



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 24, 2023
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. Consent Agenda	
Chair, Tonya Reasoner	
A. Previous Minutes	4
Minutes from the July 27, 2023 Regular Board Meeting and the August 16, 2023 Work Session	
B. Claims and Accounts	7
Claims and Accounts for the month of August	
C. Credit Card Report	18
D. Personnel	23
E. Fundraisers	24
F. Final Reading and Approval of Policies	25
606 Textbooks and Instructional Materials; 611 Home Schooling; 702 Accounting; 703 Annual Audit; 705 Investments; 710 Extracurricular Transportation; 712 Video Surveillance Other Than On Buses; 808 Animals on School Premises; 808A Staff Request Form for an Animal Visit; 808B Request Form for an Animal Visit; 905 Advertising	
Remove: 730 Delinquent Meal Bad Debt	
G. Approval of One Read Policies	54
102 Equal Educational Opportunity; 406 Public and Private Personnel Data; 418 Drug-Free Workplace, Drug-Free School; 419 Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction; 424 License Status; 514 Bullying Prohibition; 532 Use of Peace Officer and Crisis Team to Remove Students with IEPs from School Grounds; 534 School Meals	
H. SRO Agreement	89
I. Memorandum of Understanding K-12 Online Section(s) Outside of Teacher Work Day 23-25	96
VII. Donations	97
Chair, Tonya Reasoner	
VIII. Activities Annual Update	98
Activities Director, Jared Matson	
IX. Financial Report	113
Director of Business Services, Angie Manuel	1
July report will be presented.	

X. Student Handbook	124
Superintendent, Tim Truebenbach	
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Superintendent, Tim Truebenbach	
XII. Volunteer Handbook	163
Superintendent, Tim Truebenbach	
XIII. Field Trip Annual Review	
Superintendent, Tim Truebenbach	
XIV. First Reading of Policies	170
Superintendent, Tim Truebenbach	
516.5 Overdose Medication	
XV. Second Reading of Policies	174
Superintendent, Tim Truebenbach	
613 Graduation Requirements; 620 Credit for Learning; 708 Transportation of Nonpublic School Students	
XVI. Annual Review of Policies	188
Superintendent, Tim Truebenbach	
722 Public Data Requests	
XVII. School Board Committee/Representative Updates	
A. Finance Committee	
Treasurer, Amber Sixberry	
B. Policy Committee	
Chair, Tonya Reasoner	
C. Buildings and Grounds Committee	
Board Member, Lenette Brown	
D. School Board Representatives	
XVIII. Superintendent Report	
Superintendent, Tim Truebenbach	
A. Cabinet Department Update	
Tour of the High School and Independence	
XIX. 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

INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA
SHERBURNE COUNTY

Minutes of the Regular Meeting
July 27, 2023
6:30 PM

I. CALL TO ORDER

The regular meeting of the Board of Education of Independent School District No. 727, Big Lake Schools, was called to order on July 27, 2023 at 6:30 PM in the Middle School Student Center by Chair Reasoner.

II. ROLL CALL

The following Board members were present: Mr. Tony Scales, Ms. Amber Sixberry, Ms. Tonya Reasoner, Ms. Lenette Brown, and Mr. Derek Nelson. Absent: Ms. Ashley Schabilion.

III. APPROVE AGENDA

A motion was made by Sixberry seconded by Brown to approve the agenda.

The motion carried 5-0.

IV. PLEDGE OF ALLEGIANCE

Chair Reasoner and the Board led the Pledge of Allegiance.

V. OPEN FORUM

No participants

VI. CONSENT AGENDA

A motion was made by Brown seconded by Scales to approve the following:

- A. PREVIOUS MINUTES from the June 15, 2023 regular meeting
- B. CLAIMS AND ACCOUNTS for the month of July in the amount of \$5,049,070.62 checks 103636-103828
- C. CREDIT CARD REPORT
- D. PERSONNEL:

Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Rebelein, Paula	Teacher	Middle School	06/02/2023	Resignation
Reed, Stephanie	Paraeducator	Liberty	06/01/2023	Resignation
Neaton, Jennifer	Paraeducator	High School	09/05/2023	Transfer
Aleksander, Paula	School Monitor	Liberty	06/01/2023	Resignation
Broussard, Alyssa	HR/Payroll Assistant	District Wide	07/07/2023	Resignation
Nelson, Matthew	Custodian	Liberty	07/10/2023	Resignation
Turner, Trevor	Custodian	Middle School	08/08/2023	Transfer
Carr, Julie	Teacher	Middle School	08/28/2023	New Hire
Woods, Celine	Paraeducator	Middle School	09/05/2023	New Hire
St.Hilaire, Dallas	Teacher	Middle School	08/28/2023	New Hire
Deeth, Hannah	Teacher	Liberty	08/28/2023	New Hire
Fleischhacker, Briana	Teacher	Liberty	08/28/2023	New Hire
Brock, Amanda	School Monitor	Liberty	06/01/2023	Resignation
Olson, Scott	Teacher	High School	08/28/2023	New Hire
Pelot, Adam	Teacher	High School	06/02/2023	Resignation
Dukowitz, Chad	Teacher	Middle School	06/02/2023	Resignation
Oberstar, Lindsey	Teacher	Liberty	06/02/2023	Resignation
Richards, Jenny	Teacher	Liberty	06/02/2023	Resignation
Hoof, Melanie	Teacher	Liberty	08/28/2023	New Hire
Hedberg, Amber	Teacher	Liberty	08/28/2023	New Hire

- E. FUNDRAISERS: Activities Department-sell Big Lake Hornet lawn chairs and bleacher seats-receiving 10% of sales for general activities needs. July 28-August 7, 2023; Independence Elementary STEM-Mr. Halverson and Ms Windsperger-Ask for sponsorship of students for \$9 each for one book per month. 8/1/23-9/1/23

The motion carried 5-0.

VII. DONATIONS

A motion was made by Reasoner seconded by Nelson to approve the following donations:

Donor	Item	Designated Purpose (if any)
Big Lake Spud Fest	\$1,850.00	Track and Field Record Board
Linda Paulson	\$200.00	Theatre props for musicals
Three Sons Hardware	\$500.00	Boys and Girls Soccer

The motion carried 5-0.

VIII. FINANCIAL REPORT

Director of Business Services, Angie Manuel, presented the financial report for June. A motion was made by Nelson seconded by Scales to approve the financial report as presented.

The motion carried 5-0.

IX. SECOND READING OF POLICIES

606 Textbooks and Instructional Materials; 611 Home Schooling; 702 Accounting; 703 Annual Audit; 705 Investments; 710 Extracurricular Transportation; 712 Video Surveillance Other Than On Buses; 808 Animals on School Premises; 808A Staff Request Form for an Animal Visit; 808B Request Form for an Animal Visit; 905 Advertising
Remove: 730 Delinquent Meal Bad Debt

X. SUPERINTENDENT REPORT

Buildings and Grounds Director, TJ Zerwas, updated the board on the projects taking place in the district. Superintendent Truebenbach highlighted Independence Elementary STEM for receiving recognition from MDE for PBIS. Work Session set for Wednesday, August 16, 2023 at 6:30 PM, location TBD.

XI. ADJOURNMENT

A motion was made by Sixberry seconded by Scales to adjourn the meeting. The meeting was adjourned at 7:17 PM.

The motion carried 5-0.

Clerk, Tony Scales
Approved August 24, 2023

INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA
SHERBURNE COUNTY

Minutes of the Work Session
August 16, 2023
6:30 PM

- I. CALL TO ORDER
The Work Session of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on August 16, 2023 at 6:31 PM, in the Middle School Student Center, by Chair Reasoner.
- II. ROLL CALL
The following Board members were present: Mr. Tony Scales, Ms. Amber Sixberry, Ms. Tonya Reasoner, Ms. Lenette Brown, Ms. Ashley Schabilion, and Mr. Derek Nelson.
- III. ORGANIZATIONAL CHART REVIEW
Reviewed the Organizational Chart.
- IV. STUDENT HANDBOOK REVIEW
Reviewed the 2023-2024 Student Handbook.
- V. EMPLOYEE HANDBOOK REVIEW
Reviewed the 2023-2024 Employee Handbook.
- VI. VOLUNTEER HANDBOOK REVIEW
Reviewed the Volunteer Handbook.
- VII. ANNOUNCE CLOSED MEETING
Chair Reasoner read a statement to enter a closed session for Superintendent Truebenbach Goals and Evaluation.
- VIII. ADJOURNMENT
A motion was made by Nelson seconded by Sixberry to adjourn the meeting. The meeting was adjourned at 7:52 PM.

The motion carried 6-0.
- IX. CLOSED MEETING: SUPERINTENDENT GOALS AND EVALUATION

Clerk, Tony Scales
Approved August 24, 2023

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 8/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103829	CH	1	13198	ECSI	08/02/2023	\$10,698.50	154237	E 01 201 810 359 000 520	MIDDLE SCHOOL SOUND SYSTEM	
Check Total:							\$10,698.50				
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$575.86	154238	E 01 100 050 000 000 350	INDY ADMIN OFFICE	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$318.60	154238	E 01 100 050 000 000 380	INDY ADMIN OFFICE	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$378.87	154238	E 01 110 050 000 000 350	LIBERTY ADMIN OFFICE	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$318.60	154238	E 01 110 050 000 000 380	LIBERTY ADMIN OFFICE	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$21.29	154238	E 01 100 203 000 000 350	INDY COPIER	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$57.58	154238	E 04 500 570 000 321 350	KIDS CLUB	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$100.16	154238	E 02 005 770 000 701 350	FOOD SERVICE	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$102.34	154238	R 01 000 000 000 000 099	HEAD START	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$185.94	154238	E 12 005 420 000 740 350	SPECIAL EDUCATION	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$77.00	154238	E 02 005 770 000 701 350	FOOD SERVICE	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$65.12	154238	E 04 500 505 000 321 350	COMMUNITY EDUCATION	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$187.26	154238	E 01 005 110 000 000 350	DISTRICT OFFICE	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$2.00	154238	E 11 300 292 000 000 350	ATHLETICS	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$0.98	154238	E 01 300 211 000 000 350	HIGH SCHOOL	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$5.69	154238	E 01 005 610 000 000 350	CURRICULUM, T&L	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$28.09	154238	E 12 005 420 000 740 350	SPECIAL EDUCATION	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$488.75	154238	E 04 500 580 000 325 350	LIBERTY ECFE COPIER	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$692.35	154238	E 01 100 203 304 000 350	NEW LIBERTY COPIER	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$320.94	154238	E 04 500 505 000 321 350	GENERAL CE	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$320.94	154238	E 04 500 570 000 321 350	KIDS CLUB	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$320.93	154238	E 04 500 596 000 344 350	SCHOOL READINESS	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$1,328.50	154238	E 01 300 211 000 000 350	NEW HS COPIER	
001	103830	CH	1	03102	METRO SALES INC	08/02/2023	\$29.94	154238	E 01 300 790 000 699 350	PCN GRANT ALLOCATION	
Check Total:							\$5,927.73				
001	103831	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	08/02/2023	\$898.18	154239	E 01 005 110 305 000 305	JUNE 2023 SERVICES	
Check Total:							\$898.18				
001	103832	CH	1	13241	BENEFIT RESOURCE LLC	08/02/2023	\$172.00	154248	E 01 005 105 000 000 305	COBRA JULY 2023	
Check Total:							\$172.00				
001	103833	CH	1	03184	CENTERPOINT ENERGY	08/02/2023	\$334.88	154249	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS JUNE 2023	
001	103833	CH	1	03184	CENTERPOINT ENERGY	08/02/2023	\$263.44	154249	E 01 201 810 000 000 330	MS SCHOOL INT GAS JUNE 2023	
001	103833	CH	1	03184	CENTERPOINT ENERGY	08/02/2023	\$106.00	154249	E 01 100 810 000 000 330	INDY INT GAS JUNE 2023	
001	103833	CH	1	03184	CENTERPOINT ENERGY	08/02/2023	\$194.57	154249	E 01 300 810 000 000 330	HS FIRM GAS JUNE 2023	

Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103833	CH	1 03184	CENTERPOINT ENERGY	08/02/2023	\$824.97	154249	E 01 300 810 000 000 330	HS SCHOOL INT GAS JUNE 2023
001	103833	CH	1 03184	CENTERPOINT ENERGY	08/02/2023	\$19.00	154249	E 01 100 810 000 000 330	INDY FIRM #2 GAS JUNE 2023
001	103833	CH	1 03184	CENTERPOINT ENERGY	08/02/2023	\$161.90	154249	E 01 100 810 000 000 330	INDY FFIRM #1 GAS JUNE 2023
Check Total:						\$1,904.76			
001	103834	CH	1 13688	DASH SPORTS LLC	08/02/2023	\$2,616.00	154250	E 04 500 560 000 321 305	FLAG FOOTBALL CAMP
Check Total:						\$2,616.00			
001	103837	CH	1 08952	HOUGHTON MIFFLIN HARCOART PUBL	08/02/2023	\$1,352.00	154253	E 12 300 407 000 372 406	HMH Read 180 License Renewal HS SY 2
001	103837	CH	1 08952	HOUGHTON MIFFLIN HARCOART PUBL	08/02/2023	\$4,225.00	154253	E 12 201 407 000 372 406	HMH Read 180 License Renewal MS SY 2
Check Total:						\$5,577.00			
001	103838	CH	1 05362	MCDOWALL, MICHAEL	08/02/2023	\$150.00	154254	E 04 500 560 000 321 305	SPRING FIREARM SAFETY CLASS 2023
Check Total:						\$150.00			
001	103839	CH	1 09760	PREMIER LOCATING, INC.	08/02/2023	\$215.00	154255	E 01 005 810 000 000 305	TICKETS
Check Total:						\$215.00			
001	103840	CH	1 01073	RAS GLASS, LLC	08/02/2023	\$438.00	154256	E 01 300 810 000 000 350	HS B&G REPAIRS
001	103840	CH	1 01073	RAS GLASS, LLC	08/02/2023	\$458.00	154257	E 01 100 810 000 000 350	INDY B&G REPAIRS
Check Total:						\$896.00			
001	103841	CH	1 13640	REEVES, ANA	08/02/2023	\$895.00	154258	E 04 500 560 000 321 305	SPANISH AND MUSIC CLASSES
Check Total:						\$895.00			
001	103842	CH	1 13432	ST CLOUD OFFICIAL'S ASSOCIATION	08/02/2023	\$100.00	154262	E 11 300 292 000 000 305	2023-2024 ANNUAL ASSIGNING FEE
Check Total:						\$100.00			
001	103843	CH	1 13322	STYLE CATERING	08/02/2023	\$1,610.63	154259	E 01 300 790 000 699 490	PCN MEETING
Check Total:						\$1,610.63			
001	103844	CH	1 13009	TRAFERA HOLDINGS, LLC	08/02/2023	\$113,400.00	154260	E 05 005 630 000 795 466	CHROMEBOOKS
Check Total:						\$113,400.00			
001	103845	CH	1 12980	ELIASON, THOMAS	08/02/2023	\$143.00	154251	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS CHISAGO
001	103845	CH	1 12980	ELIASON, THOMAS	08/02/2023	\$50.00	154261	E 11 300 296 162 000 366	MILEAGE
Check Total:						\$193.00			
001	103846	CH	1 07602	FAME AWARDS	08/02/2023	\$66.00	154252	E 11 300 295 119 000 401	
001	103846	CH	1 07602	FAME AWARDS	08/02/2023	\$66.00	154252	E 11 300 293 119 000 401	
001	103846	CH	1 07602	FAME AWARDS	08/02/2023	\$6.00	154252	E 11 300 295 119 000 401	
001	103846	CH	1 07602	FAME AWARDS	08/02/2023	\$6.00	154252	E 11 300 293 119 000 401	
Check Total:						\$144.00			
001	103847	CH	1 04472	CARING RIVERS UNITED WAY	08/09/2023	\$40.00	154386	B 01 215 045	United Way

Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103847	CH	1 04472	CARING RIVERS UNITED WAY	08/09/2023	\$14.00	154386	B 12 215 045	United Way
						Check Total:	\$54.00		
001	103848	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	08/09/2023	\$281.00	154403	B 01 215 081	Child Support
						Check Total:	\$281.00		
001	103849	CH	1 04223	NCPERS GROUP LIFE INS	08/09/2023	\$112.00	154406	B 01 215 033	NCPR Life
						Check Total:	\$112.00		
001	103850	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	08/09/2023	\$486.80	154408	B 01 215 040	U Due Nc
001	103850	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	08/09/2023	\$66.91	154408	B 04 215 040	U Dues Nc
						Check Total:	\$553.71		
001	103851	CH	1 09274	STEWART, ZLIMEN & JUNGERS, LTD	08/09/2023	\$399.57	154410	B 04 215 079	Payroll Deductions-Garnishment
						Check Total:	\$399.57		
001	103852	CH	1 06130	CARD SERVICES	08/09/2023	\$259.66	154439	E 04 500 570 000 321 490	CE
001	103852	CH	1 06130	CARD SERVICES	08/09/2023	\$49.44	154439	E 04 500 580 341 325 401	CE
001	103852	CH	1 06130	CARD SERVICES	08/09/2023	\$20.52	154439	E 04 500 560 155 321 401	CE
						Check Total:	\$329.62		
001	103853	CH	1 12956	SURMA, ASHLIE	08/09/2023	\$158.94	154440	E 04 799 590 000 351 433	FY 23 HOMESCHOOL SUPPLIES
						Check Total:	\$158.94		
001	103854	CH	1 13465	ANDERSON, JULIE	08/09/2023	\$756.00	154427	E 04 500 565 090 321 305	POUND
						Check Total:	\$756.00		
001	103855	CH	1 06130	CARD SERVICES	08/09/2023	\$10.97	154437	E 01 201 208 290 000 401	MS
001	103855	CH	1 06130	CARD SERVICES	08/09/2023	\$73.32	154437	E 04 500 596 013 161 401	CE
						Check Total:	\$84.29		
001	103856	CH	1 08417	EDUCATORS BENEFIT CONSULTANTS	08/09/2023	\$400.36	154428	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE AUGUST 20
						Check Total:	\$400.36		
001	103857	CH	1 13643	FAO JOE HARRIS	08/09/2023	\$1,028.77	154438	E 11 300 293 118 000 401	FOOTBALL COACHING MANNEQUIN-SNI
						Check Total:	\$1,028.77		
001	103858	CH	1 06797	IOWA STATE UNIVERSITY	08/09/2023	\$875.00	154429	E 01 300 960 000 340 898	SCHOLARSHIP (BRODEN JOHNS)
						Check Total:	\$875.00		
001	103859	CH	1 08228	KIDCREATE STUDIO	08/09/2023	\$570.00	154431	E 01 100 203 013 150 303	RAINBOW CANDY SCENE
001	103859	CH	1 08228	KIDCREATE STUDIO	08/09/2023	\$456.00	154431	E 01 100 203 013 150 303	DON'T BUG ME
						Check Total:	\$1,026.00		
001	103860	CH	1 13130	LMNO DESIGN CO LLC	08/09/2023	\$1,416.00	154430	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT JULY 2023
						Check Total:	\$1,416.00		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 8/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103861	CH	1 07575	NORTH DAKOTA STATE UNIVERSITY	08/09/2023	\$500.00	154432	E 01 300 960 000 340 898	23/24 SCHOLARSHIP (GRACE OLSON)
						Check Total:	\$500.00		
001	103862	CH	1 12762	T-MOBILE	08/09/2023	\$140.00	154433	E 01 005 630 000 000 320	HOT SPOTS 06/21/23-07/20/23
						Check Total:	\$140.00		
001	103863	CH	1 13697	WEBSTER, STEPHANIE	08/09/2023	\$90.00	154434	E 04 500 565 090 321 305	TEXTURED PAINTING 101 CLASS
						Check Total:	\$90.00		
001	103864	CH	1 13704	JACKSON, JOHN SR	08/18/2023	\$210.00	154474	E 04 500 560 000 321 305	SPRING 2023 BOYS VOLLEYBALL COAC
						Check Total:	\$210.00		
001	103865	CH	1 10455	NORTH SHORE GYM SALES LLC	08/18/2023	\$2,856.00	154442	E 04 500 560 122 321 530	FLOOR BAR/LASER BEAM/VERTICAL EN
						Check Total:	\$2,856.00		
001	103866	CH	1 13679	OSPREY WILDS ENVIRONMENTAL LEA	08/18/2023	\$525.00	154443	E 01 005 790 000 320 305	MAPLE SYRUPING/OJIBWE HIKE/WOLVE
001	103866	CH	1 13679	OSPREY WILDS ENVIRONMENTAL LEA	08/18/2023	(\$525.00)	154443	E 01 005 790 000 320 305	MAPLE SYRUPING/OJIBWE HIKE/WOLVE
001	103866	CH	1 13679	OSPREY WILDS ENVIRONMENTAL LEA	08/18/2023	\$525.00	154443	E 01 005 203 000 320 305	MAPLE SYRUPING/OJIBWE HIKE/WOLVE
						Check Total:	\$525.00		
001	103867	CH	1 12159	ARVIG	08/18/2023	\$133.44	154482	E 01 005 630 000 000 305	INTERNET 08/06/23-09/05/23
						Check Total:	\$133.44		
001	103868	CH	1 07628	BerganKDV	08/18/2023	\$10,000.00	154479	E 01 005 110 000 000 305	INTERIM BULLING AUDIT JUNE 30, 3032
						Check Total:	\$10,000.00		
001	103869	CH	1 10336	BOULDER POINTE EQUESTRIAN AND F	08/18/2023	\$1,232.00	154446	E 04 500 560 000 321 305	CE CAMPS
						Check Total:	\$1,232.00		
001	103870	CH	1 10215	CULINEX	08/18/2023	\$37,270.84	154448	E 02 100 770 000 701 530	INDEPENDENCE KETTLE STEAMER
						Check Total:	\$37,270.84		
001	103871	CH	1 12226	DARRYL WALETZKO	08/18/2023	\$21,600.00	154449	E 05 005 865 000 384 350	REPAIR OF STORM SEWER AND REMOV
001	103871	CH	1 12226	DARRYL WALETZKO	08/18/2023	\$15,786.00	154449	E 05 005 865 000 384 350	REPLACEMENT OF SIDEWALK SECTION
001	103871	CH	1 12226	DARRYL WALETZKO	08/18/2023	\$1,200.72	154449	E 05 005 865 000 384 350	ADDED CLASS 5 (MATERIAL ONLY)
001	103871	CH	1 12226	DARRYL WALETZKO	08/18/2023	\$2,480.00	154449	E 05 005 865 000 384 350	ADDED SIDE WALK
001	103871	CH	1 12226	DARRYL WALETZKO	08/18/2023	\$600.00	154449	E 05 005 865 000 384 350	REMOVE BERM & HAUL OFF-SITE
001	103871	CH	1 12226	DARRYL WALETZKO	08/18/2023	\$7,000.00	154449	E 05 005 865 000 384 350	ADDED LANDSCAPING IN BERM
001	103871	CH	1 12226	DARRYL WALETZKO	08/18/2023	\$0.00	154449	E 05 005 865 000 384 350	LTFM 2024
						Check Total:	\$48,666.72		
001	103872	CH	1 10152	DOSTAL, KRISTI	08/18/2023	\$3,375.00	154450	E 04 500 560 000 321 305	FRIDAY JUNIOR LEAGUE/JURNIOR CAM
						Check Total:	\$3,375.00		

Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103873	CH	1	13284	EDUCATIONAL BIOMETRIC TECHNOLO	08/18/2023	\$600.00	154451	E 02 005 770 000 701 315	12 months support agreement	
Check Total:							\$600.00				
001	103874	CH	1	05564	EMERGENCY OUTFITTERS, INC	08/18/2023	\$54.00	154452	E 04 500 570 000 321 305	AHA SCHOOL COMPLETION CARDS	
001	103874	CH	1	05564	EMERGENCY OUTFITTERS, INC	08/18/2023	\$2,013.00	154476	E 04 500 560 000 321 305	FAST KIDS/AM ACAD OF PEDS BABYSIT	
Check Total:							\$2,067.00				
001	103875	CH	1	13032	FLICEK WELDING, LLC	08/18/2023	\$2,200.00	154453	E 05 005 865 000 347 305	LOCATION #1 NEW 4FT LADDER & INST/	
001	103875	CH	1	13032	FLICEK WELDING, LLC	08/18/2023	\$2,200.00	154453	E 05 005 865 000 347 305	LOCAITON #2 NEW 4FT LADDER & INST/	
001	103875	CH	1	13032	FLICEK WELDING, LLC	08/18/2023	\$2,400.00	154453	E 05 005 865 000 347 305	LOCATION #3 NEW 5FT LADDER & INST/	
001	103875	CH	1	13032	FLICEK WELDING, LLC	08/18/2023	\$3,100.00	154453	E 05 005 865 000 347 305	LOCATION #1 EXISTING 11FT LADDER &	
001	103875	CH	1	13032	FLICEK WELDING, LLC	08/18/2023	\$3,400.00	154453	E 05 005 865 000 347 305	location #5 NEW 13FT LADDER & INSTAL	
Check Total:							\$13,300.00				
001	103876	CH	1	12516	GILBERT MECHANICAL CONTRACTOR:	08/18/2023	\$2,811.00	154454	E 05 100 865 000 363 350	FIRE SPRINKLER SYSTEM INSPECTION	
001	103876	CH	1	12516	GILBERT MECHANICAL CONTRACTOR:	08/18/2023	\$2,861.00	154455	E 05 201 865 000 363 350	FIRE SPRINKLER INSPECTION AT MS	
Check Total:							\$5,672.00				
001	103877	CH	1	06230	GOPHER STATE ONE-CALL	08/18/2023	\$6.75	154456	E 01 005 810 000 000 350	TICKETS	
Check Total:							\$6.75				
001	103878	CH	1	13701	HEMKER PARK & ZOO	08/18/2023	\$2,509.00	154457	E 01 100 203 013 150 303	FIELDTRIP 08/04/2023	
Check Total:							\$2,509.00				
001	103879	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBL	08/18/2023	\$5,137.50	154458	E 05 110 203 601 302 460	ISBN13: 9780544193802 Math in Focus 1	
001	103879	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBL	08/18/2023	\$5,137.50	154458	E 05 110 203 601 302 460	ISBN13: 9780544193819 Math in Focus 1	
001	103879	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBL	08/18/2023	\$1,438.50	154458	E 05 110 203 601 302 460	shipping	
Check Total:							\$11,713.50				
001	103880	CH	1	07027	HOUSE OF PRINT	08/18/2023	\$82.22	154475	E 04 500 520 000 322 305	ABE	
001	103880	CH	1	07027	HOUSE OF PRINT	08/18/2023	\$164.44	154475	E 04 500 565 080 321 305	OPENING DOORS	
001	103880	CH	1	07027	HOUSE OF PRINT	08/18/2023	\$3,864.28	154475	E 04 500 505 000 321 305	GENERAL CE	
Check Total:							\$4,110.94				
001	103882	CH	1	13663	MINNESOTA STATE - MANKATO	08/18/2023	\$2,000.00	154459	E 01 300 960 000 340 898	22/23 SCHOLARSHIP (AUDREY WERTISI	
Check Total:							\$2,000.00				
001	103883	CH	1	05296	MONTICELLO COMMUNITY ED	08/18/2023	\$178.00	154461	E 04 500 565 090 321 305	MINNEAPOLIS QUEEN CRUISE	
Check Total:							\$178.00				
001	103884	CH	1	08850	NEW DOMINION SCHOOL	08/18/2023	\$3,872.00	154480	E 12 998 408 000 740 393	AT JULY SERVICES	
001	103884	CH	1	08850	NEW DOMINION SCHOOL	08/18/2023	\$1,475.36	154480	E 01 998 211 000 000 390	AT JULY SERVICES	
Check Total:							\$5,347.36				

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001	103885	CH	1	10455	NORTH SHORE GYM SALES LLC	08/18/2023	\$4,612.00	154460	E 04 500 560 122 321 530	LANDING MAT/DEMO	
Check Total:							\$4,612.00				
001	103886	CH	1	13016	NORTHLAND REFRIGERATION INCORP	08/18/2023	\$343.00	154462	E 01 110 810 000 000 305	TROUBLESHOOT A/C AT LIBERTY	
001	103886	CH	1	13016	NORTHLAND REFRIGERATION INCORP	08/18/2023	\$12,822.00	154463	E 15 300 865 000 380 520	REPAIR UNIT 10A AND CONVERT TO R40	
001	103886	CH	1	13016	NORTHLAND REFRIGERATION INCORP	08/18/2023	\$31,784.00	154463	E 15 300 865 000 380 520	REPAIR AND CONVERT UNTI 10 TO R40	
001	103886	CH	1	13016	NORTHLAND REFRIGERATION INCORP	08/18/2023	\$0.00	154463	E 15 300 865 000 380 520	LTFM - BOND	
001	103886	CH	1	13016	NORTHLAND REFRIGERATION INCORP	08/18/2023	(\$2,100.00)	154463	E 15 300 865 000 380 520	REFRIGERANT NOT NEEDED	
Check Total:							\$42,849.00				
001	103887	CH	1	07890	PMA ASSET MANAGEMENT, LLC	08/18/2023	\$248.92	154478	E 45 005 935 000 000 305	ASSETS 07/01/23-07/31/23	
Check Total:							\$248.92				
001	103888	CH	1	13220	RUMPCA-BARRETT, JOELYN	08/18/2023	\$550.00	154464	E 04 500 570 000 321 305	AMERICAN HEART ASSOCIATION CPR, /	
Check Total:							\$550.00				
001	103889	CH	1	13495	SAVAGE, TODD A	08/18/2023	\$3,000.00	154465	E 01 201 208 000 799 305	HONORAIUM FOR CO-FACILITATION THI	
001	103889	CH	1	13495	SAVAGE, TODD A	08/18/2023	\$189.54	154466	E 01 201 208 000 799 366	ONE-NIGHT'S LODGING	
Check Total:							\$3,189.54				
001	103890	CH	1	13645	SPIETH ANDERSON USA LC	08/18/2023	\$2,320.00	154477	E 04 500 560 122 321 530	5'x10'x24" Spieth Soft Top Pit Module	
001	103890	CH	1	13645	SPIETH ANDERSON USA LC	08/18/2023	\$758.00	154477	E 04 500 560 122 321 530	Covered Sting Mat Soft Denim 2MX3MX5C	
001	103890	CH	1	13645	SPIETH ANDERSON USA LC	08/18/2023	\$677.00	154477	E 04 500 560 122 321 530	Freight	
Check Total:							\$3,755.00				
001	103891	CH	1	13212	THREE SONS HARDWARE LLC	08/18/2023	\$9.87	154467	E 01 005 810 000 000 401	B&G	
001	103891	CH	1	13212	THREE SONS HARDWARE LLC	08/18/2023	\$17.13	154467	E 01 300 810 000 000 350	HS	
Check Total:							\$27.00				
001	103892	CH	1	13009	TRAFERA HOLDINGS, LLC	08/18/2023	\$35,472.00	154483	E 05 005 630 000 795 406	Go Guardian 2 year Subscription 07/01/23	
Check Total:							\$35,472.00				
001	103893	CH	1	06532	VISION STAFFING	08/18/2023	\$1,370.41	154468	E 01 005 810 356 000 305	GOUNDS JANITORIAL SERVICES WEEK	
001	103893	CH	1	06532	VISION STAFFING	08/18/2023	\$933.28	154469	E 01 005 810 356 000 305	GROUNDS JANITORIAL SERVICES WEE	
001	103893	CH	1	06532	VISION STAFFING	08/18/2023	\$1,026.63	154470	E 01 005 810 356 000 305	GROUNDS JANITORIAL SERVICES WEE	
Check Total:							\$3,330.32				
001	103894	CH	1	13048	WELLNESS FOR LIVING LLC	08/18/2023	\$400.00	154471	E 01 100 203 013 150 303	ICE CREAM AT INDY	
Check Total:							\$400.00				
001	103895	CH	1	13496	WOITASZEWSKI, SCOTT A	08/18/2023	\$3,000.00	154472	E 01 300 211 000 799 305	CO-FACILITATING THE PREPARE WORK	
001	103895	CH	1	13496	WOITASZEWSKI, SCOTT A	08/18/2023	12 \$81.87	154473	E 01 300 211 000 799 366	MILEAGE	
Check Total:							\$3,081.87				

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103896	CH	1 10414	BIG BEAR APPAREL	08/18/2023	\$3,770.00	154445	E 04 500 560 122 321 436	CE HORNET APPAREL

Check Total: \$3,770.00

Bank 001 Total:

Report Total:

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103897	CH	1	04472	CARING RIVERS UNITED WAY	08/18/2023	\$40.00	154500	B 01 215 045	United Way	
001	103897	CH	1	04472	CARING RIVERS UNITED WAY	08/18/2023	\$14.00	154500	B 12 215 045	United Way	
Check Total:							\$54.00				
001	103898	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	08/18/2023	\$281.00	154599	B 01 215 081	Child Support	
Check Total:							\$281.00				
001	103899	CH	1	12504	MN PEIP	08/18/2023	\$264,018.89	154615	B 01 215 030	SEPTEMBER 2023 HEALTH	
001	103899	CH	1	12504	MN PEIP	08/18/2023	\$6,593.08	154615	B 04 215 030	SEPTEMBER 2023 HEALTH	
001	103899	CH	1	12504	MN PEIP	08/18/2023	\$5,806.56	154615	B 05 215 030	SEPTEMBER 2023 HEALTH	
001	103899	CH	1	12504	MN PEIP	08/18/2023	\$1,517.30	154615	B 11 215 030	SEPTEMBER 2023 HEALTH	
001	103899	CH	1	12504	MN PEIP	08/18/2023	\$62,066.88	154615	B 12 215 030	SEPTEMBER 2023 HEALTH	
001	103899	CH	1	12504	MN PEIP	08/18/2023	\$61,969.70	154615	B 01 215 051	SEPTEMBER 2023 HEALTH	
001	103899	CH	1	12504	MN PEIP	08/18/2023	\$1,370.94	154615	B 04 215 051	SEPTEMBER 2023 HEALTH	
001	103899	CH	1	12504	MN PEIP	08/18/2023	\$768.08	154615	B 05 215 051	SEPTEMBER 2023 HEALTH	
001	103899	CH	1	12504	MN PEIP	08/18/2023	\$0.00	154615	B 11 215 051	SEPTEMBER 2023 HEALTH	
001	103899	CH	1	12504	MN PEIP	08/18/2023	\$8,273.92	154615	B 12 215 051	SEPTEMBER 2023 HEALTH	
Check Total:							\$412,385.35				
001	103900	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/18/2023	\$681.18	154603	B 01 215 040	U Due Nc	
001	103900	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/18/2023	\$102.81	154603	B 04 215 040	U Dues Nc	
Check Total:							\$783.99				
001	103901	CH	1	09274	STEWART, ZLIMEN & JUNGERS, LTD	08/18/2023	\$234.61	154605	B 04 215 079	Payroll Deductions-Garnishment	
Check Total:							\$234.61				
001	103902	CH	1	13708	BENTON-STEARNES ED DISTRICT	08/25/2023	\$213.93	154651	E 01 998 211 000 000 390	FE 23 ACCESS FEES - LEASE GV MEMB	
Check Total:							\$213.93				
001	103926	CH	1	09213	AQUA ENGINEERING, INC.	08/25/2023	\$1,957.96	154621	E 01 005 810 000 000 350	B&G REPAIRS	
001	103926	CH	1	09213	AQUA ENGINEERING, INC.	08/25/2023	\$702.56	154622	E 01 005 810 000 000 350	B&G REPAIRS	
001	103926	CH	1	09213	AQUA ENGINEERING, INC.	08/25/2023	\$335.04	154623	E 01 005 810 000 000 350	B&G REPAIRS	
001	103926	CH	1	09213	AQUA ENGINEERING, INC.	08/25/2023	\$355.00	154624	E 01 005 810 000 000 350	B&G REPAIRS	
Check Total:							\$3,350.56				
001	103927	CH	1	03184	CENTERPOINT ENERGY	08/25/2023	\$320.87	154625	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS JULY 2023	
001	103927	CH	1	03184	CENTERPOINT ENERGY	08/25/2023	\$394.86	154625	E 01 201 810 000 000 330	MS SCHOOL INT GAS JULY 2023	
001	103927	CH	1	03184	CENTERPOINT ENERGY	08/25/2023	\$106.00	154625	E 01 100 810 000 000 330	INDY INT GAS JULY 2023	
001	103927	CH	1	03184	CENTERPOINT ENERGY	08/25/2023	\$348.37	154625	E 01 300 810 000 000 330	HS FIRM GAS JULY 2023	
001	103927	CH	1	03184	CENTERPOINT ENERGY	08/25/2023	\$411.41	154625	E 01 300 810 000 000 330	HS SCHOOL INT GAS JULY 2023	
001	103927	CH	1	03184	CENTERPOINT ENERGY	08/25/2023	\$19.00	154625	E 01 100 810 000 000 330	INDY FIRM #2 GAS JULY 2023	

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001	103927	CH	1	03184	CENTERPOINT ENERGY	08/25/2023	\$73.00	154625	E 01 100 810 000 000 330	INDY FFIRM #1 GAS JULY 2023	
Check Total:							\$1,673.51				
001	103928	CH	1	10780	EBERT, INC.	08/25/2023	\$2,304,335.06	154626	E 06 100 870 000 000 520	BOND 22A INDY RENOVATIONS 22D100.1	
Check Total:							\$2,304,335.06				
001	103929	CH	1	12411	GBR	08/25/2023	\$138.34	154627	E 12 300 400 178 000 358	HS INTERPRETING SERVICES	
Check Total:							\$138.34				
001	103930	CH	1	13246	HERITAGE EMBROIDERY & DESIGN	08/25/2023	\$78.00	154628	E 11 300 296 124 000 401	VOLLEYBALL SCOREBOOK 5035-WHITE	
001	103930	CH	1	13246	HERITAGE EMBROIDERY & DESIGN	08/25/2023	\$45.00	154628	E 11 300 294 112 000 401	BASKETBALL SCORE BOOK BOOK-NA	
001	103930	CH	1	13246	HERITAGE EMBROIDERY & DESIGN	08/25/2023	\$45.00	154628	E 11 300 296 112 000 401	BASKETBALL SCORE BOOK BOOK-NA	
001	103930	CH	1	13246	HERITAGE EMBROIDERY & DESIGN	08/25/2023	\$12.50	154628	E 11 300 296 112 000 401	SHIPPING	
001	103930	CH	1	13246	HERITAGE EMBROIDERY & DESIGN	08/25/2023	\$12.50	154628	E 11 300 294 112 000 401	SHIPPING	
Check Total:							\$193.00				
001	103931	CH	1	13254	IMAGINE LEARNING LLC	08/25/2023	\$0.00	154629	E 01 300 399 000 830 406	QUOTE #282750	
001	103931	CH	1	13254	IMAGINE LEARNING LLC	08/25/2023	\$4,500.00	154629	E 01 300 399 000 830 406	CTE LICENSE	
001	103931	CH	1	13254	IMAGINE LEARNING LLC	08/25/2023	\$19,000.00	154629	E 01 400 203 000 000 406	ELEMENTRY LICENSE	
001	103931	CH	1	13254	IMAGINE LEARNING LLC	08/25/2023	\$37,750.00	154629	E 01 410 211 000 000 406	HIGH SCHOOL LICENSE	
Check Total:							\$61,250.00				
001	103932	CH	1	01644	IND. SCHOOL DISTRICT 877	08/25/2023	\$250.00	154635	E 01 300 211 000 000 390	WRIGHT CHOICE ANNUAL MEMBERSHIP	
Check Total:							\$250.00				
001	103933	CH	1	13565	KUE CONTRACTORS INC	08/25/2023	\$544,087.99	154631	E 06 300 870 000 000 520	BOND 22A HS RENOVATIONS 22E300.01	
Check Total:							\$544,087.99				
001	103934	CH	1	13166	LRS OF MINNESOTA, LLC	08/25/2023	\$342.47	154632	E 01 300 810 000 000 333	HS WASTE SERVICES AUGUST 2023	
001	103934	CH	1	13166	LRS OF MINNESOTA, LLC	08/25/2023	\$574.74	154632	E 01 201 810 000 000 333	MS WASTE SERVICES AUGUST 2023	
001	103934	CH	1	13166	LRS OF MINNESOTA, LLC	08/25/2023	\$342.47	154632	E 01 100 810 000 000 333	INDY WASTE SERVICES AUGUST 2023	
001	103934	CH	1	13166	LRS OF MINNESOTA, LLC	08/25/2023	\$342.47	154632	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES AUGUST 20	
001	103934	CH	1	13166	LRS OF MINNESOTA, LLC	08/25/2023	\$135.88	154632	E 01 110 810 000 000 333	GROUNDS WASTE SERVICES AUGUST :	
001	103934	CH	1	13166	LRS OF MINNESOTA, LLC	08/25/2023	\$1,131.68	154632	E 01 300 810 000 000 333	HS ROLL OFF SERVICES	
Check Total:							\$2,869.71				
001	103935	CH	1	13705	MN CPR, LLC	08/25/2023	\$875.00	154634	E 04 500 560 126 321 305	LIFEGUARD CLASS STAFF COST	
Check Total:							\$875.00				
001	103936	CH	1	01095	MONTICELLO ISD #882	08/25/2023	\$2,000.00	154630	E 01 005 730 013 160 366	RESILIENCY CONFERENCE	
Check Total:							\$2,000.00				

