



**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.

**Wednesday, July 23, 2025
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 June 25, 2025 Regular Board Meeting	
B. Claims and Accounts	7
Claims and Accounts for the month of July	
C. Credit Card Report	20
D. Personnel	25
E. Approve One Read Policies	26
414 Reporting Child Abuse; 416 Drug and Alcohol Testing; 418 Drug-free Workplace Drug-Free School; 516 Student Medication; 534 School Meals; 620 Credit for Learning; 621 Literacy and The Read Act; 707 Transportation of Public School Students; 709 Student Transportation Safety Policy; 722 Public Data Requests; 802 Disposition of Obsolete Equipment and Material; 806 Crisis Management	
VII. Financial Report	120
Director of Business Services, Angie Manuel	
June report will be presented.	
VIII. Approve LTFM Plan	128
Director of Business Services, Angie Manuel and Director of Buildings and Grounds, TJ Zerwas	
IX. Resolution Relating to Determining the Necessity of Approving a New Referendum Revenue Authorization and Issuing General Obligation Bonds and Calling a Special Election	130
Superintendent, Tim Truebenbach	
X. Big Lake Community Food Shelf Agreement Discussion	141
Superintendent, Tim Truebenbach	
XI. Resolution Establishing the Location for Absentee Voting	152
Superintendent, Tim Truebenbach	
XII. Resolution Establishing Ballot Board	154
Superintendent, Tim Truebenbach	1
XIII. Second Reading of Policies	155
Superintendent, Tim Truebenbach	

413 Harassment and Violence; 524 Internet Acceptable Use and Safety Policy; 524.5 Personal Electronic Communication Devices; 610 Student Trips; 611 Home Schooling

XIV. Student Handbook Review

181

Superintendent, Tim Truebenbach

XV. 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

XVI. Summary of Superintendent Evaluation

Chair, Tonya Reasoner

XVII. Superintendent Report

Superintendent, Tim Truebenbach

A. Cabinet Department Update

XVIII. Adjournment

Chair, Tonya Reasoner

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



OPEN FORUM

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

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

The guidelines for open forum are as follows:

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

BIG LAKE SCHOOLS
INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA

Minutes of the Regular Meeting
June 25, 2025
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 June 25, 2025 at 6:33 PM in the Middle School Student Center by Chair Reasoner.

II. ROLL CALL

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

III. APPROVE AGENDA

A motion was made by Reasoner seconded by Nelson to remove item X. RESOLUTION RELATING TO DETERMINING THE NECESSITY OF APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION AND ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION from the agenda and move it to the July 23, 2025 regular board meeting and approve the amended 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 Sixberry seconded by Schabilion to approve the following:

- A. PREVIOUS MINUTES from the May 28, 2025 regular meeting, the May 28, 2025 work session, the June 11, 2025 special meeting, and the June 11, 2025 work session
- B. CLAIMS AND ACCOUNTS for the month of June in the amount of \$426,973.68 checks 107101-107240
- C. CREDIT CARD REPORT
- D. PERSONNEL

June 2025 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Maas, Keith	Custodian	High School	06/13/2025	Resignation
Wear, Erin	Counselor	Middle School	06/30/2025	Resignation
Shaw, Kristy	Teacher	Liberty	05/30/2025	Resignation
Rourk, Ella	LTS Teacher	Liberty	08/25/2025	New Hire
Hunt, Chris	Custodian	High School	06/13/2025	Resignation
Peterson, Abigail	LTS Teacher	Independence	08/25/2025	New Hire
Mercado Bernal, Marysel	ECFE Parent Educator	Community Ed	08/25/2025	Rehire
Huettl, Jessica	School Readiness Instructor	Community Ed	08/25/2025	Rehire
Brommer, Dawn	LTS Teacher	High School	08/25/2025	Rehire
Warzecha, Jessica	Teacher	High School	08/25/2025	Transfer
Sandford, AJ	Teacher	Independence	08/25/2025	Transfer
Perry, Melanie	Teacher	Independence	08/25/2025	Transfer
Anderson, Emily	Teacher	High School	08/25/2025	Transfer
Fisher, Sarah	Teacher	Liberty	08/25/2025	Rehire
Skubitz, Christina	Teacher	Independence	08/25/2025	Rehire

