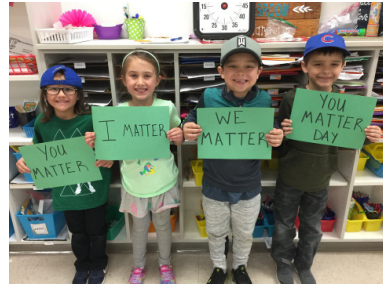
Levy at September 15 potentially could not be same levy at Sept 30

99

MDE, MACO, Department of Revenue all contacted about early deadline. No statute prohibiting counties from implementing earlier deadline.

School Board Action

Approve financial report



Student Handbook

2022-2023



Revised August 2022



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

In 2015, we passed a technology levy and continue using those funds to transform our classrooms and buildings into technology-driven learning environments that prepare our students for college and careers.

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 Truebenbach
Superintendent

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DISTRICT CONTACT INFORMATION

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TJ Zerwas

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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	8:30 AM - 3:20 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	Randi Anderson ra.anderson@biglakeschools.org
Dean of Students	Amber Marsh a.marsh@biglakeschools.org

BIG LAKE HIGH SCHOOL

School Hours	8:30 AM - 3:20 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	Shallyn Tordeur s.tordeur@biglakeschools.org
Dean of Students	Jacob Klingelhutz j.klingelhutz@biglakeschools.org

SCHOOL SCHEDULES

LIBERTY ELEMENTARY SCHOOL - LUNCH TIMES

10:15-1:15

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	8:30 - 9:20	8:30 - 9:12
2nd Hour	9:24- 10:14	9:16 - 9:58
3rd Hour	10:18 - 11:08	10:02 - 10:44
WIN		10:48 - 11:28
4th Hour	A 11:08 - 11:38	11:32 - 12:02
	B 11:38 - 12:08	12:02 - 12:32
	C 12:08 - 12:38	12:32 - 1:02
5th Hour	12:42 - 1:32	1:06 - 1:48
6th Hour	1:36 - 2:26	1:52 - 2:34
7th Hour	2:30 - 3:20	2:38 - 3:20

HIGH SCHOOL	MON, TUE, THUR, FRI	WEDNESDAYS
Period 1	8:30 - 9:23	8:30 - 9:20
Period 2	9:28 - 10:17	9:25 - 10:08
Period 3	10:22 - 11:12	10:13 - 10:53
STING		10:58 - 11:38
Period 4	11:17 - 12:39	11:43 - 12:59
Period 5	12:44 - 1:33	1:04 - 1:46
Period 6	1:38 - 2:27	1:51 - 2:32
Period 7	2:32 - 3:20	2:37 - 3:20
Lunch A	11:12 - 11:41	11:38 - 12:05
Lunch B	11:41 - 12:10	12:05 - 12:32
Lunch C	12:10 - 12:39	12:32 - 12:59

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 MTSS model as a tool to match instruction and interventions to individual student needs. More specifically, MTSS 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 MTSS 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.

- Differentiated Instruction - 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.

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.

SCHOOL MEALS POLICY

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

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

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. 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. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating dates that the student cannot attend school is a valid excuse.
 - May include preapproved family trips of short duration at principal discretion.
2. The following reasons shall be sufficient to constitute excused absences:
 - Illness
 - Serious illness in the student's immediate family
 - A death or funeral in the student's immediate family or of a close friend or relative
 - Medical, dental, or orthodontic treatment or a counseling appointment
 - Court appearances occasioned by family or personal action
 - Religious instruction not to exceed three hours in any week
 - Physical emergency conditions such as fire, flood, storm, etc.
 - Official school field trip or other school-sponsored outing
 - Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - Family emergencies
 - Active duty in any military branch of the United States
 - A student's condition that requires ongoing treatment for a mental health diagnosis
 - Consequences of Excused Absences
 - Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher
 - Student make up work will be determined by teacher.

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.

See [School Board Policy 503](#) for more information.

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/Guardians 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: 262-5247 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

Elementary

Liberty AM: Busses will drop off on the east side of the building at 7:25 a.m.

Liberty PM: Busses will be parked in numerical route order (not bus number) at the end of the school day. 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.

Independence AM: Buses will drop off on the backside of the building beginning at 7:25am. Teachers will greet students outside as they exit the buses.