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001	103937	CH	1	12605	MRI SOFTWARE LLC	08/25/2023	\$10.50	154633	E 01 005 105 170 000 305	BACKGROUND CHECK JULY 2023	
Check Total:							\$10.50				
001	103938	CH	1	10327	NORTHERN AIR CORPORATION	08/25/2023	\$36,195.00	154636	E 06 300 870 000 000 520	BOND 22C CONTROLS 22C005.01A	
Check Total:							\$36,195.00				
001	103939	CH	1	13220	RUMPCA-BARRETT, JOELYN	08/25/2023	\$225.50	154637	E 04 500 570 000 321 305	CPR, AED, ONLINE HEARTSAVER	
Check Total:							\$225.50				
001	103940	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	08/25/2023	\$28,958.00	154652	E 05 201 865 000 368 520	MIDDLE SCHOOL DOOR "E" ENTRANCE	
Check Total:							\$28,958.00				
001	103941	CH	1	13707	TEAM CLOCK INSTITUTE	08/25/2023	\$20,000.00	154640	E 01 005 640 012 169 303	BACK-TO-SCHOOL KICK-OFF WORKSHC	
001	103941	CH	1	13707	TEAM CLOCK INSTITUTE	08/25/2023	\$10,000.00	154640	E 01 200 226 000 414 303	BACK-TO-SCHOOL KICK-OFF WORKSHC	
Check Total:							\$30,000.00				
001	103942	CH	1	08589	TITAN ENERGY SYSTEMS INC.	08/25/2023	\$613.06	154638	E 05 300 865 000 363 350	GENERATOR PM SERVICE ANNUAL	
001	103942	CH	1	08589	TITAN ENERGY SYSTEMS INC.	08/25/2023	\$613.06	154639	E 05 110 865 000 363 350	GENERATOR PM SERVICE ANNUAL	
Check Total:							\$1,226.12				
001	103943	CH	1	12963	ULTRA DURABLE FLOOR TECHNOLOG	08/25/2023	\$674.26	154642	E 01 300 810 000 000 401	HS B&G SUPPLIES	
Check Total:							\$674.26				
001	103944	CH	1	06532	VISION STAFFING	08/25/2023	\$1,517.42	154641	E 01 005 810 356 000 305	BIG LAKE GROUNDS WEEK OF 08/13/20.	
Check Total:							\$1,517.42				
001	103945	CH	1	13155	VISIONS, INC.	08/25/2023	\$524.52	154643	E 11 300 292 000 000 401	ATHLETICS STATE BANNER UPDATES	
001	103945	CH	1	13155	VISIONS, INC.	08/25/2023	\$18.64	154643	E 11 300 292 000 000 401	Freight	
Check Total:							\$543.16				
001	103946	CH	1	10633	WOLD ARCHITECTS, INC	08/25/2023	\$17,262.21	154644	E 06 100 870 000 000 305	INDY ES RENOVATION 22D100.01B	
001	103946	CH	1	10633	WOLD ARCHITECTS, INC	08/25/2023	\$15,720.42	154645	E 06 110 870 000 000 305	LIBERTY ES RENOVATION BOND PROJE	
001	103946	CH	1	10633	WOLD ARCHITECTS, INC	08/25/2023	\$5,751.07	154646	E 06 300 870 000 000 305	HS RENOVATION BOND PROJECT #22E3	
Check Total:							\$38,733.70				
001	103947	CH	1	01240	WRIGHT TECHNICAL CENTER	08/25/2023	\$878.48	154648	E 01 786 203 000 303 390	TARGETED SERVICES SCHOOL YEAR 21	
001	103947	CH	1	01240	WRIGHT TECHNICAL CENTER	08/25/2023	\$11,378.00	154649	E 01 300 399 000 000 391	WTC ASSESSMENT SEPTEMBER 2023	
001	103947	CH	1	01240	WRIGHT TECHNICAL CENTER	08/25/2023	\$2,493.00	154649	E 01 005 850 000 348 335	BUILDING ADDITION 2009 SEPTEMBER :	
001	103947	CH	1	01240	WRIGHT TECHNICAL CENTER	08/25/2023	\$1,437.00	154649	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT SEPTEMBI	
001	103947	CH	1	01240	WRIGHT TECHNICAL CENTER	08/25/2023	\$2,713.00	154649	E 01 300 399 000 830 391	LONG TERM FACILITY MAINT SEPTEMBI	
001	103947	CH	1	01240	WRIGHT TECHNICAL CENTER	08/25/2023	\$13,027.28	154650	E 01 998 211 000 303 390	23/24 WLC SUMMER SCHOOL	
Check Total:							\$31,926.76				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 8/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103948	CH	1 01165	XCEL ENERGY-NSP	08/25/2023	\$292.41	154647	E 01 110 810 000 000 330	LIBERTY GAS P 302291437 JULY 2023
Check Total:						\$292.41			
001	103949	CH	1 01487	MCDOWALL COMFORT MANAGMENT	08/25/2023	\$33,833.50	154654	E 06 201 870 000 000 520	2022 BLDG ENVELOPE IMPROVEMENT I
Check Total:						\$33,833.50			
Bank 001 Total:						\$3,539,112.38			
Report Total:						\$3,539,112.38			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 08/01/2023 - 08/17/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	08/02/2023	\$3,587.50	154274	E 01 005 720 000 000 375	FY 23 Contract Nursing services
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$202.13	154263	E 01 100 810 000 000 332	FY 23 Water/Sewer 06/21/23-07/20/23 Indy
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$383.64	154264	E 01 300 810 000 000 332	FY 23 HS Water/Sewer 06/07/23-07/07/23
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$809.05	154265	E 01 201 810 000 000 332	FY 23 Water/Sewer 06/13/23-07/13/23 HS
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$33.24	154266	E 01 005 810 000 000 332	FY 23 Water/Sewer 06/21/23-07/20/23 Adrn
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$68.70	154267	E 01 005 810 000 000 332	FY 23 Water/Sewer 06/07/23-07/07/23 Batt
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$371.85	154268	E 01 110 810 000 000 332	FY 23 Water/Sewer 06/13/23-07/07/23 Libe
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$1,124.98	154287	E 01 100 810 000 000 332	FY 23 Indy water/sewer 05.01.23-06.07.23
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$80.52	154288	E 01 005 810 000 000 332	FY 23 4 plex Bathrooms water/sewer
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$1,174.03	154289	E 01 110 810 000 000 332	FY 23 Liberty Water/sewer05.01.23-06.13.2
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$3,218.32	154291	E 01 300 810 000 000 332	FY 23 HS Water/Sewer 05.01.23-06.07.23
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$1,033.22	154292	E 01 201 810 000 000 332	FY 23 Water/Sewer 05.01.23-06.13.
001		CC	1 01038	CITY OF BIG LAKE	08/02/2023	\$80.52	154293	E 01 005 810 000 000 332	FY 23 Admissions Water/Sewer 05.01.23-0
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2023	\$22.58	154280	E 01 110 810 000 000 401	FY 23 PO 31947 Liberty Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2023	\$8.98	154283	E 01 110 810 000 000 401	FY 23 PO 31947 Liberty Cleaning Supplies
001		CC	1 01131	STAR TRIBUNE	08/02/2023	\$62.27	154300	E 01 005 020 000 000 820	FY 23 Subscription
001		CC	1 02097	BIG LAKE CHAMBER OF COMMERCE	08/02/2023	\$30.00	154270	E 01 005 020 000 000 366	FY 23 Annual Membership Meeting Lunche
001		CC	1 02429	ECM PUBLISHERS INC	08/02/2023	\$115.00	154281	E 01 300 211 222 000 305	FY 23 Monticello Times Congrats Graduate
001		CC	1 03455	GRAINGER	08/02/2023	\$4,435.53	154273	E 01 201 810 000 000 530	FY 23 PO 32026 POWER JACK W/AGM B
001		CC	1 03455	GRAINGER	08/02/2023	\$4,435.53	154273	E 01 100 810 000 000 530	FY 23 PO 32026 POWER JACK W/AGM B
001		CC	1 03455	GRAINGER	08/02/2023	\$69.50	154273	E 01 201 810 000 000 530	FY 23 PO 32026 POWER JACK W/AGM B
001		CC	1 03455	GRAINGER	08/02/2023	\$69.50	154273	E 01 100 810 000 000 530	FY 23 PO 32026 POWER JACK W/AGM B
001		CC	1 04279	MCPETE'S SPORTS BAR & LANES	08/02/2023	\$78.00	154349	E 01 300 298 918 000 369	FY 24 Bowling
001		CC	1 04279	MCPETE'S SPORTS BAR & LANES	08/02/2023	\$135.00	154349	E 01 300 298 918 000 490	FY 24 Bowling
001		CC	1 04641	IEA	08/02/2023	\$1,936.00	154269	E 06 100 870 000 000 305	FY 23 Bond Project ID #22D100.01E, 22CC
001		CC	1 04641	IEA	08/02/2023	\$1,092.00	154269	E 06 005 870 000 000 305	FY 23 Bond Project ID #22D100.01E, 22CC
001		CC	1 04641	IEA	08/02/2023	\$1,437.99	154269	E 05 005 865 000 352 305	FY 23 Bond Project ID #22D100.01E, 22CC
001		CC	1 04641	IEA	08/02/2023	\$7,623.29	154269	E 06 100 870 000 000 305	FY 23 Bond Project ID #22D100.01E, 22CC
001		CC	1 04641	IEA	08/02/2023	\$3,080.82	154295	E 05 005 865 000 352 305	FY 23 Management Services May 203 (22E
001		CC	1 04641	IEA	08/02/2023	\$1,820.00	154295	E 06 005 870 000 000 305	FY 23 Management Services May 203 (22E
001		CC	1 04641	IEA	08/02/2023	\$3,388.00	154295	E 06 100 870 000 000 305	FY 23 Management Services May 203 (22E
001		CC	1 06051	FINKEN WATER CENTERS	08/02/2023	\$89.95	154279	E 01 005 810 000 000 332	FY 23 Solar Salt and Drinking Water
001		CC	1 06051	FINKEN WATER CENTERS	08/02/2023	\$31.45	154279	E 01 100 810 000 000 332	FY 23 Solar Salt and Drinking Water
001		CC	1 08066	TARGET	08/02/2023	\$384.40	154290	E 04 500 520 000 322 401	FY 23 ABE Supplies

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 08/01/2023 - 08/17/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	08/02/2023	\$15.62	154294	E 01 100 810 000 000 320	FY 23 Indy Long Distance June 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	08/02/2023	\$11.74	154297	E 01 300 810 000 000 320	FY 23 HS Long Distance June 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	08/02/2023	\$10.30	154298	E 04 500 505 000 321 305	FY 23 CE Long Distance June 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	08/02/2023	\$7.26	154299	E 01 201 810 000 000 320	FY 23 MS Long Distance June 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	08/02/2023	\$29.47	154301	E 01 005 810 000 000 320	FY 23 DO Long Distance June 2023
001		CC	1 09044	MENARDS - ELK RIVER	08/02/2023	\$99.92	154346	E 01 005 810 000 000 401	FY 24 B&G Supplies
001		CC	1 09728	FEDERATED CO-OPS	08/02/2023	\$693.75	154278	E 01 005 810 000 000 440	FY 23 B&G Fuel
001		CC	1 10434	MAJESTIC CREATIONS	08/02/2023	\$55.00	154284	E 01 005 010 000 000 401	FY 23 Bamboo Cribbage Board - Karen 21
001		CC	1 10586	AUSCO DESIGN &MARKETING	08/02/2023	\$530.75	154296	E 04 500 570 000 321 401	FY 23 KC Tshirts
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2023	\$3,285.59	154286	E 06 005 870 000 000 530	FY 23 TVs for HS Media Bond, District Offi
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2023	\$828.53	154286	E 01 005 630 000 000 456	FY 23 TVs for HS Media Bond, District Offi
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2023	\$2,677.44	154367	E 06 300 870 000 000 530	FY 24 HS Media Bond
001		CC	1 12851	NEW YORK TIMES	08/02/2023	\$20.00	154302	E 01 300 220 000 000 430	FY 23 English Dept.
001		CC	1 13072	CINTAS CORPORATION NO 2	08/02/2023	\$128.72	154282	E 01 300 810 350 000 305	FY 23 Uniform Services June 2023 (\$2.50)
001		CC	1 13072	CINTAS CORPORATION NO 2	08/02/2023	\$128.70	154282	E 01 100 810 350 000 305	FY 23 Uniform Services June 2023 (\$2.50)
001		CC	1 13072	CINTAS CORPORATION NO 2	08/02/2023	\$128.70	154282	E 01 201 810 350 000 305	FY 23 Uniform Services June 2023 (\$2.50)
001		CC	1 13072	CINTAS CORPORATION NO 2	08/02/2023	\$128.68	154282	E 01 110 810 350 000 305	FY 23 Uniform Services June 2023 (\$2.50)
001		CC	1 13072	CINTAS CORPORATION NO 2	08/02/2023	(\$2.50)	154282	E 01 300 810 350 000 305	FY 23 Uniform Services June 2023 (\$2.50)
001		CC	1 13369	WRUCK SEWER PORTABLE RENTAL, L	08/02/2023	\$617.40	154271	E 11 300 292 000 000 335	FY 23 ADA Cleaned Weekly
001		CC	1 13369	WRUCK SEWER PORTABLE RENTAL, L	08/02/2023	\$264.60	154271	E 04 500 505 000 321 335	FY 23 ADA Cleaned Weekly
001		CC	1 13369	WRUCK SEWER PORTABLE RENTAL, L	08/02/2023	\$95.00	154272	E 11 300 294 114 000 305	FY 23 Track portable rentals
001		CC	1 13369	WRUCK SEWER PORTABLE RENTAL, L	08/02/2023	\$95.00	154272	E 11 300 296 114 000 305	FY 23 Track portable rentals
001		CC	1 13369	WRUCK SEWER PORTABLE RENTAL, L	08/02/2023	\$400.00	154276	E 04 500 505 000 321 335	FY 23 CE Portable rentals at Liberty
001		CC	1 13369	WRUCK SEWER PORTABLE RENTAL, L	08/02/2023	\$450.00	154277	E 04 500 505 000 321 335	FY 23 Youth Baseball June Tournaments
001		CC	1 13698	GREAT NORTHERN UNCLAIM	08/02/2023	\$2,334.99	154285	E 04 500 520 000 322 530	FY 23 ABE furniture
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	08/02/2023	\$357.00	154304	E 01 005 640 000 316 366	FY 24 Curriculum Coordinators/District Ass
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	08/02/2023	\$2,385.00	154310	E 01 005 105 000 000 305	FY 24 Vector Solutions SafeSchools Online
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	08/02/2023	\$3,833.60	154329	E 01 005 010 000 000 820	FY 24 School District Full Membership/Men
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2023	\$296.73	154311	E 01 201 810 000 000 350	FY 24 MS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2023	\$7,361.29	154314	E 01 201 810 000 000 401	FY 24 MS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2023	\$17.79	154315	E 01 110 810 000 000 350	FY 24 Liberty Clip Bearing
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2023	\$35.60	154316	E 01 300 810 000 000 401	FY 24 HS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	08/02/2023	\$1,692.60	154317	E 01 300 810 000 000 401	FY 24 HS Cleaning Supplies
001		CC	1 01146	MONTICELLO PRINTING	08/02/2023	\$20.65	154327	E 01 300 605 000 000 401	FY 24 Business Cards (Shallyn Tordeur, Te

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 08/01/2023 - 08/17/2023

				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001		CC	1 01146	MONTICELLO PRINTING	08/02/2023	\$20.65	154327	E 01 201 605 000 000 401	FY 24 Business Cards (Shallyn Tordeur, Te		
001		CC	1 01146	MONTICELLO PRINTING	08/02/2023	\$56.12	154327	E 01 110 050 000 000 401	FY 24 Business Cards (Shallyn Tordeur, Te		
001		CC	1 01594	DEPT OF LABOR & INDUSTRY	08/02/2023	\$60.00	154347	E 01 300 810 000 000 305	FY 24 HS Boiler Inspection		
001		CC	1 01594	DEPT OF LABOR & INDUSTRY	08/02/2023	\$80.00	154350	E 05 005 865 000 352 305	FY 24 MS Boiler Inspection		
001		CC	1 01594	DEPT OF LABOR & INDUSTRY	08/02/2023	\$50.00	154352	E 01 110 810 000 000 305	FY 24 Liberty Boiler Inspection		
001		CC	1 01594	DEPT OF LABOR & INDUSTRY	08/02/2023	\$90.00	154353	E 01 100 810 000 000 305	FY 24 Indy Boiler Inspection		
001		CC	1 02795	MN SCHOOL BOARDS ASSOCIATION	08/02/2023	\$750.00	154343	E 01 005 010 000 000 401	FY 24 Student Handbook PS Model Studer		
001		CC	1 03455	GRAINGER	08/02/2023	\$919.55	154312	E 01 201 810 000 000 350	FY 24 MS Repair Supplies order 7/18/23		
001		CC	1 03455	GRAINGER	08/02/2023	\$32.10	154313	E 01 300 810 000 000 350	FY 24 HS Spuds universal fit		
001		CC	1 03566	FOLLETT LIBRARY RESOURCES	08/02/2023	\$6,239.80	154356	E 05 005 630 000 795 406	FY 24 Tech Hosted Service Renewal		
001		CC	1 04410	MINNESOTA DEPARTMENT OF HEALTH	08/02/2023	\$180.00	154320	E 01 005 108 000 000 401	FY 24 MDH Annual Birth Report Fee		
001		CC	1 04874	AMAZON.COM	08/02/2023	\$1,199.97	154340	E 06 005 870 000 000 530	FY 24 District Office Bond - Monitors Office		
001		CC	1 04874	AMAZON.COM	08/02/2023	\$999.95	154340	E 05 005 630 000 795 466	FY 24 District Office Bond - Monitors Office		
001		CC	1 05351	HOME DEPOT	08/02/2023	\$837.00	154328	E 12 300 408 000 372 401	FY 24 PO 32088 Microwave & Refridgeratc		
001		CC	1 05351	HOME DEPOT	08/02/2023	\$148.40	154344	E 01 005 810 000 000 350	FY 24 B&G Supplies		
001		CC	1 05351	HOME DEPOT	08/02/2023	\$689.80	154351	E 01 201 810 000 000 350	FY 24 MS B&G Supplies		
001		CC	1 05473	MASA	08/02/2023	\$199.00	154363	E 01 005 640 000 316 366	FY 24 MDE Back to school Conference (Tir		
001		CC	1 05473	MASA	08/02/2023	\$199.00	154370	E 01 005 640 000 316 366	FY 24 MDE Back to School Conference (Ti		
001		CC	1 05903	TEACHING STRATAGIES, INC.	08/02/2023	\$1,957.95	154341	E 04 500 596 000 344 430	FY 24 SR TS Gold Assessment/Curriculum		
001		CC	1 06051	FINKEN WATER CENTERS	08/02/2023	\$44.20	154306	E 01 300 810 000 000 401	FY 24 Softener Salt & Drinking Water		
001		CC	1 06051	FINKEN WATER CENTERS	08/02/2023	\$89.95	154306	E 01 005 810 000 000 332	FY 24 Softener Salt & Drinking Water		
001		CC	1 06051	FINKEN WATER CENTERS	08/02/2023	\$60.70	154306	E 01 110 810 000 000 401	FY 24 Softener Salt & Drinking Water		
001		CC	1 06051	FINKEN WATER CENTERS	08/02/2023	\$27.95	154306	E 01 100 810 000 000 401	FY 24 Softener Salt & Drinking Water		
001		CC	1 06051	FINKEN WATER CENTERS	08/02/2023	\$101.95	154306	E 01 201 810 000 000 401	FY 24 Softener Salt & Drinking Water		
001		CC	1 06111	GRAND SLAM SPORTS & ENT CENTER	08/02/2023	\$2,250.00	154318	E 04 500 570 000 321 369	FY 24 KC Field Trip		
001		CC	1 08066	TARGET	08/02/2023	\$154.00	154275	E 01 110 201 000 000 401	FY 23 Gr 1/CKLA supplies, Take home fold		
001		CC	1 08066	TARGET	08/02/2023	\$13.50	154324	E 01 110 203 000 000 401	FY 24 CKLA supplies		
001		CC	1 08066	TARGET	08/02/2023	\$12.74	154330	E 01 110 203 000 000 401	FY 24 CKLA/Second Gr supplies		
001		CC	1 08066	TARGET	08/02/2023	\$73.07	154330	E 01 110 203 200 000 430	FY 24 CKLA/Second Gr supplies		
001		CC	1 08066	TARGET	08/02/2023	\$125.00	154336	E 01 110 203 200 000 401	FY 24 Gd 2 Take Home Folders		
001		CC	1 08066	TARGET	08/02/2023	\$33.45	154337	E 01 110 203 100 000 430	FY 24 Gr 1/CKLA supplies, Take home fold		
001		CC	1 08066	TARGET	08/02/2023	\$58.93	154337	E 01 110 203 000 000 430	FY 24 Gr 1/CKLA supplies, Take home fold		
001		CC	1 08066	TARGET	08/02/2023	\$50.00	154355	E 01 110 203 200 000 401	FY 24 2nd gd take home folders	20	
001		CC	1 08066	TARGET	08/02/2023	\$175.00	154357	E 01 110 203 100 000 401	FY 24 Gd 1 Take Home Folders		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 08/01/2023 - 08/17/2023