Miller Jr., William	Maintenance Supervisor	Independence	07/15/2025	Retirement
Solomonson, Abby	Teacher	Middle School	08/25/2025	Return: Long-Term Leave of Absence
Erickson, Shawn	Custodian	Independence	07/01/2025	New Hire
Schultz, Matthew	Custodian	High School	06/18/2025	New Hire
Stueven, Kristen	Custodian	High School	07/01/2025	Transfer
Kallestad, Matthew	Counselor	Middle School	08/25/2025	New Hire
Aleksander, Paula	Fitness Center Assistant	Community Ed	05/29/2025	Resignation
Witthuhn, Emilia	Teacher	High School	05/30/2025	Resignation
Lemus, Khanya	Head Coach – Swim and Dive	Athletics/Activities	08/10/2025	New Hire

E. FUNDRAISERS

Tyler Halverson will be posting online requesting sponsorship for students in his class, \$18 per student for 9 books, 8/1/25-9/15/25; Kimmy Windsperger will be posting online requesting sponsorship for students in her class, \$18 per student for 9 books, 8/1/25-9/15/25; Jolene Huston will be posting online requesting sponsorship for students in her class, \$18 per student for 9 books, 8/1/25-9/15/25

F. DESIGNATION OF IDENTIFIED OFFICIAL WITH AUTHORITY FOR THE MDE EXTERNAL USER ACCESS RECERTIFICATION SYSTEM

G. APPROVE UPDATED 2024-2025 SCHOOL CALENDAR WITH SNOW DAY ADDED

H. APPROVE ONE READ POLICIES

202 School Board Officers; 211 Criminal or Civil Action Against School Board Member, Employee, or Student; 213 Committees; 215 Student Representative on School Board; 301 School District Administration; 305 Policy Implementation; 403 Discipline, Suspension, and Dismissal of School District Employees; 505 Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees; 511 Student Fundraising; 904 Distribution of Materials on School District Property by Non-School Persons

The motion carried 5-0.

VII. DONATIONS

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

Donor	Item	Designated Purpose (if any)
Knights of Columbus	\$1,599.17	Fine Arts Ceremony
Big Lake Spud Fest	\$6,000.00	Sports Psychology
Minnesota Vikings Foundation	\$1,000.00	Community Education Girls Flag Football Program
Big Lake Girls Basketball Booster Club	\$1,490.00	Practice jerseys
Big Lake Elementary PTO	\$2,000.00	5 th Grade Field Trip
American Red Cross	\$1,000.00	Senior Scholarships
Big Lake Elementary PTO	\$1,030.50	4 th Grade Field Trip
Big Lake Elementary PTO	\$2,864.00	3 rd Grade Field Trip
Big Lake Elementary PTO	\$602.02	Transportation for 2 nd graders to visit Independence

The motion carried 5-0.

VIII. FINANCIAL REPORT

Director of Business Services, Angie Manuel, presented the financial report for May. A motion was made by Reasoner seconded by Sixberry to approve the financial report and budget revisions as presented.

The motion carried 5-0.

IX. APPROVE THE 2025-2026 BUDGET

Director of Business Services, Angie Manuel, reviewed the 2025-2026 budget and asked the board to approve the revenue budget of \$60,243,201 and expenditures budget of \$66,779,373. A motion was made by Sixberry seconded by Nelson to approve the budget as presented.

The motion carried 5-0.

- X. MSHSL MEMBERSHIP RESOLUTION
A motion was made by Sixberry seconded by Hancock to approve the 2025-2026 Resolution for Membership in the Minnesota State High School League.
After a roll call vote, the motion carried 5-0.
- XI. APPROVE RESOLUTION TO RECERTIFY DISTRICT POPULATION ESTIMATE
A motion was made by Sixberry seconded by Schabilion to approve the resolution as presented.
After a roll call vote, the motion carried 5-0.
- XII. FIELD TRIP ANNUAL REVIEW
Assistant Superintendent of Teaching and Learning, Minda Anderson, presented the field trip review.
- XIII. FIRST READING OF POLICIES
413 Harassment and Violence; 524 Internet Acceptable Use and Safety Policy; 524.5 Personal Electronic Communication Devices; 610 Student Trips; 611 Home Schooling
- XIV. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES
A. Finance—Sixberry
B. Policy—Reasoner
C. Buildings and Grounds—Superintendent Truebenbach and TJ Zerwas
D. School Board Representatives—WFC—Sixberry; negotiations—Superintendent Truebenbach; SAFF—Schabilion
- XV. SUPERINTENDENT REPORT
Superintendent Truebenbach gave his report to the board. Scheduled a work session on July 23, 2025 following the regular board meeting to discuss referendum communication.
A. Cabinet Department Update—none
- XVI. ADJOURNMENT
A motion was made by Reasoner seconded by Sixberry to adjourn the meeting. The meeting was adjourned at 7:24 PM.
The motion carried 5-0.