Independence PM: Buses will be parked in numerical route order on the backside of the building. Classes will begin dismissal in a staggered manner starting at 2:14pm. Teachers walk students from their classrooms to board the school buses.

Secondary

Buses will drop off and pick up students in designated bus lanes between the back of the high school and middle school. Buses will park in numerical route order and each bus should have a bus number sign posted in the front window. Middle School and High School student arrival time begins at 8:00 a.m. Busses will drop off by 8:15 am. At the end of the day, students are dismissed at 3:20 pm and busses will depart at 3:30 pm. There will be secondary staff assigned during bus dismissal to assist students.

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.

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 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

HEALTH AND SAFETY

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.

Please see ["Are Your Kids Ready"](#) for immunization requirements.

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; including any content and damage to 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 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.

The purpose of the school dress code is to offer students the opportunity to attend a safe, welcoming, and successful school environment. We want students to dress for success, make positive choices with their attire, and recognize what is appropriate dress for specific occasions. Student dress does influence their learning and success, and it affects school climate and school safety

Clothing must appropriately cover the chest, stomach, and shoulders at all times during the student academic day.

Shorts, skirts, and dresses must be long enough to be appropriate when students are standing, seated, and during classes including Physical Education. Appropriateness is determined by building staff and or administration.

Pants or shorts with excessive holes that overly expose skin are not to be worn. Any clothing with holes must be appropriate for school as determined by building staff and administration.

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 should not be worn.

Outerwear such as caps, hats, coats, backpacks, purses, cinch bags, sunglasses, blankets, and backpacks are to remain in lockers during the academic school day. Hoods are to remain down at all times. Any headwear other than listed above must be worn as intended by the manufacturer. Exceptions for school-related events may be made at the discretion of building administration.

See School Board Policy 504 for more information.

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. [See School Board Policy 526.](#)

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. [See School Board Policy 514.](#)

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 5-12 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 2022-2023 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 3:20 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.

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.

HOLIDAYS

In our desire to celebrate differences and embrace people of all faiths, backgrounds and traditions, we choose not to celebrate holidays because they are not inclusive of everyone. Instead, we will recognize universal themes such as the changing seasons and experiences common to us all. Please understand this does not mean we will not talk about children's beliefs, practices, etc., but that we simply do not have holiday parties/celebrations.

BIRTHDAYS

Please let us know if it's your child's birthday so we can recognize it during class, or if your child would rather not have us acknowledge his/her special day, please let us know that too! Please save gifts, treats, etc. for at home as it may create a disruption to the learning day.

SPECIAL DAYS

As a way to build classroom community and promote individuality and creative expression we have a few "special days" planned throughout the school year such as Upstander Day, You Matter Day, silly hair day, pajamas day, etc. Watch for communication from your child's classroom teacher for notification of these days.








VISITORS TO SCHOOL BUILDINGS

To minimize disruption to our learning environment, we ask that visitors to school buildings are only for educational purposes. Additionally, to create safe spaces, we ask all visitors to check-in at the building office. If you would like to have lunch with your child, please check them out with the front office of each school building

LIBERTY ELEMENTARY SCHOOL

	BE KIND	BE SAFE	BE A LEARNER
CLASSROOM	<ul style="list-style-type: none"> -We use kind words -We are helpful -We are welcoming to all 	<ul style="list-style-type: none"> -We respect ourselves and others -We use self-control -We use school tools safely 	<ul style="list-style-type: none"> -We listen to and follow directions. -We work as a team. -We try our best.
HALLWAY	<ul style="list-style-type: none"> -We use quiet voices. -Keep our bodies to ourselves. -We ask others to stop if needed. 	<ul style="list-style-type: none"> -We move carefully -We follow the arrows in the hallway -We work as a team to keep spaces in line. 	<ul style="list-style-type: none"> -We help others stay focused on learning. -We go directly to our planned location.
BATHROOM	<ul style="list-style-type: none"> -We use soap and paper towels correctly. -We throw away used paper towels. 	<ul style="list-style-type: none"> -We limit pod bathrooms to 2-3 students to give others space. -We wash our hands with soap -We walk 	<ul style="list-style-type: none"> -We return to class right away. -We go at scheduled times when possible
RECESS	<ul style="list-style-type: none"> -We take turns with equipment. -We ask to join a game. -We include others. 	<ul style="list-style-type: none"> -We listen to the adults. -We keep our bodies to ourselves. -Use materials in the right way. 	<ul style="list-style-type: none"> -We line up right away to return to our class. -We enter the building and classroom calmly.
CAFETERIA	<ul style="list-style-type: none"> -We wait our turn. -We clean up after ourselves. -We throw away garbage when done. 	<ul style="list-style-type: none"> -We wash our hands before and after we eat. -We follow directions. -We sit in our assigned space and eat our own food 	<ul style="list-style-type: none"> -We talk with our classmates about our learning and our interests.
BUS & VANS	<ul style="list-style-type: none"> -We use kind words. -We will ask others to stop if needed. 	<ul style="list-style-type: none"> -We will stay in our own space and seat. -We will wait our turn. -We follow our drivers directions. 	<ul style="list-style-type: none"> -We will watch for our stop. -We will keep our items in our backpack and keep track of our gear.