				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001		CC	1 09044	MENARDS - ELK RIVER	08/02/2023	\$173.34	154325	E 01 005 810 000 000 350	FY 24 B&G Supplies		
001		CC	1 09756	IMPACT APPLICATIONS INC	08/02/2023	\$974.00	154308	E 11 300 292 000 000 305	FY 24 1 Year Subscription-Package 3-Acce		
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	08/02/2023	\$839.50	154368	E 01 201 250 000 000 430	FY 24 Vanderhyden PLTW		
001		CC	1 09967	MACMH	08/02/2023	\$30.00	154326	E 01 005 730 013 160 366	FY 24 MACMH Introdouction to Compreher		
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	08/02/2023	\$41.60	154309	E 01 300 810 000 000 305	FY 24 HS B&G Services		
001		CC	1 10349	GK ELITE SPORTSWEAR, L.P.	08/02/2023	\$584.13	154332	E 04 500 560 122 321 436	FY 24 SWE Backpack		
001		CC	1 10454	USA GYMNASTICS UNIVERSITY	08/02/2023	\$225.00	154333	E 04 500 560 122 321 820	FY 24 CE Gymnastics		
001		CC	1 10454	USA GYMNASTICS UNIVERSITY	08/02/2023	\$97.00	154335	E 04 500 560 122 321 820	FY 24 CE Gymnastics		
001		CC	1 10505	FUN EXPRESS, LLC	08/02/2023	\$183.95	154321	E 04 500 570 000 321 401	FY 24 CE Supplies		
001		CC	1 10575	CONSTANT CONTACT	08/02/2023	\$227.00	154365	E 04 500 505 000 321 305	FY 24 CE Marketing		
001		CC	1 10658	OZONE, LLC	08/02/2023	\$815.75	154359	E 04 500 560 122 321 436	FY 24 CE Gymnastics		
001		CC	1 12018	LIGHTSPEED TECHNOLOGIES	08/02/2023	\$2,554.00	154303	E 05 110 203 000 302 466	FY 24 Redcat Audio System for Liberty Cla		
001		CC	1 12129	SIPTRUNK, INC	08/02/2023	\$70.12	154366	E 01 005 630 000 000 320	FY 24 Backup Phones		
001		CC	1 12177	DELTA AIRLINES	08/02/2023	\$531.80	154362	E 01 300 790 000 699 368	FY 24 CADCA (Heidi Dehmer)		
001		CC	1 12177	DELTA AIRLINES	08/02/2023	\$531.80	154364	E 01 300 790 000 699 368	FY 24 CADCA (Nicole seafolk)		
001		CC	1 12279	WEBSTAUANTSTORE	08/02/2023	\$682.13	154348	E 01 300 790 000 699 401	FY 24 Customized White Round Paper Coz		
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2023	\$7,902.26	154323	E 01 005 630 000 000 456	FY 24 Classroom Televisions		
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2023	\$577.24	154331	E 01 005 630 000 000 456	FY 24 Classroom Televisions DO Bond Tel		
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2023	\$2,788.33	154331	E 06 005 870 000 000 530	FY 24 Classroom Televisions DO Bond Tel		
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2023	\$8,314.39	154338	E 06 300 870 000 000 530	FY 24 Classroom Televisions HS Media Bo		
001		CC	1 12510	BEST BUY BUSINESS ADVANTAGE ACC	08/02/2023	\$1,095.76	154338	E 01 005 630 000 000 456	FY 24 Classroom Televisions HS Media Bo		
001		CC	1 12687	UPS	08/02/2023	\$21.77	154334	E 04 500 560 122 321 436	FY 24 Return Shipping - Gymastic supplies		
001		CC	1 12705	EMAGINE MONTICELLO	08/02/2023	\$1,804.00	154345	E 04 500 570 000 321 369	FY 24 KC Field Trip		
001		CC	1 12726	SEESAW FOR SCHOOLS	08/02/2023	\$8,934.00	154358	E 05 005 630 000 795 406	FY 24 Seesaw for Schools 07/01/2023-06/2		
001		CC	1 12887	HEGGERTY LITERACY	08/02/2023	\$890.00	154369	E 04 500 596 000 344 430	FY 24 PO 32014 PreK Purple Book, K Blue		
001		CC	1 12887	HEGGERTY LITERACY	08/02/2023	\$1,068.00	154369	E 05 110 203 602 302 460	FY 24 PO 32014 PreK Purple Book, K Blue		
001		CC	1 12887	HEGGERTY LITERACY	08/02/2023	\$356.00	154369	E 05 110 203 602 302 460	FY 24 PO 32014 PreK Purple Book, K Blue		
001		CC	1 12887	HEGGERTY LITERACY	08/02/2023	\$185.12	154369	E 05 110 203 602 302 460	FY 24 PO 32014 PreK Purple Book, K Blue		
001		CC	1 13024	MSHSL.ORG	08/02/2023	\$97.58	154307	E 11 300 292 000 000 401	FY 24 Rules Books & Calendars		
001		CC	1 13064	CREATURE FEATURES LLC	08/02/2023	\$400.00	154361	E 01 100 203 013 150 303	FY 24 KC/HT Bee Adventurous		
001		CC	1 13185	PATRIOT NEWS MN	08/02/2023	\$212.50	154354	E 01 005 010 000 000 305	FY 24 July 1, Legal (week 1)		
001		CC	1 13333	BRAIN FREEZZE ICE	08/02/2023	\$278.50	154339	E 04 500 570 000 321 490	FY 24 KC Food		
001		CC	1 13339	MAC PARKING	08/02/2023	\$140.00	154342	E 01 300 790 000 699 366	FY 24 Minneapolis Airport Parking		
001		CC	1 13362	GAYLORD PALMS RSRT	08/02/2023	\$1,544.40	154319	E 01 300 790 000 699 368	FY 24 Out of State Conference (Nicole Sea		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 08/01/2023 - 08/17/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 13362	GAYLORD PALMS RSRT	08/02/2023	\$1,086.20	154322	E 01 300 790 000 699 368	FY 24 Out of State Conference (Heidi Dehr
001		CC	1 13687	E&G 1123 ECOMM	08/02/2023	\$354.27	154305	E 01 300 790 000 699 366	FY 24 New Teacher Meeting
001		CC	1 13699	FORK FARMS	08/02/2023	\$5,124.90	154360	E 04 500 505 000 321 530	FY 24 KC Equipment

Check Total: \$141,264.48

Bank 001 Total:

Report Total:

August Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Hartel, Rebecca	Teacher	Middle School	06/02/2023	Resignation
Dietrichs, Kayla	School Monitor	Independence	06/01/2023	Resignation
Josephson, Rachael	Paraeducator	Middle School	09/05/2023	New Hire
Jensen, Amanda	School Monitor	Independence	09/05/2023	New Hire
Janey, Patricia	School Monitor	Independence	09/05/2023	New Hire
Christoffer, Jason	Teacher	Middle School	08/28/2023	Rehire
Ernster, Kristin	School Readiness Instructor	Community Ed	05/25/2023	Resignation
Kosch, Jacqueline	Paraeducator	Liberty	06/01/2023	Resignation
Boss, Nicole	Paraeducator	Liberty	09/05/2023	Transfer
Marsh, Amber	Dean of Students	Middle School	08/25/2023	Resignation
Seafolk, Nicole	Grant Coordinator	High School	08/18/2023	Resignation
Deppa, Lacey	School Monitor	Liberty	09/05/2023	New Hire
Lohse, Alexandra	School Monitor	Liberty	09/05/2023	Transfer
Fiedler, Rachel	Paraeducator	Middle School	09/05/2023	New Hire
Phillips, Cathy	Program Secretary	Community Ed	10/12/2023	Retirement
Peterson, Taylor	Teacher	Liberty	06/02/2023	Resignation
Seitzer, Trista	Social Worker	Middle School	06/02/2023	Resignation
Perez, Olga	Custodian	Liberty	08/21/2023	New Hire
Kuykendall, Makaela	Paraeducator	Middle School	09/05/2023	New Hire
DeMichele, Angela	Social Worker	High School	08/28/2023	Rehire
Schaul, Jessica	Social Worker	Independence	08/28/2023	New Hire
Chmiel, Kaylee	Teacher	Liberty	08/28/2023	New Hire
Peterson, Taylor	School Readiness Instructor	Community Ed	08/10/2023	Rehire
Irish, April	Paraeducator	Middle School	06/01/2023	Resignation
Wahlberg, Mikayla	Long-term Substitute/Building Sub	Liberty	09/05/2023	New Hire
Bennett, Amber	Paraeducator	Liberty	09/05/2023	New Hire
Ilacqua, Lorraine	School Monitor	Liberty	09/05/2023	New Hire
McHenry, Rikki	School Monitor	Independence	09/05/2023	New Hire
Reeves, Ana	School Monitor	Independence	09/05/2023	New Hire
Keeler, Barbara	Building Attendant	Community Ed	09/01/2023	New Hire
Moy, Sophia	HR/Payroll Assistant	District Wide	08/22/2023	New Hire
Samuelson, Taylor	Paraeducator	Independence	06/01/2023	Resignation
Hicks, Stephanie	Dean of Students	Middle School	08/21/2023	New Hire
Schulz, Jacqueline	Teacher	Middle School	08/28/2023	New Hire
Drews, Joann	School Monitor	Liberty	09/05/2023	New Hire
Reasoner, Mikaela	ECSE Paraeducator	Liberty	09/05/2023	New Hire
Kaczor, Sarah	Building Paraeducator	Liberty	09/05/2023	New Hire
Meyer, Kari	ECSE Teacher	Liberty	08/28/2023	New Hire
Richardson, Maggie	Long-term Substitute	Independence	08/28/2023	New Hire

**ISD 727 SCHOOL BOARD
FUNDRAISERS ACTION
08/24/2023**

Early Childhood, Lupulin will donate \$1.00 from each beverage sold on September 23, 2023, proceeds will be used for field trips
ECFE Parent Advisory Council, Cornhole Tournament to raise funds for the ECFE program. October 22, 2023.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:
 - 1) support the goals and objectives of the education programs;
 - 2) consider the needs, age, and maturity of students;
 - 3) foster respect and appreciation for cultural diversity and varied opinion;
 - 4) fit within the constraints of the school district budget;
 - 5) are in the English language. Another language may be used, pursuant to Minnesota Statutes section 124D.61;
 - 6) permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 - 7) do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent or the superintendent's designee shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

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

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

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

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

HOME SCHOOLING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120a.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATIONS

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

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

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

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

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

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

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

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

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

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

B. Transportation Services

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

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction or Cooperative Learning Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

ACCOUNTING

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section 123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section 123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for Current Operating Costs; Capital Expenditure Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

ANNUAL AUDIT

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- F. The school board must approve the audit report or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 (Boards of Independent School Districts)

Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)

Minn. Stat. § 123B.77, Subds. 2 and 3 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 702 (Accounting)



INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the deposit and investment of all school district funds. These funds are accounted for in the District's annual financial report and include all current funds, and any other funds that may be created from time to time.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

Authority to manage the investment program is granted to the Director of Business Services. The Director of Business Services may delegate certain duties to the District Accountant, but the Director of Business Services shall remain responsible for the operation of the investment program.

III. GENERAL OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy and Minnesota Statutes and any other applicable law or written procedures.
- B. The primary objectives of deposit and investment activities shall be safety, liquidity, yield, and maintaining the public's trust:
 - 1) Safety and Security. Safety of principal is the foremost objective of the investment program. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal. In addition, the objective will be to mitigate credit risk and interest rate risk
 - 2) Credit Risk-Big Lake Schools will minimize credit risk, which is the risk of loss due to the failure of the security insurer or backer, by:
 - Limiting investments to the types of securities listed in Section VI of this administrative policy.
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the school district will do business in accordance with Section IV.
 - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
 - 3) Interest Rate Risk. Big Lake Schools will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.
- 4) Liquidity. Big Lake Schools' investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
 - 5) Yield. The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.
 - 6) Maintaining the Public's Trust: The Director of Business Services shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Big Lake School District, the School Board or its administrative personnel.

IV. STANDARDS OF CARE

A. Prudence

The standard of prudence to be used by district personnel shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. District personnel acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

B. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the school district.

V. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS

A list will be maintained of financial institutions and depositories authorized to provide investment services. Public depositories must be qualified in accordance with Minnesota Statutes.

Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be the form prescribed by the Office of the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

Designation of Depositories

The School Board shall annually designate one or more official depositories for school district funds. The school district and the depository shall each comply with the provisions of Minnesota Statutes and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

VI. COLLATERALIZATION AND SAFEKEEPING OF SECURITIES

A. Collateralization

- 1) It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by collateral at 110% or private insurance to protect public deposits in a single financial institution if it were to default.
- 2) Eligible collateral instruments are any investment instruments acceptable under Minnesota Statutes. The collateral must be placed in safekeeping at or before the time the District buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
- 3) Safekeeping of Collateral
 - a. Third party safekeeping is required for all collateral. To accomplish this, the securities must be held at one or more of the following locations:
 - i. at a Federal Reserve Bank or its branch office;
 - ii. at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve;
 - iii. by an escrow agent of the pledging institution; or
 - iv. by the trust department of the issuing bank
 - b. Safekeeping will be documented by an approved written agreement between Big Lake ISD #727 and the governing board of the bank that complies with FDIC regulations. This may be in the form of a safekeeping agreement.
 - c. Substitution or exchange of securities held in safekeeping for the District can be approved exclusively by the Director of Business Services, and only if the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

B. Safekeeping of Securities

- 1) Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities must be held only at the following locations:
 - a. at a Federal Reserve Bank or its branch office;
 - b. at another custodial facility, which shall be a trust or safekeeping department through book-entry at the Federal Reserve, unless physical securities are involved; or
 - c. in an insured account at a primary reporting dealer
- 2) Safekeeping will be documented by an approved written agreement between Big Lake Schools and the holder of the securities. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.
- 3) Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation

VII. SUITABLE AND AUTHORIZED INVESTMENTS

The District has chosen to limit its allowable investments to those instruments listed below:

- 1) Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;
- 2) Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank;
- 3) Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the \$250,000 provided by the Federal Deposit Insurance Corporation coverage limit;
- 4) Collateralized repurchase agreements that conform to the requirements stated in Minnesota Statutes.
- 5) Commercial paper meeting the following requirements:
 - a. The corporation must be organized in the United States or be a Canadian subsidiary.
 - b. The corporation's assets must exceed \$500,000,000.
 - c. Investments are limited to those in the highest ratings category by a nationally recognized statistical rating organization (NRSRO).
 - d. The obligations cannot have a maturity longer than 150 days.
 - e. Not more than 25% of the total investment fund can be invested in commercial paper at any time.
 - f. The total investment in any one corporation cannot exceed 5% of the corporation's outstanding obligations.
 - g. The total investment in any one corporation cannot be more than \$5 million.
- 6) Investments may be made only in those savings banks or savings and loan associations that are insured by the Federal Deposit Insurance Corporation.
- 7) Investment products that are considered as derivatives are specifically excluded from approved investments.
- 8) With respect to assets of an OPEB (Other Postemployment Benefits) trust, investments provided in (1) through (7) hereof and the following allowable investments under Minnesota Statute Section 356A.06, subdivision 7:

- a. Government obligations which includes funds in governmental bonds, notes, bills, mortgages, and other evidences of indebtedness if the issue is backed by the full faith and credit of the issuer or the issue is rated among the top four quality rating categories by a nationally recognized rating agency.;
- b. Investment-grade corporate obligations;
- c. Corporate stocks and mutual funds.
- d. The maximum percentage of investments in equities shall not exceed 20% of the OPEB Trust portfolio.

VIII. DIVERSIFICATION

It is the policy of the District to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the Director of Business Services.

IX. REPORTING REQUIREMENTS

- A. The Director of Business Services shall prepare and submit to the School Board a quarterly investment report that shall include data on investments being held as well as any narrative necessary for clarification.
- B. The Director of Business Services shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

X. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic funds transfers for investments of excess funds upon compliance with Minnesota Statutes 471.38.

*Legal References: Minnesota Statute Chapter 118A
Minnesota Statute Chapter 118A.03
Minnesota Statute Chapter 118A.05, subdivision 2
Minnesota Statute Chapter 356A.06, subdivision 7*



EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation. Alternative transportation options may be achieved through a waiver form found at and processed through the activities office.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 169.011, Subd. 71(a) (Definitions)

Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

- 1) School district buildings and grounds may be equipped with video cameras.
- 2) Video surveillance may occur in any school district building or on any school district property.
- 3) Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

- 1) Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
- 2) A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
- 3) A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

- 1) The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.
- 2) The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)

Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (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 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

ANIMALS ON SCHOOL PREMISES

I. PURPOSE

The purpose of this policy is to ensure the health and safety of students while enriching the school curriculum and student support with visits/lessons regarding animals.

II. GENERAL STATEMENT OF POLICY

A. Reason

An animal may be requested for a school visit for a variety of reasons including enriching the curriculum, learning about animals, increasing the excitement about an event or for animal therapy.

B. Prior Written Permission Required

Prior written approval via the **REQUEST FORM FOR AN ANIMAL VISIT** must be obtained before any animal is brought onto school premises. Handlers/owners wishing to bring animals on school premises can obtain request forms in each building office. Applicants can submit their information to be available as a resource to any staff. A **STAFF REQUEST FORM FOR AN ANIMAL VISIT** must be approved before scheduling an animal visit. Before approvals will be given, a building-wide perspective will be taken, as Big Lake Schools prefers to offer and provide similar experiences to every student in a given grade level.

C. Therapy Animal

1) Role

A therapy animal is most commonly a dog (but can be other species) that is certified or registered and has been obedience trained and screened for their ability to interact favorably with humans and other animals. The primary role of a therapy animal is to complement more traditional modes of treatment or therapy through comforting, supportive, calming and engaging interactions. Because therapy animals have not been trained to perform a specific job, task or duty due to an individual's disability, they do not qualify as a service animal under the Americans with Disability Act (ADA).

2) Certified Animals (most commonly dogs)

The therapy animal and certified handler must be approved through a certified therapy animal organization such as: Helping and Healing Paws, Pet Partners, or Therapy Dog International. The organization must carry insurance for the animal and handler.

3) Certified Handlers

Certified handlers working with an accredited therapy or service animal program, who are in the building to provide social emotional support or provide animal therapy, will be allowed on school property with an approved background check, approved request form, and prearranged schedule.

4) Control

Therapy animals must remain under control of the owner at all times. The therapy animal must be harnessed, leashed or tethered while on school premises. Under control also means that a therapy animal should not be allowed to bark repeatedly while on school premises. If the therapy animal is out of control and the owner does not take effective action to control it, the district may request that the animal be removed from the premises.

D. Safety

1) Animal Health

- Animals must meet standards of health as prescribed by veterinarians at the owner's expense. The district bears no financial responsibility for the required training, care, feeding, health, behavior and suitability for interacting with students and others while on and/or off school premises.
- 2) **Proof of Inoculation**
Animal owners/handlers must present proof of all proper inoculations verified by a veterinarian and/or accrediting agency. This includes, but is not limited to: rabies, distemper, hepatitis, parvovirus, healthy stool sample analysis, proof of heartworm test, and proof of physical. If this list of needed inoculations becomes out-of-date or there is an alternative list of inoculations per a specific type of animal, proof of this from a veterinarian will be reviewed.
 - 3) **Restraint/Handling**
All animals must be properly restrained and controlled at all times in appropriate cages, tanks or leashes. Owners/handlers violating this provision will be asked to leave school premises immediately. Laboratory animals (mammals, fish, reptiles and birds) that are part of a curriculum project may be brought into a classroom for the duration of the project, but they must be kept in appropriate, properly maintained cages/containers.
 - 4) **Responsibility**
The owner must ensure their animal: is controlled; housebroken; the animal's presence or behavior does not fundamentally interfere in the functions of the school district; behaves in a way that does not pose a direct threat to the health or safety of others or have a history of such behavior. The district retains the discretion to exclude or remove any animal from its property. The owner agrees to be responsible for any and all damage to school district property, personal property, and any injuries to individuals caused by their animal. The owner agrees to indemnify, defend, and hold harmless the school district, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by their animal.
 - 5) **Health and Cultural Considerations**
To address children and adults with allergies, asthma, other health or cultural concerns regarding a specific animal visit, instructors will communicate with parents/guardians to identify concerns before bringing an animal into the classroom. If needed, instructors will take the following steps:
 - a. Animals brought in for demonstration projects will be kept in an area away from students/faculty with health/cultural issues and after the presentation the animal will be removed from the building as quickly as possible.
 - b. Animals used for curriculum or therapy purposes will be segregated from students/faculty with health/cultural concerns. If the health/cultural issue is significant, the instructor will develop an alternative lesson for the class and not bring the animal into the classroom.
 - c. Non-allergenic animals (reptiles, amphibians, most insects, crabs and fish) will be used whenever possible as an alternative to birds and animals that may trigger more allergic reactions.
 - 6) **Transportation**
Animals are not allowed on district transportation. It is the sole responsibility of the owner to transport the animal.
 - 7) **Signage**
Signs may be posted on school grounds that animals are not allowed on school property without prior permission.