Clerk, Lenette Brown
Approved July 23, 2025

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107241-2147483647 Payment Date: 06/01/2025-7/31/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107241	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	06/20/2025	\$468.03	164458	B 01 215 081	Child Support
001	107241	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	06/20/2025	\$252.60	164458	B 04 215 081	Payroll Deductions
Check Total:								\$720.63		
001	107242	CH	1	12504	MN PEIP	06/20/2025	\$254,087.07	164506	B 01 215 030	JULY 2025 HEALTH
001	107242	CH	1	12504	MN PEIP	06/20/2025	\$22,311.14	164506	B 04 215 030	JULY 2025 HEALTH
001	107242	CH	1	12504	MN PEIP	06/20/2025	\$4,101.18	164506	B 05 215 030	JULY 2025 HEALTH
001	107242	CH	1	12504	MN PEIP	06/20/2025	\$2,821.90	164506	B 11 215 030	JULY 2025 HEALTH
001	107242	CH	1	12504	MN PEIP	06/20/2025	\$146,913.95	164506	B 12 215 030	JULY 2025 HEALTH
001	107242	CH	1	12504	MN PEIP	06/20/2025	\$8,844.69	164506	B 01 215 051	JULY 2025 HEALTH
001	107242	CH	1	12504	MN PEIP	06/20/2025	\$1,964.04	164506	B 04 215 051	JULY 2025 HEALTH
001	107242	CH	1	12504	MN PEIP	06/20/2025	\$581.56	164506	B 05 215 051	JULY 2025 HEALTH
001	107242	CH	1	12504	MN PEIP	06/20/2025	\$527.60	164506	B 11 215 051	JULY 2025 HEALTH
001	107242	CH	1	12504	MN PEIP	06/20/2025	\$14,816.11	164506	B 12 215 051	JULY 2025 HEALTH
Check Total:								\$456,969.24		
001	107243	CH	1	14034	NORTH DAKOTA CHILD SUPPORT DIVI	06/20/2025	\$392.77	164460	B 12 215 081	Child Support
Check Total:								\$392.77		
001	107244	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	06/20/2025	\$950.14	164463	B 01 215 040	U Due Nc
001	107244	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	06/20/2025	\$140.85	164463	B 04 215 040	U Dues Nc
001	107244	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	06/20/2025	\$2,120.38	164463	B 12 215 040	U Due Nc
Check Total:								\$3,211.37		
001	107245	CH	1	01121	MASSP	06/27/2025	\$295.00	164524	E 01 201 050 000 000 366	MASSP SUMMER CONFERENCE (MARK
001	107245	CH	1	01121	MASSP	06/27/2025	\$60.00	164525	E 01 201 050 000 000 366	2025 MASSP SUMMER CONFERENCE M
Check Total:								\$355.00		
001	107246	CH	1	13693	ACTIVE INTERNET TECHNOLOGIES LL	07/03/2025	\$1,250.00	164508	E 04 500 505 000 321 405	COMMUNICATIONS CORE (MESSAGES)
001	107246	CH	1	13693	ACTIVE INTERNET TECHNOLOGIES LL	07/03/2025	\$1,250.00	164508	E 01 005 107 000 000 405	COMMUNICATIONS CORE (MESSAGES)
001	107246	CH	1	13693	ACTIVE INTERNET TECHNOLOGIES LL	07/03/2025	\$1,000.00	164509	E 01 005 107 000 000 405	WEGLOT PRO (5 LANGUAGES, 200K WK
001	107246	CH	1	13693	ACTIVE INTERNET TECHNOLOGIES LL	07/03/2025	\$2,670.00	164510	E 01 005 107 000 000 405	CORE COMMUNICATION PLATFORM-BL
Check Total:								\$6,170.00		
001	107247	CH	1	01035	cmERDC	07/03/2025	\$1,150.00	164527	E 01 005 110 000 000 822	FY 26 MEMBERSHIP
001	107247	CH	1	01035	cmERDC	07/03/2025	\$4,592.75	164526	E 01 005 110 000 000 316	1ST QUARTER SMART SYSTEM
001	107247	CH	1	01035	cmERDC	07/03/2025	\$1,559.25	164526	E 01 005 110 000 000 316	1ST QUARTER CITRIX HOSTED
001	107247	CH	1	01035	cmERDC	07/03/2025	\$450.00	164526	E 01 005 110 000 000 316	1ST QUARTER UFARS/ACCOUNTING