INDEPENDENCE ELEMENTARY STEM SCHOOL

	RESPECT	KINDNESS	FAIRNESS	RESPONSIBILITY	HONESTY
Bathrooms 	-Give others privacy -Use bathroom quickly	-Flush toilet when finished	-Wait your turn -For soap and papertowels “take two, that’ll do”	-Use bathrooms at appropriate times -Keep bathrooms clean	-Use bathroom only if you need to
Bus 	-Listen to the bus driver -Keep hands, feet, and belongings to self	-Walk carefully and look out for others	-Wait your turn -Wait to be dismissed	-Face the front -Keep track of belongings -Follow your teacher and/or the correct route to your bus	-Ride your own bus -Sit in your assigned seat
Cafeteria 	-Keep your space clean -Say “please” and “thank you” -Chew with your mouth closed	-Invite others to sit by you -Cheer appropriately for principal taxi	-Eat your own food -Wait in line -Wait to be dismissed	-Clear and stack your tray -Know your lunch number	-Sit at assigned table -Take the lunch you chose that morning
Gym Assemblies	-Listen to the speaker -Keep body safe with others around you -Allow everyone to do their best -Follow appropriate voice levels	-Help other -Respect speakers and performers	-Take turns using materials -Be fair of others’ space	-Clean up after yourself -Stay with your class -Wait to be dismissed	-Follow the rules -Do your best to your ability -Be present and listen to speaker/ performer
Hallway 	-Walk on the right -Keep hands and feet to self -Walk in a straight line	-Smile at others -Hold doors open for others	-Share hallways -Give extra space to those who need it	-Walk straight to your destination	-Go only where you need to go Open only your locker
Media Center Computer Labs STEM Lab	-Follow appropriate voice levels -Keep spaces clean -Listen to the speaker	-Help others -Be open to others’ ideas -Use resources gently -Be patient	-Wait your turn -Take care of materials -Share materials	-Follow the 4C’s: Collaboration, Communication, Critical Thinking, & Creativity -Only use resources allowed -Return materials when finished	-Only use materials needed -Tell the truth
Office Health Office 	-Speak clearly -Wait in your chair quietly -Be considerate for those resting	-Use a kind voice -Use “please” and “thank you” -Give others space if they need it	-Wait your turn to be helped -Wait for permission to take any items	-Wait patiently for an adult to help -Stay in your assigned chair -Walk directly to health office -Have a health pass	-Tell the truth -Complete processing sheet honestly
Recess 	-Listen to the monitors -Give others space	-Play games that include others	-Take turns using equipment -Play games by the rules	-Wear appropriate outside gear -Line up quietly right away	-Play in zones you are allowed -Be honest about behavior and report unsafe behavior

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

BUS BEHAVIOR MISCONDUCT MATRIX

VISION TRANSPORTATION IN PARTNERSHIP WITH BIG LAKE SCHOOLS

MINOR INCIDENTS:

Disrespectful behavior, minor physical contact or horseplay, taking personal items from others, name calling, not following directions, littering, excessive noise level, leaving seat, inappropriate language or gestures, inappropriate use of cell phone or technology, arguing, disobedience towards driver or monitor, other incidents reported and deemed inappropriate.