This policy is superseded by policies related to Service Animals and Canine Searches.

Cross References: MSBA/MASA Model Policy 535 (Service Animals)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Student Handbook (Locker/Desk & Canine Searches)



**808A - STAFF
REQUEST FORM FOR AN ANIMAL VISIT**

This form is to be completed by the employee in the school building who is making the request for the animal. Please turn in your request to the Building Administrator/ Director.

Employee Name: _____ Date: _____

Big Lake Schools Building: _____

Type/Breed of Animal: _____

Name of Animal: _____ Name of Handler/Owner: _____

Reason/purpose for the animal request:

Frequency of animal(s) on site:

Signatures for Approval:

Building Administrator/Director Signature: _____ Date: _____ Director

of Buildings & Grounds Signature: _____ Date: _____

Note: Animals will not be allowed on school premises until the district has received all information from the requester, and it has been approved with all signatures. This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different animal will be used.

Approval and Communication to Families:

The Building Administrator/Director will work with their teachers to notify families and staff, before visits start to occur through regular communication methods regarding the presence of an animal on school premises. The following language is suggested for a therapy animal:

We are excited to share with you that there will be a therapy dog in our school assisting students throughout the school year. A therapy animal is most commonly a dog (but can be other species) that are certified or registered and have been obedience trained and screened for their ability to interact favorably with humans and other animals.

The primary role of a therapy animal is to complement more traditional modes of treatment or therapy through comforting, supportive, calming and engaging interactions. Because therapy animals have not been trained to perform a specific job, task or duty due to an individual's disability, they do not qualify as a service animal under the Americans with Disability Act (ADA).

Date communication was sent: _____





808B - REQUEST FORM FOR AN ANIMAL VISIT

This form is to be completed by the owner or handler of an animal requesting to visit Big Lake Schools. Please turn in your request to the Building Administrator/ Director.

Handler/Owner Name: _____ Date: _____

Phone: _____ Email: _____

Big Lake Schools Building: _____

Type/Breed of Animal: _____

Name of Animal: _____

Name of Employee Sponsor (if applicable): _____

Reason/purpose for the animal request:

Frequency of animal(s) on site:

Qualifications and Experience:

Checklist for Completion of Form:

- ___ Attached is documentation that the animal is properly licensed
- ___ Attached is documentation that the animal is properly and currently vaccinated
- ___ Attached is a copy of the owners' current homeowner's, renter's, business, or certified therapy animal insurance policy that covers possible damage or injury to people and property.
- ___ If the request is for animal therapy, the therapy dog and handler must be certified through official therapy dog organizations such as: Helping and Healing Paws, Pet Partners, or Therapy Dog International. The organization must carry insurance for the dog and handler. Dogs with a Canine Good Citizen Certificate are preferred. A copy of this current therapy animal identification and certification card, and their insurance must be attached to this form, as well be available at all times when on school premises.
- ___ The owner(s) agree that:
 - a. The animal must show visible cleanliness with no signs of fleas and/or ticks.

b. They will maintain certification of proper inoculations verified by a veterinarian and/or accrediting agency. This includes, but is not limited to: rabies, distemper, hepatitis, parvovirus, healthy stool sample analysis, proof of heartworm test, and proof of physical. If this list of needed inoculations becomes out-of-date or there is an alternative list of inoculations per a specific type of animal, proof of this from a veterinarian will be reviewed.

Signatures for Responsibility:

I have read and understand the School District’s policy regarding animals and will abide by the terms of the policy. I understand that if my animal: is out of control and/or the animal’s handler does not effectively control the animal’s behavior; is not housebroken; the animal’s presence or behavior fundamentally interferes in the functions of the School District; behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior; or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my animal from its property. I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my animal.

Handler/Owner Signature: _____ Date: _____

Note: Animals will not be allowed on school premises until the district has received all information from the requester, and it has been approved with all signatures. This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different animal will be used.



808B - REQUEST FORM FOR AN ANIMAL VISIT

This form is to be completed by the owner or handler of an animal requesting to visit Big Lake Schools. Please turn in your request to the Building Administrator/ Director.

Handler/Owner Name: _____ Date: _____

Phone: _____ Email: _____

Big Lake Schools Building: _____

Type/Breed of Animal: _____

Name of Animal: _____

Name of Employee Sponsor (if applicable): _____

Reason/purpose for the animal request:

Frequency of animal(s) on site:

Qualifications and Experience:

Checklist for Completion of Form:

- ___ Attached is documentation that the animal is properly licensed
- ___ Attached is documentation that the animal is properly and currently vaccinated
- ___ Attached is a copy of the owners' current homeowner's, renter's, business, or certified therapy animal insurance policy that covers possible damage or injury to people and property.
- ___ If the request is for animal therapy, the therapy dog and handler must be certified through official therapy dog organizations such as: Helping and Healing Paws, Pet Partners, or Therapy Dog International. The organization must carry insurance for the dog and handler. A copy of this current therapy animal identification and certification card, and their insurance must be attached to this form, as well be available at all times when on school premises.
- ___ The owner(s) agree that:

a. The animal must show visible cleanliness with no signs of fleas and/or ticks.

b. They will maintain certification of proper inoculations verified by a veterinarian and/or accrediting agency. This includes, but is not limited to: rabies, distemper, hepatitis, parvovirus, healthy stool sample analysis, proof of heartworm test, and proof of physical. If this list of needed inoculations becomes out-of-date or there is an alternative list of inoculations per a specific type of animal, proof of this from a veterinarian will be reviewed.

Signatures for Responsibility:

I have read and understand the School District’s policy regarding animals and will abide by the terms of the policy. I understand that if my animal: is out of control and/or the animal’s handler does not effectively control the animal’s behavior; is not housebroken; the animal’s presence or behavior fundamentally interferes in the functions of the School District; behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior; or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my animal from its property. I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my animal.

Handler/Owner Signature: _____ Date: _____

Note: Animals will not be allowed on school premises until the district has received all information from the requester, and it has been approved with all signatures. This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different animal will be used.

ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or non-profit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in a certain publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

DELINQUENT MEAL BAD DEBT

I. POLICY OBJECTIVE

To provide clear guidance on when an unpaid meal charge is considered delinquent meal bad debt.

II. RESPONSIBILITY

The Director of Business Services is responsible for the oversight and maintenance of delinquent meal bad debt.

III. BACKGROUND AND DEFINITIONS

The District currently has a procedure in place to collect unpaid meal charges. The unpaid charges become delinquent meal debt when payment is overdue for meals eaten and money not provided. The debt is considered “delinquent meal debt” as long as it is considered collectable and efforts are being made to collect the debt. All costs incurred in collecting delinquent meal debt may be charged to the food service fund.

Delinquent meal debt becomes “delinquent meal **bad** debt” when payment is overdue, and it is determined that further collection efforts for delinquent debt are useless or too costly. Food service funds cannot be used to cover the losses of delinquent meal bad debt. Delinquent meal debt will be considered bad debt when the collection agency the District contracts with is unsuccessful in collecting the debt at the end of one year.

IV. COSTS OF DELINQUENT MEAL BAD DEBT

The costs of delinquent meal bad debt must be charged to the general fund. Each year, the bad debt costs will be accumulated and presented to the School Board for informational purposes.

V. DONATIONS FROM THE COMMUNITY

The District will provide opportunities for the community to donate funds to assist families in need of financial assistance. Donations for unpaid meal charges will be accepted by the School Board as outlined in District donation policy.

***Rationale:** Established to provide clear guidance on when a delinquent meal debt is considered bad debt and provide a funding source to cover the costs of bad debt.*



EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. Every school district employee shall be responsible for complying with this policy.
- H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)



PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. “Confidential” means the data is not public and are not accessible to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees, applicants for employment, or volunteers or independent contractors for the school district. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the federal Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer, and records regarding a person who has been deceased for more than fifty (50) years.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
1. name;
 2. employee identification number, which may not be the employee's social security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;
 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 10. job title;
 11. bargaining unit;
 12. job description;
 13. education and training background;
 14. previous work experience;
 15. date of first and last employment;
 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
 18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on applicants for employment is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.

- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private data and will not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.

- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representative and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a pre-petition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
 1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license as required by Minnesota Statutes, section 122A.20, subdivision 2, and shall, upon written request from the licensing board having jurisdiction over a license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with

- Minnesota Statutes, section 122A.20, subdivision 2.
- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.
 - N. When a report of alleged maltreatment of a student in an elementary, middle school, or high school is made to the Commissioner of the Minnesota Department of Education (“MDE”), under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
 - O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if:
 - 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 - 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee’s alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, chapter 13. Data that are released under this paragraph must not include data on the student.
 - P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
 - Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
 - R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
 - S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
 - T. When a continuing contract teacher is discharged immediately because the teacher’s license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having

administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes, chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Human Resources Manager as the authority responsible for personnel data. The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

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

- Minn. Stat. § 13.02 (Definitions)
- Minn. Stat. § 13.03 (Access to Government Data)
- Minn. Stat. § 13.05 (Duties of Responsible Authority)
- Minn. Stat. § 13.37 (General Nonpublic Data)
- Minn. Stat. § 13.39 (Civil Investigation Data)
- Minn. Stat. § 13.41 (Licensing Data)
- Minn. Stat. § 13.43 (Personnel Data)
- Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
- Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
- Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
- Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
- Minn. Stat. § 123B.03 (Background Check)
- Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
- Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)

Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin “I” (School Records – Privacy – Access to Data)



DRUG-FREE WORKPLACE, DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not

require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the commissioner

- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. “Sell” means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. “Toxic substances” includes (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health.
- J. “Use” means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating

- cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription
 - C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy
 - D. Employees are subject to the school district's drug and alcohol testing policies and procedures
 - E. Members of the public are not permitted to possess controlled substances, nonintoxicating cannabinoids, or edible cannabinoid products, in a school location except with the express permission of the superintendent.
 - F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
 - G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.

- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

A. Students

- 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products,
- 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counseling service. which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
- 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
- 3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
- 4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)



TOBACCO-FREE ENVIRONMENT: POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery device includes but is not limited to devices manufactured, marketed, or sold as electronic

cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including, but not limited to: cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco related devices include components of tobacco related devices, which may be marketed or sold separately.
- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTING INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

VI. ENFORCEMENT

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

VII. DISSEMINATION OF THE POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

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.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

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 (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



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
 1. on school premises, at school functions or activities, or on school transportation.
 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. 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. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. 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.

- J. 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, malicious and sadistic conduct and sexual exploitation.

- 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. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. 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.
- G. Prohibited Conduct means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report prohibited conduct.
- H. 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.
- I. 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 must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- 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. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota 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, sections 121A.031 and 121A.0312 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.0312 (Malicious and Sadistic Conduct)
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)



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

1. 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.
2. 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:
 - a. Corporal punishment prohibited by Minnesota Statutes section 121A.58;
 - b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
 - c. Totally or partially restricting a child's senses as punishment;
 - d. 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;
 - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes section 260E;
 - f. 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;
 - g. Withholding regularly scheduled meals or water; and/or
 - h. Denying a child access to toilet facilities.
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

- 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 section 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)

SCHOOL MEALS POLICY

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

The parent/guardian of each student is responsible for ensuring their student has adequate funds in their school meal account each day.

II. PAYMENT OF MEALS

- A. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- B. If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the Minnesota Statutory free school meals program. Big Lake currently participates in the Minnesota Statutory free school meals program.
- C. Each school that participates in the free school meals program must:
 - 1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
 - 2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
- D. Sufficient funds must be deposited before meal service for all a la carte items or second meal purchases. Meal payments can be made as follows:
 - 1) Send cash or check with your child to school
 - 2) Mail or drop off cash or check to your child's school
 - a. Be sure to include your child's name, PIN #, and amount on envelope or check.
 - b. Cash or check payments may take 1-4 days to be credited to meal accounts.
 - 3) Pay by credit card by logging into MySchoolBucks. A link is provided on the District's website under Food and Nutritional Services Department, Payment and Account Information.

A student who does not have sufficient funds will not be allowed to charge a la carte items until additional money is deposited in the student's account resulting in a positive account balance.

- E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. With certain exceptions, funds may not be transferred between sibling

accounts unless written permission is received from the parent or guardian. An email will suffice as written permission. Exceptions are as follows:

- 1) A graduating senior's positive balance will be transferred to a sibling at the end of the school year;
- 2) A sibling's positive balance may be transferred to another sibling's negative balance to avoid collection proceedings;
- 3) A phone call from a parent or guardian requesting transfers between sibling accounts will be allowed. The phone request will be documented in the student's meal account.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of low or outstanding negative balances as follows:
 - 1) When a student's meal account has reached a balance of positive \$5, an email reminder will be sent to parents reminding them the meal account has reached a low level. The email reminder will be sent once a week.
 - 2) When a student's meal account has reached a balance of negative \$10, an email reminder will be sent to parents or guardians, reminding them the meal account has reached a negative level. Weekly emails will continue as long as the meal account balance remains a negative \$10 or below.
 - 3) When a student's meal account is \$50 in deficit, a letter will be sent to the family. The letter will encourage payment as soon as possible and an Application for Meal Benefits will be attached to the letter.
 - 4) For negative balances that continue to be greater than \$50, letters will be sent monthly. In addition, the negative balance will be considered for referral to a collection agency following the end of the school year.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$50 not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. The school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Other collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1) All enrolled households at or before the start of each school year;
 - 2) Students and families who transfer into the school district, at the time of enrollment; and
 - 3) All school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

VI. ANGEL FUND

The Big Lake School District maintains a school meal donation account. Individuals and/or groups are able to donate to the Angel Fund. Funds are used to pay off negative meal account balances for families that accrued the balance before free meals legislation. Funds are also used for families experiencing temporary financial struggles that require purchase of a la carte items and/or second meals and entrees.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting)

42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)

USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)

USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

SCHOOL RESOURCE OFFICER SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 31 day of July, 2023 (the "Effective Date") by and between Sherburne County (the "County"), 13880 Business Center Drive, Elk River Minnesota, 55330 and Independent School District No. 727 (the "District"), 501 Minnesota Avenue, Big Lake, Minnesota 55309.

WHEREAS, both the County and the District desire to enter into this Agreement for the provision of law enforcement services by the Sherburne County Sheriff's Office ("SCSO") to the District, and

WHEREAS, this Agreement is authorized and provided for by Minnesota Statutes sections 126C.44 and 471.59.

NOW, THEREFORE, in consideration of the mutual undertaking and agreements hereinafter set forth, the County and the District agree as follows:

1. TERM.

Notwithstanding the date of the signatures of the parties to this Agreement, the term of this Agreement shall commence on the Effective Date and, unless earlier terminated pursuant to this Agreement, shall terminate on May 31, 2026, provided that the Parties may, in their individual discretion, agree to extend the term of this Agreement for additional one-year terms by executing a written agreement to extend the initial or subsequent term.

2. LAW ENFORCEMENT SERVICES.

2.1 Services. The SCSO will assign one full time licensed peace officer to perform the School Resource Officer ("SRO") duties relating to crime prevention, detection, investigation and student and staff safety, as described on **Attachment A**. The District Superintendent shall designate the school location of the SRO assignment.

2.2 Hours. That the hours of service under this Contract shall be the regular school day, with special events such as dances or athletic contests not included. Any additional services to be provided by the SRO or other law enforcement personnel outside the regular school day may be provided by written addendum to this Agreement or by separate agreement of the Parties.

2.3 Assignment of SRO. The SCSO shall be solely responsible for assigning a deputy to serve as the SRO pursuant to this Agreement, provided that the District may request the replacement of the assigned deputy for any legitimate nondiscriminatory reason related to the deputy's performance or fitness for the assignment. Notwithstanding the foregoing, the County's Authorized Representative retains final authority on assignment of the SRO based on availability of SCSO personnel.

3. PAYMENT FOR SERVICES.

The District shall pay to the County the amount of \$50,000.00 for the SRO for each school year during the initial term of this Agreement. The payment is intended to cover a reasonable amount of the cost the County incurs in paying wages, providing benefits and providing transportation for the peace officer assigned to SRO duties. Payment in full shall be made within 30 days of receipt of an invoice from the County, which shall be submitted on or about September 1. In the event the Parties agree to extend the term of this Agreement for one or more annual terms, the Parties shall agree on a reasonable adjustment to the fee for SRO services as a part of any such extension.

4. SRO EMPLOYMENT STATUS.

At all times and for all purposes, the County is and will remain the exclusive employer of all peace officers who perform services pursuant to this Agreement. No SRO may be considered to be an official, employee, agent, or educational service provider, or representative of the District. The SCSO shall be solely responsible for assigning a deputy to serve as the SRO pursuant to this Agreement, provided that the District may request the replacement of the assigned deputy for any legitimate nondiscriminatory reason related to the deputy's performance or fitness for the assignment. The County maintains full control over the peace officers it employs and is solely responsible for all employment and administrative functions related to its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. workers' compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances.

5. DISTRICT RESPONSIBILITIES.

In addition to making payments as described in this Agreement, the District, at its expense, will provide the SRO with access to necessary equipment including, but not limited to, an office, land telephone line, internet access and a desktop computer. The District and its officers, agents and employees will provide guidance and assistance to the SRO as needed so as to facilitate the performance of this Agreement. The Parties acknowledge that the SRO or other law enforcement officer may not participate in recommending or determining student discipline or in investigating incidents of student discipline which do not involve potential violations of the law

6. ACCESS TO EDUCATION RECORDS.

School officials shall allow the SRO to inspect and copy any public records maintained by the school including student directory information. The SRO may not, however, inspect and/or copy private educational data except in emergency situations. If some private educational data is needed in a health and safety emergency or to protect the health or safety of the student or other individuals, school officials may disclose that information to the SRO to the extent needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety, or the need for the data to address

the emergency situation and the extent to which time is of the essence. If private educational data is needed, but no emergency situation exists, the information may be released according to such procedures as required by applicable law.

7. DATA PRACTICES.

The County and District must comply with the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by District in accordance with this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County pursuant to this Agreement.

8. AUTHORIZED REPRESENTATIVES.

Joel Brott, Sherburne County Sheriff, shall serve as the County's Authorized Representative and as the liaison with the District in matters relating to this Agreement. Tim Truebenbach, District Superintendent, shall serve as the District's Authorized Representative and as the liaison with the County in matters relating to this Agreement. The Parties shall have the right to change their Authorized Representatives or appoint Designees from time to time by providing written notice to the other Party. The Authorized Representatives shall have the express authority to resolve any disputes relating to the administration of this Agreement and the performance of the Parties' duties under this Agreement.

9. RELATIONSHIP BETWEEN THE PARTIES.

9.1 Independent Contractor. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint ventures, or an association, nor shall the SRO be considered an employee, agent or representatives of the District. The Parties shall be and shall remain independent contractors with respect to all services performed under this Agreement.

9.2 Assignment and Delegation. Neither Party shall assign its rights or delegate its duties under this Agreement without receiving the prior written consent of the other Party.

10. LIABILITY AND INSURANCE.

Each Party shall be liable for the acts and omissions of its own agents and employees and not the acts and omissions of the other Party's agents and employees. The Parties' liability shall be limited by the provisions of Minn. Stat. Ch. 466 or other applicable law. Each Party shall procure and maintain a program of insurance or self-insurance to cover claims arising under this Agreement due to its own acts and omissions and the acts and omissions of its agents and employees.

11. NOTICE.

Any notices required or permitted to be given under this Agreement shall be sent to the Party's Authorized Representative and: (i) shall be in writing; (ii) shall be deemed given or delivered (a) if delivered personally, when received, (b) if sent from within the United States by registered or certified mail, postage prepaid, return receipt requested, on the third business day after mailing, or (c) if sent by messenger or reputable overnight courier service, on the next business day after mailing; and (iii) shall be addressed to each party at its address set forth in this Agreement, or at such other address as the parties shall designate in writing by personal delivery, certified mail, or overnight courier service.

12. TERMINATION.

Either Party may terminate this Agreement upon thirty (30) days written notice to the other Party. All payments due pursuant to this Agreement shall be prorated in the event of such termination.

13. SURVIVAL.

The provisions of this Agreement which, by their terms, impose obligations that are continuing in nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: Sections 7 (Data Practices), 10 (Liability and Insurance) and 16 (Governing Law; Jurisdiction; Venue).

14. ENTIRE AGREEMENT; AMENDMENTS; CONFLICTS. This Agreement (including the exhibits attached hereto) constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, documents and proposals, oral or written, between the parties with respect thereto. Any amendment or modification to this Agreement shall not be valid unless such amendment or modification (i) is in writing and signed by authorized representatives of both parties and (ii) references this Agreement. The terms and conditions of the exhibits are integral parts of this Agreement and are fully incorporated herein by this reference.

15. COMPLIANCE WITH APPLICABLE LAW. The Parties agree to comply with federal, state and local laws and applicable regulations and professional licensing requirements and standards established by any agency, as may be applicable to this Agreement.

16. GOVERNING LAW; JURISDICTION; VENUE. This Agreement shall be governed by the laws of the State of Minnesota, without regard to its conflict of laws rules. For the purpose of resolving conflicts related to or arising out of this Agreement, the Parties expressly agree that venue shall be exclusively in state courts located in Sherburne County, Minnesota.

[Signature page follows.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the Effective Date set forth above.

SHERBURNE COUNTY

By: [Signature]

Jack Rott
Print Name

Sheriff
Title

Date: 8-1-23

ISD 727

By: [Signature]

Lindsey D. Truelsen
Print Name

Supt. of Biglake Schools
Title

Date: 7/31/23

ATTACHMENT A

SRO DUTIES

1. The SRO will assist in the establishment and coordination of a cooperative community approach among schools, parents, police, and other resources in meeting the students and community's needs.
2. The duties of the police officers shall include:
 - (a) Conferring with school staff, parents, neighbors and other city and community members regarding pre-delinquent behaviors.
 - (b) Identifying problems and potential problems by inspecting school areas, grounds and property while observing for suspicious activity in high delinquency areas.
 - (c) Conducting investigations within the school and school community.
 - (d) Investigating juvenile crimes as assigned by the SCSO. These cases, including emergencies that may arise from time to time, will vary in number and complexity, thereby requiring flexibility in the hours that the SRO works and requiring the SRO to leave the school building(s) at various times.
3. The provision of enforcement services provided herein, the selection of deputies to serve as SRO, performance standards and discipline of deputies and any other personnel matters incidental to the performance of services shall remain with the SCSO. The District; however, may provide input of an advisory nature in connection with the selection and evaluation of the SRO.
4. The Parties will cooperate to ensure a deputy serving as an SRO receives training as necessary to permit the SRO to effectively perform their duties in the context of the school's educational mission, including training on some or all of the following topics:
 - Understanding school violence and victimization
 - Preventing violence in school settings
 - School safety and emergency plans
 - Social and emotional learning
 - Restorative problem solving
 - Positive behavior interventions and supports
 - Trauma informed care
 - Cultural competency
 - Bullying prevention
 - Suicide prevention/postvention
 - School mental health
 - Youth brain development

5. The SRO will provide statistical reports on selected data, as agreed to by the District and the SCSO, a minimum of two times per school year (mid-year and end-of-year reports).
6. In the event that the SRO or other law enforcement official from the SCSO, upon written request of the District's Authorized Representative, perform other services not herein described or which exceed the agreed upon level of services provided herein, such services shall be billed, in addition to the stated agreement payment, based on the direct and actual costs of services requested by the District.

MEMORANDUM OF UNDERSTANDING
K-12 Online Section(s) - Outside of Teacher Work Day - 23-25

WHEREAS, Big Lake Education Minnesota (BLEM) and the Big Lake School District are parties to an agreement on the contract for 2023-2025; 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 2023-2025 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)
Big Lake Spud Fest	\$6,037.50	Purchase wristbands for Kids Club to participate in Spud Fest for a day
Central Minnesota Arts Board	\$1,533.00	High School Musical
Girls Basketball Booster	\$1,000.00	Hudl Subscription
Boys Fast Break Club	\$1,000.00	Hudl Subscription
Big Lake Spud Fest	\$2,700.00	Family Fun Fest
Ratwik, Roszak & Maloney, P.A.	\$100.00	Back to School Staff Breakfast
Wold Architects and Engineers	\$1,000.00	Back to School Staff Breakfast
Princeton Insurance Agency	\$500.00	Back to School Staff Breakfast
BLYVBA	\$800.00	Hudl Subscription
Big Lake Quarterback Club	\$4,228.00	Assistant Coach Salary

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on August 24, 2023.

Big Lake Hornets Activities Department Update



Activities Department By the Numbers



- 13 Activities / Fine Arts offerings
- 16 sports offered at the middle school level
- 26 MSHSL sports offered at the high school level
- 95 different coaches/advisors
- 182 events hosted
 - 311 total individual games / performances
- 439 Bus trips
- 805 unduplicated student participants last year (48%)
- 2 full-time staff members - Emily & Jared

2023 Athletics Highlights



- **Boys' Cross Country**
 - Section Champions
 - 3rd place at State
 - Three All-State runners in Top 12
- **Volleyball**
 - Section Runner-Ups
- **Swim & Dive**
 - Britney Krumrei - section champion and state qualifier
- **Gymnastics**
 - Team Section & State Champions
 - Britney Krumrei - state champion floor exercise
- **Wrestling**
 - 5 individual state entrants
 - Nolan Reiter - 3rd place
- **Track & Field**
 - 6 total state entrants
 - Tayla Gassman state champion in WC Discus & Shot Put
- Six varsity teams earned GOLD academic honors
 - (GPA 3.75 or higher)
- Four varsity teams earned SILVER academic honors
 - (GPA 3.40 or higher)



Fall Athletics Participation



	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>
<i>Football</i>	74	63	76	68
<i>MS Football</i>	66	61	67	58
<i>Volleyball</i>	47	46	40	52
<i>MS Volleyball</i>	38	36	43	25*
<i>Girls Swim/Dive</i>	43	43	34	33
<i>Girls Soccer</i>	37	28	35	36
<i>Boys Soccer</i>	27	28	26	25
<i>Girls Tennis</i>	32	31	26	22
<i>MS Girls Tennis</i>	9	12	12	6*
<i>Boys XC</i>	23	20	23	14
<i>Girls XC</i>	23	17	12	8
<i>MS XC</i>	16	9	8	25
<i>Cheerleading</i>	43	37	28	12*
TOTALS	478	431	430	353

Winter Athletics Participation



	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>
<i>Boys BB</i>	51	44	57
<i>MS BB</i>	51	45	56
<i>Girls BB</i>	18	17	17
<i>MS GB</i>	19	26	27
<i>Wrestling</i>	30	25	36
<i>MS Wrestling</i>	18	17	17
<i>Gymnastics</i>	24	15	16
<i>Dance</i>	20	23	23
<i>Boys Hockey</i>	11	10	12
<i>Girls Hockey</i>	7	8	8
TOTALS	249	230	269

Spring Athletics Participation



	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>
<i>Boys Track</i>	42	45	51
<i>MS Boys Track</i>	14	22	16
<i>Girls Track</i>	43	51	43
<i>MS Girls Track</i>	13	38	40
<i>Boys LAX</i>	23	36	55
<i>Girls LAX</i>	21	29	37
<i>Baseball</i>	29	40	41
<i>MS Baseball</i>	28	27	37
<i>Softball</i>	26	31	28
<i>MS Softball</i>	26	20	19

	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>
<i>Boys Tennis</i>	8	10	12
<i>Boys Golf</i>	14	9	11
<i>MS Boys Golf</i>	5	7	103 5
<i>Girls Golf</i>	4	8	7
<i>MS Girls Golf</i>	13	5	1
<i>Clay Target</i>	0	60	46
TOTALS	378	438	449

Activities / Fine Arts Participation



	<u>2021-22</u>	<u>2022-23</u>
Band	74	99
Choir	46	59
Jazz Band	18	23
HS Knowledge Bowl	2	5
HS Math League	6	15
One Act Play	16	16
Robotics	23	22
Speech	9	0
TOTAL	194	239

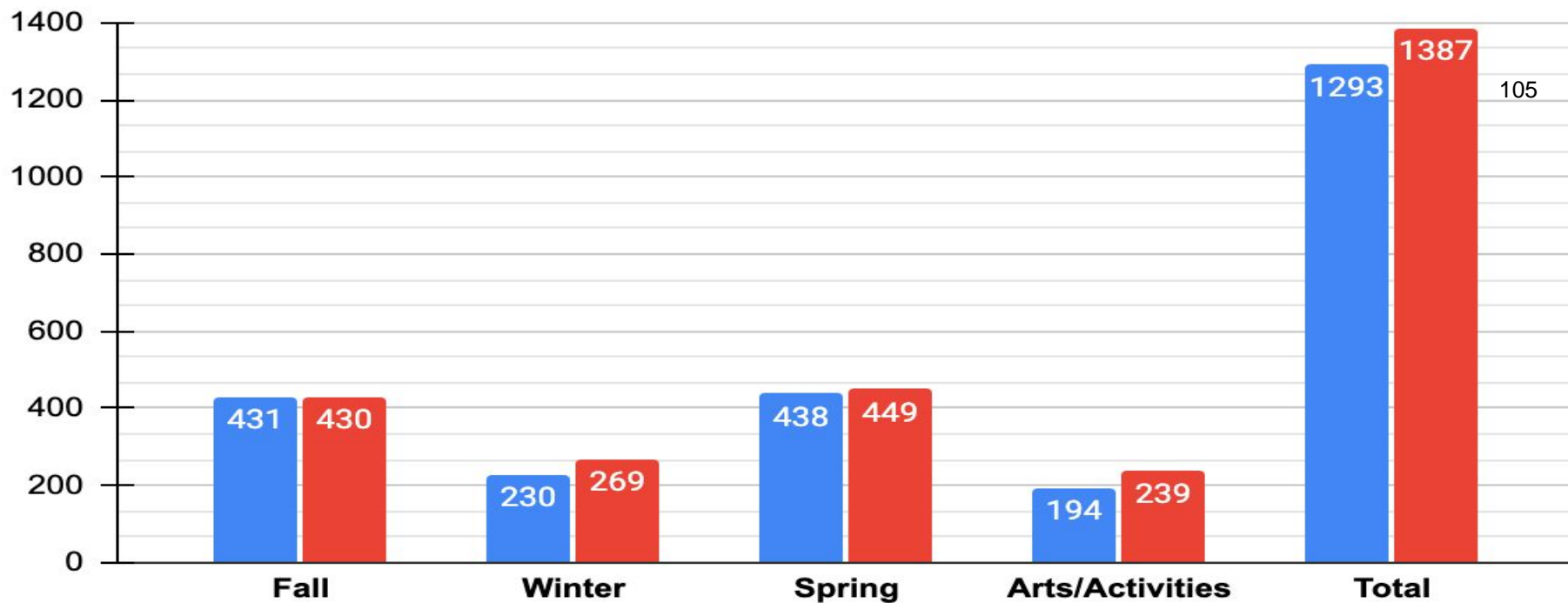
Overall Participation

(duplicated)



Total Participation Rates

■ 21-22 ■ 22-23



Mississippi 8 Updates



- **M8 Student Sportsmanship Summit**
 - Tuesday, Sept. 12th
 - @ Cambridge-Isanti HS
- Each school is bringing 6-8 student activity leaders
- **Tasks:**
 - Creation of (updated) conference sportsmanship guidelines, along with a video

mississippi 8
conference





MSHSL Updates

- **Finances - Excess revenues of \$2.35 million**
 - Membership: \$100 per school
 - Activity Registration: \$75 per activity
 - Down from \$160
 - Student Fees: \$0 per student
 - Down from \$2.25 per student
 - Will save us approximately \$4,580 in fees this school year!





MSHSL Updates

- **Behavior Expectations** *(created by student task force)*
 - Lead by positive example and demonstrate respect and support for others.
 - Follow all MSHSL, school and venue expectations.
 - Refrain from using profanity or ethnic, racial, religious, ability or gender-based comments, posts or messages directed at participants, directors, coaches, officials, spectators, or team representatives.
 - Act as a responsible and respectful digital citizen who positively uses social media platforms.
 - Speak or act in support of others when they are harmed by words or actions.
 - Honor each contest and all involved, including participants, directors, coaches, officials, spectators, and team representatives.
 - Hold high standards for myself, engage positively and demonstrate sportsmanship.



New Items for '23-'24



- **GoFan digital ticketing**

- Platform allows fans to purchase tickets in advance or at the ticketing gate with a credit card.
- Tickets will be on your phone and are transferable via email or text.
- Prices will remain the same and fans will not be charged any fees.
- Cash patrons will not be turned away

- **HudlTV live streaming**

- No longer using YouTube
- Transitioning more MN schools to the same platform
- Allows us to sell sponsorships more easily
- Team1Sports App is downloadable on Apple app store, Google play, Amazon Firestick, Roku TV

- **New K-8 Students Football Admissions**

- Any student in grades K-8 will need to be accompanied by a parent or adult chaperone at Varsity football games.
- One adult may chaperone up to four students
- Non-football events will remain as a K-6 policy

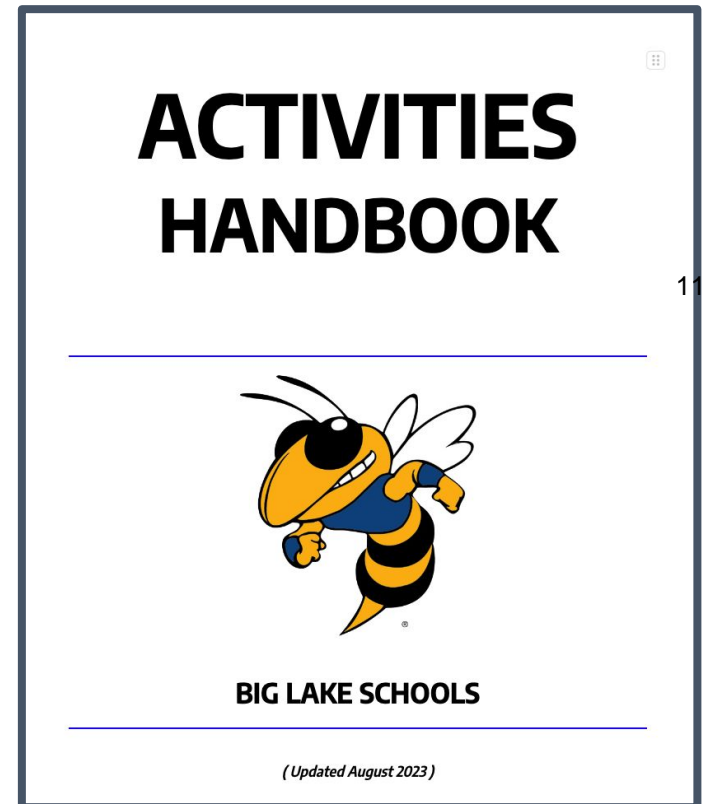
- **Increased athletic training services**

- Entered into a new agreement with NovaCare
- Will allow for more office hours for our athletic trainer
- Coverage for games/events will remain the same.

Student Activities Handbook Updates



- Handbook has been updated for the 2023-2024 school year.
- Revisions were made based on feedback from the board
 - Athletic Training
 - Communication Protocol
 - Lettering approval
 - Tryouts criteria
- Taking a look at non-exclusionary discipline and how it will affect activities





Challenges

- **Officials**
 - Less qualified officials available, forcing schedule adjustments
- **Transportation**
 - Daily challenge!
- **Staffing**
 - 11 new coaching hires for this fall
 - 10 current or anticipated vacancies for spring/winter
 - Event workers needed
- **Participation rates**
 - Sports specialization



Questions?



CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: July 2023

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 3,628,165	\$ 4,256,863	\$ (4,348,920)		\$ 3,536,108
Food Service	(\$2,599,268)	4,992	(32,699)		(\$2,626,975)
Community Service	(\$851,682)	257,211	(320,802)		(\$915,273)
Building Fund	\$34,999	2,571,464	(2,646,762)		(\$40,299)
Debt Service	\$542,546	-	(3,800)		\$538,746
Project fund- HVAC (Fund 15)	(\$34,999)	88,689	(121,172)		(\$67,482)
Custodial Fund (Fund 18)	\$1,451	-	-		\$1,451
OPEB Trust Fund	(\$35,451)	-	(55,649)		(\$91,100)
TOTAL PER BOOKS	685,761	7,179,219.00	(\$7,529,804)	\$0	335,176
				General Checking Account	\$335,176
				TOTAL PER BANK	\$335,176

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,674	883	(\$557)	-	\$2,000
				Petty Cash Checking Account	\$2,000
				TOTAL PER BANK	\$2,000

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$3,367,754)	\$ 2,859,496	\$ (3,911,886)		(\$4,420,144)
General Fd Operating Investments	\$14,465,070	28,158	(2,502,400)		\$11,990,828
Food Service	\$3,435,956	32,338	-		\$3,468,294
Community Service	\$2,310,936	33,987	-		\$2,344,923
Debt Service	\$3,295,291	669,635	(880,188)		\$3,084,738
Facility Maintenance Invest. 2021A (Fd 07)	\$33,850	-	-		\$33,850
Facility Maintenance Invest. 2021A (Fd 15)	\$744,946	3,316	(88,689)		\$659,573
Facilities Investments 2022A (Fd 06)	\$20,689,328	85,139	(2,571,464)		\$18,203,003
OPEB Trust Fund	\$876,334	2,871	(15)		\$879,190
OPEB Trust Equities	\$586,600	9,335	-		\$595,935
TOTAL PER BOOKS	\$43,070,557	\$3,724,275	(\$9,954,642)	\$0	\$36,840,190
				MN Trust	\$4,477,811
				Operating Investments	\$11,990,828
				Refunding Bond Investments	\$0
				Building Fund Investments	\$18,896,426
				OPEB Trust	\$1,475,125
				TOTAL PER BANK	\$36,840,190

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 14,727,155	\$ 7,145,400	\$ (10,763,763)	\$ -	\$ 11,108,792
Food Service	\$836,688	37,330	(32,699)	-	\$841,319
Community Service	\$1,459,254	291,198	(320,802)	-	\$1,429,650
Debt Service	3,871,687	669,635	(883,988)	-	3,657,334
Project Fund HVAC- Fund 15	\$709,947	\$92,005	(\$209,861)	\$0	\$592,091
Custodial Fund (Fund 18)	\$1,451	-	-	-	\$1,451
Bond Account Investments (fund 06)	\$20,724,327	\$2,656,603	(\$5,218,226)	\$0	\$18,162,704
OPEB Trust Fund	\$840,883	2,871	(55,664)	-	\$788,090
OPEB Trust Equities	\$586,600	9,335	-	-	\$595,935
TOTAL PER BOOKS	43,757,992	\$10,904,377	(\$17,485,003)	\$0	37,177,366
				Cash	\$335,176
				Petty Cash	\$2,000
				Investments	\$36,840,190
		113	TOTAL PER BANK		\$37,177,366