MAJOR INCIDENTS

Major physical aggression (fighting, kicking, punching, etc), profanity and abusive language directed at driver, monitor, or another student, sexual or harassing language, damage or theft of property, intimidating or threatening behavior, insubordination toward driver or monitor, possession or use of illegal substances or related items (tobacco, drugs, e-cigs, weapons), throwing items out of the bus, throwing items at other students.

Response to Bus Referrals				
	1st Incident	2nd Incident	3rd Incident	4+ Incident
Minors	Verbal Warning, Bus Driver has conversation with Student	Bus Driver has conversation with Student & Vision contacts Parents	Bus Driver has conversation with Student, Vision contacts Parents (notifying next incident may result in suspension from the bus), & Assigned Seat	Bus Driver has conversation with Student, Vision contacts Parents, Assigned Seat, as well as some or all of the following: 1. In-School Consequence 2. Bus Suspension, Number of Days dependent on number and nature of incident
Majors	Bus Driver has conversation with Student, Vision Contacts Parents, as well as some or all of the following: 1. Assigned Seat 2. In-School Consequence 3. 3-Day Suspension from the B	Bus Driver has conversation with Student, Vision Contacts Parents,, as well as some or all of the following: 1. Assigned Seat 2. In-School Consequence 3. 5-Day Suspension from the Bus 4. Possible New Bus Assignment	Bus Driver has conversation with Student, Vision Contacts Parents, as well as some or all of the following: 1. Assigned Seat 2. In-School Consequence 3. 7-Day Suspension from the Bus 4. Possible New Bus Assignment	Bus Driver has conversation with Student, Vision contacts Parents, as well as some or all of the following: 1. Assigned Seat 2. In-School Consequence 3. Possible New Bus Assignment 4. 10-Day + Suspension from the Bus, Number of Days dependent on number and nature of incidents and may result in loss of bus privilege.

*Please note that a suspension from transportation includes all forms of transportation during that time period, including but not limited to, to and from school, afterschool activities, inschool activities, and field trips.

*In the event that there is a reported threat that could result in possible harm, the alleged student may be removed from the bus until an investigation can be completed.

*Both Vision or Big Lake School Administrator may impose other consequences, longer bus suspensions, and/or other school discipline as deemed appropriate on a case by case basis. Driver has the authority to assign seats at any time.

Parent/Guardian & Student Handbook

Big Lake Online
Powered by Imagine Learning
2022-2023



August 2022



Welcome to Big Lake Online!

Dear Parents/Guardians 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 at (763) 262-5143.

Sincerely,

Teresa Smock-Potter
Big Lake Online Administrator

CONTACT INFORMATION

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Attendance
blonline@biglakeschools.org

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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/guardians 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/parents must complete an [agreement](#) 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/guardians may meet with school personnel to develop an individualized plan.
- Enrollment in Big Lake 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 Big Lake 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 can receive an orientation on the following topics:

- Logging into Imagine Learning
- Navigating Imagine Learning
- 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/guardians/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/guardian and the student will receive the information necessary to log into Imagine Learning. 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 Big Lake 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/guardian 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/GUARDIAN RESPONSIBILITIES

The Big Lake 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/Guardian 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 Imagine Learning to meet school attendance requirements.
- Ensure the student attends all required class connections (Zoom or in person).
- Log-in to Imagine Learning to become aware of student progress and assignment completion.

Parents/Guardians/Learning coaches should not interfere, disrupt or directly participate in virtual learning unless requested by the teacher.

Parents/Guardians/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 Imagine Learning 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/guardians 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/guardians 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/guardians/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/guardians/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.
- Big Lake 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/guardian 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 (in any course)**- The student will be expected to redo the assignment and will receive a 25% reduction in grade. The parent/guardian will be informed.

- 2nd Offense (**in any course**)- The student will redo the assignment for 50% credit. The parent/guardian will be informed. The student may receive additional assignments related to plagiarism and/or academic dishonesty.
- 3rd Offense (**in any course**)- The student will receive no credit for the assignment. A meeting **will be held** with administration, the teacher, parent/guardian and student. **The student's courses may be locked until a meeting is held.**
- 4th and Additional Offenses - Administration will determine the consequences and will meet with the student and parent/guardian. **This may include a recommendation to return to in-person learning.**

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 the Big Lake Online Program Secretary 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
- Imagine Learning 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.

See [School Board Policy 503](#) for more information.

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 Big Lake Online Program Secretary 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/guardian 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/guardian 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 attendance email.

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/guardians 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, actual grades of 60% or more, and current attendance in all courses at all times while enrolled in Big Lake Online.

STUDENT DRESS CODE

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

The purpose of the school dress code is to offer students the opportunity to attend a safe, welcoming, and successful school environment. We want students to dress for success, make positive choices with their attire, and recognize what is appropriate dress for specific occasions. Student dress does influence their learning and success, and it affects school climate and school safety.

Clothing must appropriately cover the chest, stomach, and shoulders at all times during the student academic day.

Shorts, skirts, and dresses must be long enough to be appropriate when students are standing, seated, and during classes including Physical Education. Appropriateness is determined by building staff and or administration.

Pants or shorts with excessive holes that overly expose skin are not to be worn. Any clothing with holes must be appropriate for school as determined by building staff and administration.

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 should not be worn.

Outerwear such as caps, hats, coats, backpacks, purses, cinch bags, sunglasses, blankets, and backpacks are to remain in lockers during the academic school day (in person). Hoods are to remain down at all times. Any headwear other than listed above must be worn as intended by the manufacturer. Exceptions for school-related events may be made at the discretion of building administration.

See School Board Policy 504 for more information.

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 Big Lake 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 Big Lake Online.

PARENT/GUARDIAN - TEACHER COMMUNICATION

Parent/Guardian will receive frequent communication via email and phone calls from Big Lake Online teachers and administration regarding student progress and important school topics. Parent/Guardian will need to check their email accounts regularly to ensure they have up to date information. Parent/Guardian 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/guardians 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/guardian 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/guardian’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/guardians 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. See School Board Policy [526](#).

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. See School Board Policy [514](#).

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. Regarding 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 (in person).

LOCKER/DESK & CANINE SEARCHES

Student lockers and desks are subject to search without notification for any reason, at any time and without student consent (in person). 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 assistant superintendent of teaching & learning 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/GUARDIANS 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/guardians 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 (in person)

- 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 offered a school-owned Chromebook and if issued, 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.

The parents/guardians of students using school-owned devices must sign an Agreement for Use of Devices via Infinite Campus and agree to pay per incident fees for damages or loss of the device. If students choose to use their own device, no Use of Devices Agreement needs to be signed, but they are still under the guidance of the Technology Acceptable Use Policy. At the end of the school year or upon withdrawal of the program, instructions will be provided for returning materials. Parents/Guardians

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 Imagine Learning:

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

TECHNOLOGY ACCEPTABLE USE

Big Lake Schools believes the use of technology while learning 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 while learning. 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/Guardians 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.

Parents/ Guardians of Big Lake Online students must read, agree to and submit the Intake Form and Agreement linked below.

[Intake Form and Agreement](#)



Return to School Plan

**A guide to the challenges of COVID-19 and the
2022-2023 school year**

All information is subject to change

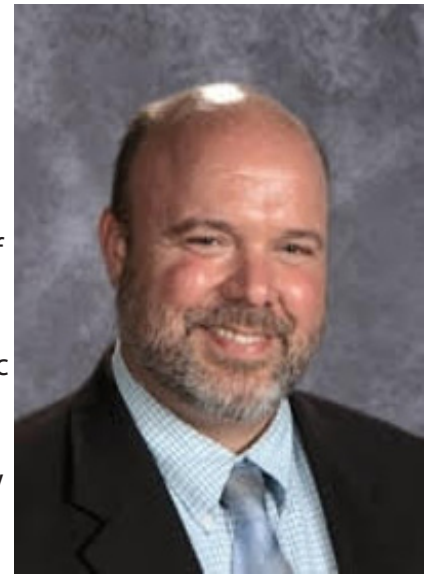
Message from Superintendent Trueebenbach

Greetings Big Lake!

As a district, we are dedicated to ensuring that our communication and our thinking is strategic, methodical and transparent in all we do. This Return to School Plan is meant to accomplish that and share our current strategy to returning students to school in the fall of 2022. Know that this is not the final version of this plan. We will continue to update our plans with guidance from the Minnesota Department of Education and Minnesota Department of Health.