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
July 31, 2023

DATE	FROM	TO	AMOUNT	PURPOSE
7/2/2023	Old National-Checking	Compass Group	\$ 30,613.55	Chartwells
7/3/2023	Old National-Checking	Heartland Pmt System	\$ 163.56	Nutri Kids Credit Card Fees
7/3/2023	Old National-Checking	Further	\$ 5,533.16	Flex Claim Pymts
7/3/2023	Benefit Resource BRI	Old National-Checking	\$ 12,161.32	Cobra Payment
7/3/2023	MN Trust-PMA	Old National-Checking	\$ 1,500,000.00	Payroll and Payroll AP
7/6/2023	Old National-Checking	Public Surplus	\$ 538.00	Sale of Auction Items
7/6/2023	Old National-Checking	Delta Dental	\$ 29,199.32	Dental Insurance
7/7/2023	CC Choices ACH	Old National-Checking	\$ 5,793.00	Pathway I
7/7/2023	Old National-Checking	BLEM	\$ 8,701.05	Teacher Unions Dues
7/7/2023	Old National-Checking	EBC	\$ 44,953.72	403b & 457 contributions
7/7/2023	Old National-Checking	State of MN	\$ 131,572.73	MN State retirement Plan
7/10/2023	Old National-Checking	Transfirst/TSYS	\$ 93.63	Affinity Credit Card fees
7/10/2023	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
7/10/2023	Old National-Checking	Bankcard Service	\$ 7,296.46	ELEYO Credit Card Fees
7/11/2023	Old National-Checking	Further	\$ 22,145.86	H.S.A Contributions
7/12/2023	Old National-Checking	Amazon	\$ 349.50	Invoice Payments
7/13/2023	Old National-Checking	Windstream	\$ 1,433.69	Windstream billing
7/17/2023	Old National-Checking	FleetCor	\$ 347.14	Kwik Trip Billing
7/18/2023	Old National-Checking	Further	\$ 1,757.39	Flex Claim Pymts
7/19/2023	Old National-Checking	Old National Bank	\$ 80.20	Old National Service Charge
7/19/2023	Old National-Checking	MN Dept of Rev	\$ 186.00	Sales Tax
7/19/2023	Old National-Checking	Neopost	\$ 201.00	DO Postage
7/20/2023	Old National-Checking	Amazon	\$ 2,069.40	Invoice Payments
7/20/2023	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
7/21/2023	Old National-Checking	Neopost	\$ 201.00	DO Postage
7/21/2023	Old National-Checking	Further	\$ 382.20	Further Fee
7/21/2023	Old National-Checking	Old National-Petty Cash	\$ 882.88	Transfer to Petty Cash
7/21/2023	CC Choices ACH	Old National-Checking	\$ 2,436.00	Pathway I
7/21/2023	Old National-Checking	Vision Transportation	\$ 51,710.33	Transportation billing
7/24/2023	Old National-Checking	Neopost	\$ 201.00	DO Postage
7/24/2023	Old National-Checking	Windstream	\$ 1,434.31	Windstream billing
7/24/2023	Old National-Checking	Verizon	\$ 1,459.11	Verizon billing
7/24/2023	Old National-Checking	NewYork Life	\$ 10,313.56	Life & LTD Insurance
7/24/2023	Old National-Checking	Further	\$ 20,665.96	H.S.A Contributions
7/25/2023	Old National-Checking	Further	\$ 505.80	Flex Claim Pymts
7/25/2023	Old National-Checking	EBC	\$ 45,246.45	403b & 457 contributions
7/26/2023	Old National-Checking	BLEM	\$ 8,701.05	Teacher Unions Dues
7/27/2023	Old National-Checking	Neopost	\$ 201.00	DO Postage
7/28/2023	Sherburne County	Old National-Checking	\$ 8,814.45	Wildlife Refuge
7/28/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 88,688.60	Bond Draw 2021A
7/28/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 2,571,464.04	Bond Draw 2022A
7/31/2023	Old National-Checking	Bremer Bank	\$ 310.00	ACH Charge
7/31/2023	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 7,983.39	Solar Contract
7/31/2023	Benefit Resource BRI	Old National-Checking	\$ 13,121.11	Cobra Payment
7/31/2023	Old National-Checking	USS MINNESOTA ONE MT	\$ 40,231.53	Solar Contract
7/26/2023	MN Trust-PMA	Bond Trust/US Bank	\$ 880,187.50	Bond Interest Payments

COMPLIANCE ISSUES

- | | | |
|----|---|-------------------|
| 1) | Preliminary UFARS data loaded to MDE by September 15th, 2023 | Not in compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2023 | Not in compliance |
| 3) | Final UFARS data to MDE by November 30, 2023 | Not in compliance |
| 4) | The 2022/2023 audit (electronic copy) received at MDE by December 31st, 2023 | 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		
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD
General Fund (01,05,11 &12)	\$ 46,449,691	\$ 140,314	0%	\$ 46,071,129	\$ 1,060,911	2%	
Food Service (02)	\$ 2,399,363	\$ 28,458	1%	\$ 2,528,694	\$ 820	0%	
Community Service (04)	\$ 2,866,263	\$ 193,571	7%	\$ 2,905,975	\$ 71,197	2%	
Building Construction (06)	\$ 225,000	\$ 88,455	39%	\$ 9,728,058	\$ 228,400	2%	
Debt Service (07)	\$ 6,462,877	\$ 116,889	2%	\$ 6,464,376	\$ 883,987	14%	
OPEB Irrevocable Trust Fund (45)	\$ 50,000	\$ 12,212	24%	\$ 164,419	\$ 21	0%	

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

Budgeted Seated ADM	3169
Tuition ADM	76
Budgeted ADM	3245

NOTES

No budget revisions

School Board Financial Report

August 24th, 2023

Presented by Angie Manuel, Director of Business Services

Enrollment Update

Kindergarten

Kindergarten budget = 250

Kindergarten as of 8-22-23 = 236

240 is anticipated

Other Enrollment

Financial Update

No changes to 23-24 budget

Treasurer report compliance items

ISD #727 2023-2024 Original Budget

June 2023

	Budgeted Fund Balance June 30,2023	Revenue Budget 23-24	Expenditure Budget 23-24	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2024
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 136,745	\$ 401,095	\$ 353,751	\$ 47,344	\$ -	\$ 184,089
Operating Capital	\$ 438,154	\$ 782,776	\$ 1,094,785	\$ (312,009)	\$ -	\$ 126,145
Capital Projects Levy	\$ 512,606	\$ 669,369	\$ 646,021	\$ 23,348	\$ -	\$ 535,954
Staff Development	\$ 100,781	\$ 506,695	\$ 502,168	\$ 4,527	\$ -	\$ 105,308
Basic Skills	\$ -	\$ 1,792,691	\$ 1,168,934	\$ 623,757	\$ -	\$ 623,757
Third Party/Medical Assistance	\$ 202,291	\$ 75,000	\$ 108,037	\$ (33,037)	\$ -	\$ 169,254
Area Learning Center (ALC)	\$ 107,114	\$ 362,155	\$ 376,334	\$ (14,179)	\$ -	\$ 92,935
Scholarships	\$ 24,750	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ 24,750
Student Activities	\$ 27,449	\$ 2,300	\$ 8,300	\$ (6,000)	\$ -	\$ 21,449
Committed for Severance	\$ 902,928	\$ -	\$ 18,583	\$ (18,583)	\$ -	\$ 884,345
Committed for Liberty Shelter	\$ 29,120	\$ -	\$ 29,120	\$ (29,120)	\$ -	\$ -
Assigned for Q Comp	\$ 22,269	\$ 836,537	\$ 805,542	\$ 30,995	\$ -	\$ 53,264
Assigned for Athletics and Activities	\$ 153,588	\$ 1,199,484	\$ 1,218,464	\$ (18,980)	\$ -	\$ 134,608
Assigned for Building Level Activities	\$ 130,813	\$ 42,506	\$ 68,772	\$ (26,266)	\$ -	\$ 104,547
Other Assigned Fund Balances	\$ 207,281	\$ 14,454	\$ 164,466	\$ (150,012)	\$ -	\$ 57,269
Nonspendable for Prepaid Items	\$ 60,752	\$ -	\$ -	\$ -	\$ -	\$ 60,752
Unassigned Fund Balance	\$ 6,613,525	\$ 39,746,629	\$ 39,489,852	\$ 256,777	\$ -	\$ 6,870,302
Subtotal	\$ 9,670,166	\$ 46,449,691	\$ 46,071,129	\$ 378,562	\$ -	\$ 10,048,728
Food Service:						
Restricted	\$ 560,940	\$ 2,399,363	\$ 2,528,694	\$ (129,331)	\$ -	\$ 431,609
Nonspendable for Inventory	\$ 35,392	\$ -	\$ -	\$ -	\$ -	\$ 35,392
Subtotal	\$ 596,332	\$ 2,399,363	\$ 2,528,694	\$ (129,331)	\$ -	\$ 467,001
Community Service:						
Restricted -						
Community Education	\$ 872,663	\$ 2,087,138	\$ 2,070,236	\$ 16,902	\$ -	\$ 889,565
ECFE	\$ 96,348	\$ 287,744	\$ 296,337	\$ (8,593)	\$ -	\$ 87,755
School Readiness	\$ (91,419)	\$ 472,231	\$ 510,934	\$ (38,703)	\$ -	\$ (130,122)
Preschool Screening	\$ -	\$ 19,150	\$ 28,468	\$ (9,318)	\$ -	\$ (9,318)
Subtotal	\$ 877,592	\$ 2,866,263	\$ 2,905,975	\$ (39,712)	\$ -	\$ 837,880
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 597,558	\$ 25,000	\$ 622,558	\$ (597,558)	\$ -	\$ 120
Referendum Projects	\$ 17,817,165	\$ 200,000	\$ 9,105,500	\$ (8,905,500)	\$ -	\$ 8,911,665
Subtotal	\$ 18,414,723	\$ 225,000	\$ 9,728,058	\$ (9,503,058)	\$ -	\$ 8,911,665
Debt Service - Restricted	\$ 1,423,004	\$ 6,462,877	\$ 6,464,376	\$ (1,499)	\$ -	\$ 1,421,505
OPEB Irrevocable Trust Fund	\$ 1,172,049	\$ 50,000	\$ 164,419	\$ (114,419)	\$ -	\$ 1,057,630
Total	\$ 32,153,866	\$ 58,453,194	\$ 67,862,651	\$ (9,409,457)	\$ -	\$ 22,744,409

Financial Update

Unemployment “Between Terms” Update

“Between Terms” = Summer Unemployment

- 2nd Quarter (April – June) Unemployment Invoice
 - Total \$24,725.51: \$209.13 regular; \$24,516.38 summer
- 3rd Quarter (July – September) as August 22nd: \$138,422.43

Financial Update

Food Service Delinquent Debt

- 22-23 Debt Sent to Collections: \$9,963
 - General Fund 23-24 expense
 - 2019: \$5,544; 2020: \$13,000; 2021: \$13,070
 - 23-24 budget: \$13,000
 - Universal free meals legislation should eliminate delinquent debt

School Board Action

Approve financial report

WELCOME TO  HORNET COUNTRY



Student Handbook

2023-2024



Revised August 2023



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.

Policies are reviewed on a three year cycle or as needed for legislative changes. The most up to date 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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Kim Johnson
District Office
Administrative Assistant

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SCHOOL CONTACT INFORMATION & HOURS

LIBERTY ELEMENTARY SCHOOL

School Hours	7:35 AM - 2:20 PM
Attendance Line	763.262.8100, press 2
Address	17901 205th Avenue NW
Main Phone	763.262.8100
Principal	Teresa Smock-Potter t.smock-potter@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	Stephanie Hicks s.hicks@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

Advisory: M/T WIN: W/Th/F	Period 1	Period 2	Period 3-4-5-Lunch 3--10:44-11:40; 4--11:44-12:40; 5--12:44-1:40	Period 6	Period 7
8:30-9:00	9:04-9:50	9:54-10:40	10:44-1:40 includes a 30 minute lunch and two 4 minute passing times	1:44-2:30	2:34-3:20

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

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. Our PBIS programming emphasizes proactive approaches to student behavior, including intentionally teaching students the behavioral and learning expectations for every area and activities in our buildings. If students demonstrate behaviors that contradict school expectations, time is spent reteaching these expectations and when appropriate, we take a restorative approach to resolve misbehaviors. 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

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 10 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 emergency closing information through Infinite Campus. In the event that school were to close for inclement weather, students may engage in online learning. Students and staff are expected to bring their school issued devices and chargers home if there is a chance school is cancelled in the near future. 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.

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

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.

FREE SCHOOL MEALS BILL

School meals will be free for all students starting in the 2023-2024 school year! Thanks to the new Minnesota Free School Meals Bill, all Big Lake students will be able to receive one free lunch and one free breakfast each day they attend school. This significant legislation was signed into law by Governor Walz on March 17, 2023, and aims to ensure that all students have access to nutritious meals by providing meal reimbursement to Minnesota districts. Key details you need to know:

- Students automatically receive 1 free breakfast and 1 free lunch each day they attend school
- Students must take a full meal for it to be free.
- Additional charges apply for a la carte items or extra meals
- Students must attend in-person school to receive free meals
- Eligible families are still encouraged to submit the Application for Educational Benefits! *Your child(ren) may qualify for other benefits like reduced fees at school, and it helps the district receive additional funding*

For more information and FAQs about the Free School Meals Bill, visit our website www.biglakeschools.org

MEAL ACCOUNT

Students will still have a meal account and will go through the lunch line and enter their pin number (MS/HS) or scan their finger (Liberty/Independence) each day. Parents are encouraged to add funds to their child(ren)'s meal accounts if they anticipate purchasing extras such as a la carte items or extra meals. You can monitor and add funds electronically through MySchoolBucks.com, or by sending cash or a check to your child's school (you can either drop it off or send it with your child). Students will not be able to purchase extras if their account balance is zero or negative.

SCHOOL MEALS POLICY

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

APPLICATION FOR EDUCATIONAL BENEFITS

Should I still fill out the Application for Educational Benefits?

YES! Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important. Your child(ren) may qualify for other benefits like reduced fees at school. Additionally, your application may help the school qualify for education funds, discounts, and other meal programs.

There are two ways to complete the application:

1. **Online through Infinite Campus:** Your application will be processed faster and more efficiently using the online application. Log into your Infinite parent portal, click on Applications and Forms, and follow the link to the application.
2. **Submit a paper application:** Print out and complete the form and return it to:
Big Lake Schools District Office
Attn: Applications
501 Minnesota Ave
Big Lake MN 55309

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 their 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 such as the newspaper or online news stories

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 considers the following information as directory information:

- Student's name
- Age
- Gender
- Grade level
- Dates of attendance
- Degrees, honors and awards received
- Participation in officially recognized activities
- Weight and height of members of athletic team
- 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: Buses will drop off on the east side of the building at 7:25 a.m.

Liberty PM: Buses 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. Buses 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 from riding the bus
- 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.

HEALTH AND SAFETY

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 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!

OTHER

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

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/SMART DEVICES

Liberty, Independence, and Middle School expect phones/smart devices to be stored in lockers during the school day. Unless given permission by a teacher, students should not have phones/smart devices out during class. 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 phones/smart 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. Appropriateness is determined by building administration

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 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 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 they have 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 emphasize proactive, instructive, and restorative approaches to the student behavior and 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

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](#).

RELIGION

Please see [District Policy 609](#).

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 applicable laws.

USE OF MOVIE CLIPS

From time to time, teachers may use video clips from 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.

LEAD IN WATER TESTING

Big Lake Schools conducts periodic testing of all drinking water fixtures in accordance with all state statutes and recommendations. Laboratory results may be found on the district website or by contacting Terrence Zerwas, Buildings and Grounds Manager at 763.262.5148 or t.zerwas@biglakeschools.org

ASBESTOS

Big Lake Schools has been inspected for asbestos under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). The person designated as Asbestos Program Manager for facilities is Terrence Zerwas, Buildings and Grounds Manager. If you have any questions or would like to review the district management plans or inspection records please contact Terrence at 763.262.5148 or t.zerwas@biglakeschools.org.

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.

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.

CELEBRATION DAYS

In our desire to celebrate differences, embrace all people, and to prepare students for the diverse world, we are intentional about cultivating strong school families. This process starts with our students and families first! Our staff utilize Getting to Know You Days and family conferences to learn all about their students and families. Information collected may include such things as: what each student likes and dislikes, what the students strengths are, what their areas for growth are, their future goals, who makes up their family, important people in their lives, celebrations, and other information the teacher should know in order to set up the most welcoming, supportive, and engaging classroom environment possible.

Sharing and learning about each other, as well as having shared experiences is important when increasing awareness and accepting differences. When continuing to develop a classroom family, a grade level may decide to have a celebration connected to a changing season, a common experience, or a holiday. The focus of the celebration will be on a proactive trait like gratefulness, generosity, kindness, or just plain fun! All staff are responsible to ensure that any celebration has an education purpose and is inclusive to all students. Families can decide to opt out of any community building celebration.

BIRTHDAYS

Please let us know if your child would rather not have us acknowledge their special day. 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 for an off-site meal.

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/SMART DEVICES PROCEDURES/EXPECTATIONS

- Students will silence and place their phones/smart devices in their academic lockers from arrival on campus until 3:30 p.m.
- Students will keep all phones/smart devices in their assigned locker during the school day. Students will not be able to communicate during the day using their phone/smart device, 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 for phones/smart devices:

- 1st offense: phone/smart device confiscated and placed in the office for parent/guardian pick up
- 2nd offense: phone/smart device confiscated and placed in the office for parent/guardian pick up; school consequence assigned
- 3rd offense: phone/smart device confiscated and placed in the office for parent/guardian pick up; school consequence assigned; student may lose the privilege of having a phone/smart 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.

BEVERAGES

Water is the only permitted beverage throughout the school, including hallways and classrooms. All other school appropriate beverages are to remain in lunch bags and to be consumed only in the cafeteria.

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, they are not allowed to attend
- Once a student leaves, they 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.

CRISIS LINE

Minnesota's suicide prevention and mental health crisis service is available 24 hours a day, seven days a week. People can call, text, or online chat 988 to connect to the Minnesota Suicide Prevention and Crisis Lifeline Centers. More information about Minnesota's 988 Lifeline services can be found on their [website](#).

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 2023-2024 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 bathroom 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.)

CRISIS LINE

Minnesota's suicide prevention and mental health crisis service is available 24 hours a day, seven days a week. People can call, text, or online chat 988 to connect to the Minnesota Suicide Prevention and Crisis Lifeline Centers. More information about Minnesota's 988 Lifeline services can be found on their [website](#).

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, they are not allowed to attend
- Once a student leaves, they 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 they have an approved guest agreement, have paid the fee and are in good standing with their 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. .


OUTERWEAR/HEADWEAR

Outwear such as coats, backpacks, purses, cinch bags, sunglasses, and blankets are to remain in lockers during the academic school day. Any headwear must be worn as intended by the manufacturer. Hoods are to remain down at all times. Teachers and building administration still reserve the right to ask hats to be removed.

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



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 Bus	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.



Employee Handbook

2023-2024



Updated July 2023



Destination School District

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

Highly Regarded Staff

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

Q-Comp District

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

Professional Learning Communities

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

WELCOME TO BIG LAKE SCHOOLS!

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

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

The Nitty Gritty:

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

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

Sincerely,

Sue Schmidt
Human Resources Manager

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DISTRICT CONTACT INFORMATION

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SCHOOL CONTACT INFORMATION & HOURS

LIBERTY ELEMENTARY SCHOOL

School Hours	7:35 AM - 2:20 PM
Attendance Line	763.262.8100, press 2
Address	17901 205th Avenue NW
Main Phone	763.262.8100
Principal	Teresa Smock-Potter t.smock-potter@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 r.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

DISTRICT-WIDE PHILOSOPHIES

MISSION STATEMENT

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

VISION STATEMENT

High expectations - Exceptional results

BELIEF STATEMENTS

We believe:

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

FOCUS AREAS

A. We will achieve the goals of the World's Best Workforce [WBWF] for all students in the school district (Student Achievement).

B. We will provide equitable opportunities and positive learning environments that engage each learner in reaching their full potential.

C. We will ensure a safe, positive, and welcoming environment where students are respected and can thrive and contribute as global citizens.

D. We will recruit & retain a highly qualified workforce.

E. 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.

F. We will create a positive environment in which our staff culture is one where all staff feel universally supported.

G. We will grow and maintain two-way relationships with stakeholders to further community support and value in our district.

H. We will ensure that our communication and our thinking is strategic, methodical, and transparent in all we do.

I. We will support district programs and objectives through creative marketing techniques.

J. We will develop facilities and operations plans that support our district mission.

HORNET WAY

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

The Hornet Way is based on 5 core values:

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



EMPLOYEE RESPONSIBILITIES

THE KEY TO SUCCESS

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

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

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

ATTENDANCE

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

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

LICENSURE/CERTIFICATION

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

CONFIDENTIALITY

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

CONFLICT OF INTEREST

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

MEAL AND BREAK PERIODS

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

PERSONAL APPEARANCE

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

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

PHOTO IDENTIFICATION/ACCESS BADGES

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

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

EMPLOYEE RESPONSIBILITIES

SOLICITATIONS

Organizations often wish to solicit employees to support a particular activity or fundraising event. It is the policy of Big Lake Schools that an employee should not use his/her position with the district to solicit purchases of services or materials except those approved by the Superintendent. This means an employee should not use district email, parent or staff contact information, or any other district resource to further the mission of an outside organization. Reference: Policy 505

MANDATED REPORTING

By law, as a public employee within a school district, every employee becomes a mandated reporter for child abuse or neglect, and bullying. The State of Minnesota requires that educational professionals who know or have reason to believe that a child is being neglected, or physically or sexually abused by a person responsible for the child's care with the preceding three years must immediately report the information to the proper authorities. The law provides legal immunity for all reports of suspected abuse made in good faith. Failure to report is treated as a misdemeanor under the law. Reference: MN Statute 626.556; Policy 414; Policy 415.

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

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

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

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

Reference: Policy 514

SEXUAL HARASSMENT

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

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

SCHOOL BOARD POLICIES

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

TECHNOLOGY ACCEPTABLE USE

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

EMPLOYEE CONDUCT

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

RETURN OF DISTRICT PROPERTY

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

USE OF DISTRICT PROPERTY

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

JOB PERFORMANCE

JOB RESPONSIBILITIES

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

PROGRESSIVE DISCIPLINE

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

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

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

The following outlines Big Lake Schools' progressive discipline process:

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

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

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

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

YOUR SUPERVISOR

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

INITIAL EVALUATION AND PERFORMANCE REVIEW

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

EMPLOYMENT LAWS

EQUAL OPPORTUNITY EMPLOYER

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

HARASSMENT AND VIOLENCE PROHIBITION

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

NURSING MOTHERS, LACTATING EMPLOYEES, AND PREGNANCY ACCOMMODATIONS

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

PUBLIC AND PRIVATE PERSONNEL DATA

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

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

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

EMPLOYEE PAY & BENEFITS

PERSONAL INFORMATION CHANGES

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

PAYDAY

Employees are paid on the 5th and 20th of each month. If the 5th and 20th land on a weekend or holiday, you will be paid the Friday before. Employees are required to have their check directly deposited into their bank account. Hourly employees must approve their timecard by the Tuesday prior to the pay date. Employees may view their paystub, benefits, and W2s by visiting SmartHR via the staff intranet.