As we navigate our return, we continue to keep sight of our district's strategic plan and its priorities and goals. Even though we've experienced an unusual year, our community's vision and priorities for their children's education is of the utmost importance. While making each critical decision we consider how to:

- Ensure the health and safety of our students, staff, and families by adhering to public health recommendations
- Focus on continuing to raise student achievement and meeting the individual needs of students
- Comply with local, state and federal laws and regulations
- Maintain a fiscally responsible budget



While working through our plans, our end goal is to resume building meaningful connections with our students and provide exceptional learning opportunities for them. While this is our end goal, as we have learned from the past two years, our delivery to achieve this goal needs to be flexible and fluid.

Should you have any questions or concerns regarding this plan, please reach out to us by emailing communications@biglakeschools.org.

Thank you for your continued support of Big Lake Schools!

Tim Trueebenbach

Regulatory Agencies

Our Return to School Plan is based on guidance from the Minnesota Department of Health, Minnesota Department of Education, Centers for Disease Control and Prevention, and any orders issued by the Governor's Office. As a district, we will always follow what is required by these regulatory agencies and adjust any health, safety, or educational procedures to accommodate these requirements.

Face Coverings

It is recommended that staff, students, and visitors wear a face covering while attending school, participating in activities, and district transportation vehicles.

Types of allowable face coverings include:

- Paper or disposable mask
- Cloth mask
- Scarf
- Bandana
- Religious face covering

*Note: Face covering recommendations or requirements are based on guidance from the Minnesota Department of Health. Any changes to current guidance will be communicated accordingly.

The Minnesota Department of Health provides additional resources about recommendations on face coverings: <https://www.health.state.mn.us/diseases/coronavirus/facecover.html>

STAY SAFE MN



Vaccinations

All students and staff will be welcome to participate in school activities and events, regardless if they have been vaccinated or not. Big Lake Schools will not require any staff or student to be vaccinated for COVID-19 prior to participating in school functions. Our district will continue to partner with Sherburne County Public Health and the Minnesota Department of Health to offer vaccination clinics after hours, in our school facilities.

COVID-19 Testing

COVID-19 tests are not required by Big Lake Schools to participate in school activities and events. However, we strongly encourage every student, staff, and community member to test frequently.

Testing kits can be ordered through the Minnesota Department of Health or district students may receive a kit by contacting your building's health office.

Contact Tracing & Quarantine

Staying home when you are sick is one of our best ways to fight COVID-19. Keeping sick children and children who are exposed to COVID-19 away from others helps stop the spread of the virus to other children, staff, and surrounding community. Parents and guardians can use the link below to access the COVID-19 Isolation Guide for People in Schools, Youth, and Child Care Programs.

<https://www.health.state.mn.us/diseases/coronavirus/schools/youthiso.pdf>

This tool applies to children, students, or staff members who are experiencing symptoms consistent with COVID-19. Symptoms consistent with COVID-19 fall into two groups:

- More common symptoms are one or more of these: fever of 100.4 F or higher, new onset and/or worsening cough, difficulty breathing, and new loss of taste or smell.
- Less common symptoms are two or more of these: sore throat, nausea, vomiting, diarrhea,

Big Lake Schools will not conduct contact tracing, however, we will work closely with public health entities on cases that require additional needs.

Daily Symptom Check

To help curb the spread of COVID-19 and keep our school community healthy, we ask that all staff and students complete a daily symptom check before coming to school. We ask that parents assist students with this screening.



Is your child experiencing?

- Chills or fever of 100.4 degrees or higher?
- A new or worsening cough?
- Shortness of breath or difficulty breathing?
- Fatigue?
- Unexplained muscle aches or soreness?
- A new loss of taste or smell?
- A sore throat?
- Nausea or vomiting?
- Diarrhea?
- In the past 14 days have you or your child come in contact with someone who has a positive case of COVID-19?

If YES to any of the questions above seek guidance from your medical provider.

Contact your child's school to inform them of you/your child's symptoms.

More information regarding COVID-19 can be found on the Minnesota Department of Health's website: <https://www.health.state.mn.us/diseases/coronavirus/>

Sanitation Procedures

The safety of our employees and students is our top priority. Upon reopening, our schools have been cleaned and disinfected. In addition to the deep cleaning of facilities, the district is committed to protecting students and staff in order to reduce the risk of the spread of COVID-19.