SICK LEAVE

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

VACATION

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

LEAVE OF ABSENCES

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

RETIREMENT

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

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

COMMUNICATIONS

PUBLIC WEBSITE

Big Lake Schools maintains a website available to the public at biglakeschools.org. This site contains a plethora of information about the district including our schools, programs, employment, policies, staff directory, upcoming events, district news, etc.

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

EMAIL

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

STAFF RESOURCES (Shared Google

Drive) The staff resources contains content for our employees only. The staff resources can be accessed by going to your Google Drive and Shared Drives. This drive contains staff calendars, important links, access to payroll/leave information, commonly used forms, branded templates for letterheads, powerpoints, etc. Please become familiar with the resources here as it will benefit you as an employee.

SOCIAL MEDIA

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

MEDIA RELATIONS PROCEDURE

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

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

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

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

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

EMERGENCY CLOSINGS

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

EMPLOYEE OBLIGATIONS DURING EMERGENCY

Employee Group	e-learning	No School	Delayed	Early Release
Teachers	<ul style="list-style-type: none"> • Post assignments within 90 minutes • Be available for regular school day hours • Receive regular pay 	<ul style="list-style-type: none"> • Not required to report to work • Receive regular pay • May be required to work a make up day or virtual PD day. 	<ul style="list-style-type: none"> • Adjust hours to announced start time (e.g. two hour late start, report two hours later than usual) • Receive regular day's pay 	<ul style="list-style-type: none"> • Receive regular day's pay
Educational Assistants & Secretaries	<ul style="list-style-type: none"> • Receive assignment from case manager and/or supervisor • Receive pay for hours worked • May make up missed time with consent of supervisor OR may use vacation/ personal time 	<ul style="list-style-type: none"> • Not required to work • Day is unpaid • May make up missed time with consent of supervisor OR may use vacation/ personal time 	<ul style="list-style-type: none"> • Adjust hours to announced start time • Receive pay for actual hours worked • May make up missed time with consent of supervisor OR may use vacation/ personal time 	<ul style="list-style-type: none"> • Receive pay for entire day's shift • May make up missed time with consent of supervisor OR may use vacation/ personal time
Principals & Assistant Principals	<ul style="list-style-type: none"> • Be available for regularly scheduled hours. • Receive regular pay. 	<ul style="list-style-type: none"> • Not required to report to school; should be available virtually for regularly scheduled hours. • Receive regular pay. 	<ul style="list-style-type: none"> • Be available for regularly scheduled hours. • Receive regular pay. 	<ul style="list-style-type: none"> • Be available for regularly scheduled hours. • Receive regular pay.
Custodians	<ul style="list-style-type: none"> • Work schedule established by supervisor • Those who report will work four hours without salary deduction 	<ul style="list-style-type: none"> • Work schedule established by supervisor • Those who report will work four hours without salary deduction 	<ul style="list-style-type: none"> • Work schedule established by supervisor • Receive pay only for hours worked 	<ul style="list-style-type: none"> • Work schedule established by supervisor • Those who report work four hours without salary deduction.
Non-Affiliated A/B	<ul style="list-style-type: none"> • Not required to report unless directed by supervisor • May make up missed time with consent of supervisor OR may use personal/ vacation time 	<ul style="list-style-type: none"> • Not required to report unless directed by supervisor • May make up missed time with consent of supervisor OR may use personal/ vacation time 	<ul style="list-style-type: none"> • Adjust hours to announced start time • Receive pay only for hours worked • May make up missed time with consent of supervisor OR may use personal/ vacation time 	<ul style="list-style-type: none"> • Work schedule established by supervisor • Receive pay only for hours worked • May make up missed time with consent of supervisor OR may use personal/ vacation time
Non-Affiliated C/D	<ul style="list-style-type: none"> • Employee uses personal discretion to decide whether to report to work or not 	<ul style="list-style-type: none"> • Employee uses personal discretion to decide whether to report to work or not 	<ul style="list-style-type: none"> • Employee uses personal discretion to decide when to report 	<ul style="list-style-type: none"> • Employee uses personal discretion to decide when to leave

HEALTH AND SAFETY

JOB SAFETY

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

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

WORKERS' COMPENSATION

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

A First Report of Injury form must be completed and submitted to the SFM WORK INJURY HOTLINE: 855-675-3501 within 24 hours of the injury. Your supervisor or the Health Assistant in your building can assist you in completing the injury report. For further assistance, call the Human Resources Department at 763-262-5182.

EMPLOYEE RIGHT TO KNOW

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

BLOOD BORNE PATHOGENS

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

DRUG- AND ALCOHOL-FREE WORKPLACE

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

TOBACCO-FREE ENVIRONMENT

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

EMERGENCY OPERATIONS PLAN/ CRISIS MANAGEMENT

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

WEAPONS

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

Big Lake Public Schools 2023-2024 School Calendar

Board Approved 2/24/22
Revised and Approved 5/3/23

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

Important Dates:

SEPTEMBER

Sep 4—Labor Day—No School
Sep 5—School begins 6 & 9th only
Sep 5 & 6 (Grade K-5 Assess. by appt)
Sep 6—School begins grades 6-12
Sep 7—School begins grades K-5

OCTOBER

Oct 18—PD Day—No School Students
Oct 19-20—MEA—No School

NOVEMBER

Nov 3—K-5 PT conferences-No School Elementary Students
Nov 22—PD Day—No School Students
Nov 23-24—Thanksgiving—No School

DECEMBER

Dec 1—End Tri 1
Dec 4—No School Students—PD/TW
Dec 22-Jan 1—Winter Break

JANUARY

Jan 15—No School
Jan 16—PD Day—No School Students

FEBRUARY

Feb 15—PD—No School Students
Feb 16-19—No School

MARCH

Mar 7—End Tri 2
Mar 8—No School Students—PD/TW
Mar 11—K-5 PT conferences-No School Elementary Students
Mar 29—No School

APRIL

Apr 1—No School

MAY

May 27—Memorial Day—No School
May 29—Seniors Last Day
May 30—Last Day
May 31—PD/TW
May 31—Graduation

P/T Conferences

Oct 12—HS and MS
Nov 3—K-5
Feb 8—HS and MS
Mar 11—K-5

July 2023					August 2023					September 2023				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
3	4	5	6	7		1	2	3	4					1 NS
10	11	12	13	14	7	8	9	10	11	4 NS	5 K-5 Assess 6 th and 9 th orientation	6 K-5 Assess 6-12 start	7 K-5 Start	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28 PD	29 PD	30 PD	31 PD		25	26	27	28	29

October 2023					November 2023					December 2023				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
2	3	4	5	6			1	2	3 K-5 PT conf.					*1 End Tri 1
9	10	11	12 HS and MS PT Conf.	13	6	7	8	9	10	4 NS PD/TW	5	6	7	8
16	17	18 PD	19 TC MEA	20 MEA	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22 PD	23 NS	24 NS	18	19	20	21	22 NS
30	31				27	28	29	30		25 NS	26 NS	27 NS	28 NS	29 NS

January 2024					February 2024					March 2024				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
1 NS	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8 HS and MS PT Conf.	9	4	5	6	*7 End Tri 2	8 NS PD/TW
15 NS	16 PD	17	18	19	12	13	14	15 PD	16 NS	11 K-5 PT conf.	12	13	14	15
22	23	24	25	26	19 NS	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29 NS

April 2024					May 2024					June 2024				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
1 NS TC	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27 NS	28	29 Seniors Last Day	*30 Last Day	31 NS PD/TW Graduation					

Trimester End dates

December 1
March 7
May 30

Tri 1=58
Tri 2=56
Tri 3=56

NS = No School
PD = Professional Development
TC = Teacher Comp Day
PT = Parent/Teacher Conf.
* = End of Trimester

Potential weather make-up days:
April 1 with additional days added to the end of the school year if needed

Big Lake Schools

Volunteer Handbook

High Expectations, Exceptional Results



Last Revised: August 2023

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1. Welcome

We are so pleased that you are interested in volunteering some of your valuable time within our schools! Our volunteers play an instrumental part in each of our buildings by helping to create a safe, creative and educational environment for our students to learn and grow in.

This handbook contains important information about Big Lake Schools and the policies and procedures we have created for volunteers. Please read through the handbook in its entirety, then complete the agreement electronically by [clicking here](#).

2. Purpose of Volunteer Program

The purpose and/or goal of our volunteer program is to assist schools in providing the best possible educational experience for each individual student. The activities performed by volunteers should help to accomplish the following items:

- Supplement non-instructional work of classroom teachers, upon their request and under their supervision
- Provide individual attention to students through tutoring and/or small group projects
- Provide enrichment experiences to supplement teaching curriculum
- Provide assistance in extension areas, including athletics, activities, events, field trips, etc.
- Enhance and promote school-community connections for a quality education

3. Visitors vs. Volunteers

Not everyone who enters our schools is considered a volunteer—they could just be a visitor. Your frequency of visits and reason for visits are two deciding factors for what you are considered when you enter our buildings. Please view a definition of our most common visitor types below.

A. Visitor

A visitor is someone who visits a school sporadically for generally short amounts of time. They could be a parent, community member, or business partner coming to meet with a teacher or staff member, or a parent picking up or dropping off a student. Please note that these are examples only and this list does not include all possibilities.

B. Volunteer

A volunteer is someone who performs unpaid services for our schools during scheduled times. A volunteer may perform services for multiple days, weeks, months or throughout an entire school year. **Volunteers must agree to and are required to have a background check on file.**

*Please note that both **Visitors and Volunteers** are required to sign-in with a picture ID through the Raptor system in the front office and receive a school issued badge before continuing to their destination every time they visit. The school issued badge must be worn and visible at all times.

4. Volunteer Opportunities

Big Lake Schools offers a wide array of volunteer opportunities that include working directly with students and working indirectly. Opportunities change frequently; but consistent volunteer opportunities include the following:

A. Classroom Volunteer

This type of volunteer works directly with students individually or in small groups. Tasks could include reading with students, tutoring, or assisting with classroom activities.

B. Clerical Volunteer

This volunteer performs tasks such as putting together bulletin board content, photocopying, or sorting mail.

C. Media Center Volunteer

This volunteer could potentially help students working on computers, organize items, or help check in and out equipment.

D. Athletics/Activities Volunteer

This volunteer position supports the efforts of Big Lake Schools' coaches and activities coordinator. Responsibilities could include running scoreboards, assisting with coaching activities or organizing equipment.

5. Volunteer Guidelines

A. Supervision

Volunteers work under the direction of district staff, building principals, coaches, and classroom teachers—specifically, they work under the direction of those who have requested a volunteer. Big Lake Schools is responsible for the safety, health and education of its students; thus, volunteers should acknowledge and understand that they are working under the direction of a Big Lake staff member at all times, and should only complete tasks asked of them.

B. Confidentiality

Big Lake Schools has a very strict policy and code of ethics dealing with confidentiality of its students, parents, and staff. Additionally, it follows all federal and state laws regarding the privacy of student information, including FERPA laws. It is expected that volunteers abide by all district confidentiality policies, along with any state and federal guidelines. Specifically, volunteers should abide by these guidelines:

- Do not discuss individual children outside of the school district
- Do not compare students within the district
- Never publicly share information or images of parents, children, staff members, or other volunteers. Refer to building administration for additional guidance.
- Never copy, save on personal devices or verbally repeat information obtained in confidential records. Do not access confidential records without explicit permission.

C. Limitations of Volunteers

At no time should a volunteer discipline a student, interrogate or investigate student problems, administer medications, clean up bodily fluids, dismiss students for the day, access material on a student pertaining to grades, health or psychological records, diagnose student needs, drive district vehicles, give out advertisements or solicitations. **Additionally, volunteers should only be on school grounds during designated volunteer times – you cannot just “hang out”.**

D. Dress and Behavior

Volunteers should dress comfortably and appropriately for the tasks they are performing. Clothing should not contain images or words related to drugs, alcohol, sexual content, violence, or anything that has the potential to create a hostile or intimidating environment.

As volunteers, it is expected that you model the Hornet Way in terms of behavior. The Hornet Way consists of being respectful, honest, kind, responsible and fair. As volunteers you are role models in the eyes of students.

E. Commitment and Dependability

Big Lake Schools values our volunteers.

We often plan activities with your help in mind. We understand that things do come up and people get sick—if this occurs, we ask that you notify the person supervising your work as soon as possible.

F. Insurance

Big Lake Schools does not carry medical insurance for volunteers; however, volunteers are included in the school's liability insurance. This coverage does not include personal items that are stolen, lost or damaged.

G. Child Abuse

Big Lake Schools' staff and administration are required to report cases of suspected child abuse to the designated organizations. If you suspect a child is being abused, report it immediately to your direct supervisor, which is who you are volunteering for.

H. Disclaimer

At any time, if a building principal feels that a volunteer is not fulfilling his or her volunteer duties, could potentially be a risk to the health or safety of students, is disrupting the learning environment, or if a volunteer is not needed anymore, the principal can dissolve the agreement between the district and the volunteer.

6. Volunteer Procedure

A. Read Volunteer Handbook and Submit Volunteer Agreement

Before a community member or parent starts volunteering in any of our buildings they must fully read the volunteer handbook, submit a volunteer [application](#) and be accepted as a volunteer. The volunteer handbook and application are available on our Big Lake Schools website at <https://www.biglakeschools.org/domain/53>

B. Clear Background Check

Potential volunteers need to complete a background check before starting their volunteer duties. This background check is free to the volunteer (paid by the district) and is available by having the volunteer complete a request for background check at this [link](#). The Administrative Assistant for the building will send this link to the volunteer to complete the background check.

C. Assign to Building, Classroom/Department, and Task

Once a volunteer has been cleared for duties they can be assigned a building, classroom/department and task assignment. The principal, secretary and/or PTO will also assign a direct supervisor for the volunteer.

D. First Time Check-In

The lead school secretary will ensure the person reporting for volunteer work is listed on the volunteer spreadsheet and is cleared for duties. They will also ensure the volunteer checks in and out of the main office every time they visit, and provide a volunteer ID badge to the volunteer when checking in.

OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)ⁱ, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinator is Michelle Hanson.
- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1) Administration type
 - 2) Dosage
 - 3) Date of issuance
 - 4) Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists as each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site. The Minnesota Department of Education offered guidance regarding the meaning of “school site.” If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1) The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2) The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
- 3) The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

- 4) The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained, and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

- 1) In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
- 2) The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds.
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 121A.21 (School Health Services)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.224 (Opiate Antagonists)

Minn. Stat. § 144.344 (Emergency Treatment)

Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)

Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)

Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)

Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)

Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)

Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)

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

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

¹ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."



GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic trimester of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- C. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- D. "Required standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.
- E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

Assistant Superintendent of Teaching and Learning shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and

- performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minnesota Statutes section 120B.125, age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
 - C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
 - D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
 - E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
 - F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

To graduate from Big Lake High School, a student must have successfully completed a minimum of 73 credits (required and elective), to fulfill graduation requirements. A "credit" is equivalent to a student's successful completion of one trimester of study or a student's mastery of the applicable subject matter in grades 9-12, as determined by school district administration.

Credit Distribution Requirement:

12.0 English

12.0 Social Studies:

3 credits of Civics

3 credits of U.S. History, 2 credits Economics

2 credits of World History

1 credit of Geography

1 elective

9.0 Mathematics (must include 3 credits of Algebra II)

- 9.0 Science (must include 3 credits of Chemistry or Physics)
- 6.0 Physical Education/Health
- 3.0 Arts
- 1.0 High School Success Skills or EXCEL Civics (requiring additional elective)
- 1.0 Financial Literacy or Money Management Skills
- 1.0 Career Planning
- 1.0 One Course from the List Below
 - Career Preparation
 - On the Job Training
 - Youth Apprenticeship
 - Creating Entrepreneurial Opportunities (CEO)
 - College Success Skills

18.0 Electives

73.0 Total credits (minimum)

Credit equivalencies

- A one-half credit of economics taught in a school’s agriculture, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
- An agriculture science or career and technical education credit may fulfill the elective science credit required if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit.
- A career and technical education credit may fulfill a mathematics or arts credit requirement.
- A computer science credit may fulfill a mathematics credit requirement if the credit meets state academic standards in mathematics.
- A Project Lead the Way credit may fulfill a mathematics or science credit requirement if the credit meets the state academic standards in mathematics or science.
- An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must have the opportunity to demonstrate their understanding of the following academic standards:
 - 1) School District Standards, Health (K-12);
 - 2) School District Standards, Career and Technical Education (K-12); and
 - 3) School District Standards, World Languages (K-12)
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
 - * Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 - 1) Minnesota Academic Standards, English Language Arts K-12;
 - 2) Minnesota Academic Standards, Mathematics K-12;
 - 3) Minnesota Academic Standards, Science K-12;
 - 4) Minnesota Academic Standards, Social Studies K-12; and
 - 5) Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and contact parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)

Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. "Course" means a course or program.
- D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
 - 1) The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary

school evidencing the course taken and the grade and credit awarded according to procedure found in the high school registration guide.

- 2) Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **50% or more of their** credits from the school district or have been enrolled their entire junior and senior year.

B. Transfer of Academic Requirements from Other Schools

- 1) The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least **50% or more of their** credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
- 2) Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
- 3) A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
- 1) Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2) Three trimesters or two semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 - 3) When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4) In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5) If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6) When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child

care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student’s transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student’s transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

- A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:
 - 1) A grade awarded in an Advanced Placement course will be multiplied by a factor of 1.085.
 - 2) A grade awarded in an Honors course will be multiplied by a factor of 1.085.
 - 3) A grade awarded in a College In the Schools course will be multiplied by a factor of 1.085.
 - 4) A grade awarded in a course taken through a Postsecondary enrollment options program will be multiplied by a factor of 1.085.
 - 5) A grade awarded in a course in a duel enrollment course will be multiplied by a factor of 1.085.

GPA Calculator				
Grade	Regular	Weighted	Cum GPA	Grad Credit
A	4.00	4.34	*	*
A-	3.67	4.01	*	*
B+	3.34	3.67	*	*
B	3.00	3.34	*	*
B-	2.67	3.01	*	*

C+	2.34	2.67	*	*
C	2.00	2.34	*	*
C-	1.67	2.01	*	*
D+	1.34	1.67	*	*
D	1.00	1.34	*	*
D-	0.67	1.01	*	*
F	0.00	0.00	*	*
I	Incomplete Grade			

- B. The school district will update its course registration guide prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal or designee will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Instruction)

TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent or guardian, the school district must provide transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The school district may provide transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries.
- D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with school district student bus conduct and student bus discipline policies.
- F. The school board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The school district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.
- G. If the school board provides pupil transportation through the school's employees, the school board may transport nonpublic school students according to the plan and retain the

nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.

- H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians,

and some person other than the student's parents or custodians who can be contacted in case of an emergency.

- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.84 (Policy)

Minn. Stat. § 123B.86 (Equal Treatment)

Minn. Stat. § 123B.88 (Independent School Districts, Transportation)

Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)

Minn. Stat. § 123B.92 (Transportation Aid Entitlement)

Minn. Stat. Ch. 125A (Special Education and Special Programs)

Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)

Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)

Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)

Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)

Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)

Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)

Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)

Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)

Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)

Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)

Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)

Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References: MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use

E. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor, pursuant to Policy 515 and/or legal council.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1) A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2) Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3) The identity of the requestor is public, if provided, but cannot be required by the government entity.

4) The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1) The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or
- b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - i. If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform

the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

- ii. Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
- 2) The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 - 3) The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 - 4) The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 - 5) The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.

A request for the preparation of summary data must include the following information:

- 1) Date the request is made;
 - 2) A clear description of the data requested;
 - 3) Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 4) Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
- 1) The estimated costs of preparing the summary data, if any; and
 - 2) The summary data requested; or
 - 3) A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 4) A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the

individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).

- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data

VIII. COSTS

A. Public Data

- 1) The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - i. The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - ii. Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
- 2) All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

- 1) Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2) The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

- 1) The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

- 2) The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. ANNUAL REVIEW AND POSTING

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible

authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Responsible Authority:

Tim Truebenbach
501 Minnesota Ave, Big Lake MN 55309
763-262-2536 t.truebenbach@biglakeschools.org

Data Practices Compliance Official:

Tim Truebenbach
501 Minnesota Ave, Big Lake MN 55309
763-262-2536 t.truebenbach@biglakeschools.org

Data Practices Designee(s):

Tim Truebenbach
501 Minnesota Ave, Big Lake MN 55309
763-262-2536 t.truebenbach@biglakeschools.org

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

Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)