SCHOOL HOURS

- All staff will receive instruction regarding the proper use and techniques of disinfecting surfaces.
- Teachers and Educational Support Staff will assist with the implementation of disinfecting high touch classroom surfaces between classes and during breaks during the school day.
- Custodial staff will provide each classroom with EPA registered disinfectant that is effective in killing emerging viruses such as COVID-19.
- Classrooms will receive 1 quart spray bottles that are properly labeled along with towels and PPE as needed for staff to safely assist with disinfection of their assigned educational space and/or equipment.
- Maintenance staff will perform scheduled disinfection of restroom facilities throughout the school day.
- Maintenance staff will perform periodic surface sanitation of high touch surfaces throughout the school day.

AFTER SCHOOL HOURS

Maintenance staff will perform nightly deep cleaning of classrooms that include the following tasks:

- Disinfection of door handles, countertops, desktops or work surfaces and common touch areas on doors and walls.
- Disinfection of handwashing stations and restrooms.
- Stocking of sanitation supplies - soap, towels, hand sanitizer and refilling of classroom disinfectant spray bottles and towels.
- Vacuuming/sweeping/mopping of floor surfaces
- Trash removal and disposal.



Food Service

The United States Department of Agriculture (USDA) did not extend free meals for the 2022-2023 school year. Meals will no longer be free of charge to all students. Student meal prices are \$ 1.75 for breakfast with kindergarten breakfasts being free due to funding from the state of Minnesota. Lunch meal prices are \$3.05 for elementary students and \$3.15 for middle and high school students. Families are encouraged to ensure their My School Bucks account is up to date and has funds available for school meals prior to the start of the school year.

Families are also encouraged to apply for free and reduced meal benefits. Qualifying for free and reduced meal benefits can allow a family to receive discounts on other fee based items. A family can reapply as many times as they want for free and reduced benefits throughout the school year as financial situations may change. Parents or guardians may download applications from the District's website or complete the application online through Infinite Campus Parent Portal by clicking on applications and forms.

Special Education Services

Special education services will continue to be provided as Big Lake Schools implements any learning scenarios. For short term (one week or less) unplanned school closures, including Elearning days for inclement weather, the district will ensure your child has contact from any special education teachers and service providers they would have seen if in person. For extended unplanned school closures, your child's case manager will reach out during the first week of the absence to work with you in creating a unique plan that allows your child continued access to their Free and Appropriate Public Education. Parents' first connection for questions related to special education will be their child's case manager.

Weather Related Learning Plan

In the event that Big Lake Schools were to close due to inclement weather, students will engage in e-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.

Transportation

Vision Transportation is excited to partner with Big Lake Schools again this year to assist with your student's transportation needs. Please review the transportation guidelines found on the Big Lake Schools webpage under the Parent & Students section, titled "Getting to/from School". We would appreciate your help in sharing this information with your student, along with asking them to please stay seated while the bus is in motion along with sitting in their assigned seats. We will be using the BusWhere app again this school year to assist with tracking your student on their assigned bus route. If you have any questions or need assistance getting access to this app, please contact our office at: officestaff@visionmidwest.com or call: 763-263-7900, option 1 for assistance.



BIG LAKE SCHOOLS

STRATEGIC PLAN

2022-2027



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 parents and families to promote success.** ~~critical partners promotes success.~~
- In the five core values of the Hornet Way:
 - 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

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

STRATEGIC PLAN FOCUS AREAS

Student Support

Staff Support

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Family & Community Engagement

FOCUS AREAS	GOALS	OBJECTIVES
Student Support	<p>Goal 1: We will achieve the goals of the World’s Best Workforce [WBWF] for all students in the school district (Student Achievement).</p>	<p>Objective 1: The District will annually evaluate the success of meeting the five goals of the WBWF:</p> <ul style="list-style-type: none"> • All children are ready for school. • All third-graders can read at grade level. • All racial and economic achievement gaps between students are closed. • All students are ready for career and college. • All students graduate from high school.
	<p>Goal 2: We will provide equitable opportunities and positive learning environments that engage each learner in reaching their full potential.</p>	<p>Objective 2.1: The district will foster an environment of innovative learning that ignites high academic opportunities.</p> <p>Objective 2.2: The district will develop a District Inclusion and Equity Statement.</p> <p>Objective 2.3: Using the developed Inclusion and Equity Statement, the district will develop policies, procedures, and practices that are inclusive and equitable for each student.</p>
	<p>Goal 3: We will ensure a safe, positive, and welcoming environment where students are respected and can thrive and contribute as global citizens.</p>	<p>Objective 3.1: The district will help all students reach their goals and positively contribute to their current and future community, while holding students accountable for their actions.</p> <p>Objective 3.2: The district will develop the whole child by explicitly teaching and embedding strategies to build resiliency, understand and manage emotions, develop a healthy sense of self and social awareness, establish and maintain positive relationships, make responsible decisions, and embrace diversity with respect for others through social and emotional learning.</p> <p>Objective 3.3: The district will continue to develop a sense of belonging through the 5 core values of the Hornet Way: respect (self-management), honesty (self-awareness), kindness (relationship skills), fairness (social awareness), responsibility (responsible decision-making).</p> <p>Objective 3.4: The district will increase access to mental health supports for students showing needs.</p>
Staff Support	<p>Goal 4: We will recruit & retain a highly qualified workforce.</p>	<p>Objective 4.1: The district will ensure recruitment efforts are in place and centered on partnerships with educational institutions.</p> <p>Objective 4.2: The district will refine student teaching practices to afford opportunities to engage in all aspects of teaching roles.</p> <p>Objective 4.3: The district will cultivate passion and utilize staff talents to best support students.</p> <p>Objective 4.4: The district will develop practices that will recruit and increase the diversity of staff to better represent our student population.</p>
	<p>Goal 5: We will ensure all staff have access to high quality, real time professional development that supports their growth as an educator and impacts student success.</p>	<p>Objective 5.1: The district will train staff on identifying and eliminating barriers that prevent students from learning at their highest potential.</p> <p>Objective 5.2: The district will train staff on appropriate behavior management strategies.</p> <p>Objective 5.3: The district will provide professional development that is developmentally appropriate, while still creating pathways for our students.</p> <p>Objective 5.4: The district will provide a guaranteed viable curriculum.</p> <p>Objective 5.5: The district will receive and use staff feedback in developing future professional development.</p>
	<p>Goal 6: We will create a positive environment in which our staff culture is focused on collaboration, equity, and inclusion of each staff member. is one where all staff feel universally supported.</p>	<p>Objective 6.1: The district will prioritize staff wellbeing through creating welcoming and respectful learning environments, prioritizing collaboration and offering coaching & support</p> <p>Objective 6.2: Using the developed inclusion and equity statement (Objective 2.2), the district will provide professional development for staff on awareness and understanding, and ability to engage in conversations around diversity, equity, and inclusion.</p> <p>Objective 6.3: The district will build optimal environments for all staff to create positive, supportive collegial relationships that align with district values.</p>

FOCUS AREAS	GOALS	OBJECTIVES
Family & Community Engagement	<p>Goal 7: We will grow and maintain two-way relationships with stakeholders to further community support and value in our district.</p>	<p>Objective 7.1: The district will work to continually engage and partner with families and the community to further support and develop our students. Objective 7.2: The district will ensure community feedback is wanted and used.</p>
	<p>Goal 8: We will ensure that our communication and our thinking is strategic, methodical, and transparent in all we do.</p>	<p>Objective 8.1: The district will utilize various media to ensure that the district’s goals, mission, and programs are accurately told. Objective 8.2: The district will ensure coordinated communications, both internally and externally, regarding critical safety issues and crisis management.</p>
	<p>Goal 9: We will support district programs and objectives through creative marketing techniques.</p>	<p>Objective 9.1: The district will develop, grow, and maintain collaborative relationships with all stakeholders to strengthen support for Big Lake Schools. Objective 9.2: The district will establish tactics to grow community pride and trust in the district.</p>
	<p>Goal 10: We will develop facilities and operations plans that support our district mission.</p>	<p>Objective 10.1: The district will maximize use of current district spaces to respond to community needs, and configurations that support ongoing connection to school. Objective 10.2: The district will ensure that proper spaces and staffing are available for innovative education experiences. Objective 10.3: The district will determine what more is needed in respect to space and facilities after current facilities are maximized.</p>



EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Minnesota Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to employees:

Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)

Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)

Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)

Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)

Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None