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107241-2147483647 Payment Date: 06/01/2025-7/31/2025

Pay/Void											
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107247	CH	1	01035	cmERDC	07/03/2025	\$902.55	164526	E 01 005 110 000 000 405	1ST QUARTER TIMETRACKER	
Check Total:							\$8,654.55				
001	107248	CH	1	12468	DEFINED LEARNING, LLC	07/03/2025	\$2,500.00	164511	E 05 100 203 602 302 406	FY26 Renewal	
001	107248	CH	1	12468	DEFINED LEARNING, LLC	07/03/2025	\$120.00	164511	E 05 100 203 602 302 406	FY26 Renewal	
Check Total:							\$2,620.00				
001	107249	CH	1	13284	EDUCATIONAL BIOMETRIC TECHNOLC	07/03/2025	\$675.00	164512	E 02 005 770 000 701 315	ADDITIONAL 12 MONTHS OF SUPPORT	
Check Total:							\$675.00				
001	107250	CH	1	06597	FRONTLINE TECHNOLOGIES GROUP	07/03/2025	\$11,524.95	164513	E 01 005 105 000 000 405	FRONTLINE CENTRAL SOLUTION	
001	107250	CH	1	06597	FRONTLINE TECHNOLOGIES GROUP	07/03/2025	\$11,201.66	164513	E 01 005 105 000 000 405	ABSENCE & SUB MANAGMENT	
Check Total:							\$22,726.61				
001	107251	CH	1	03951	HEINEMANN	07/03/2025	\$135.00	164514	E 12 100 407 000 740 406	Listening to Learn	
Check Total:							\$135.00				
001	107252	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	07/03/2025	\$3,450.00	164515	E 01 200 205 000 417 406	English 3D digital student	
001	107252	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	07/03/2025	\$720.00	164515	E 01 200 205 000 417 430	writable english 3D student	
Check Total:							\$4,170.00				
001	107253	CH	1	10516	INFINITE CAMPUS, INC.	07/03/2025	\$60,003.50	164516	E 05 005 630 000 302 405	FY26 RENEWAL	
Check Total:							\$60,003.50				
001	107254	CH	1	13356	MANEUVERING THE MIDDLE LLC	07/03/2025	\$2,550.00	164523	E 05 201 256 602 302 406	FY 26 RENEWAL SINGLE GRADE LICEN	
Check Total:							\$2,550.00				
001	107255	CH	1	01121	MASSP	07/03/2025	\$890.00	164517	E 01 201 050 000 000 820	FY 26 MEMBERSHIP (MARK ERNST)	
Check Total:							\$890.00				
001	107256	CH	1	01134	MESPA	07/03/2025	\$962.00	164519	E 01 110 050 000 000 820	FY 26 MEMBERSHIP (SMOCK-POTTER)	
001	107256	CH	1	01134	MESPA	07/03/2025	\$922.00	164520	E 01 110 605 000 000 820	FY 26 MEMBERSHIP (C YOUNG)	
Check Total:							\$1,884.00				
001	107257	CH	1	01137	MSBA	07/03/2025	\$760.00	164521	E 01 005 010 000 000 820	POLICY SERVICES SUPSCRIPTION	
001	107257	CH	1	01137	MSBA	07/03/2025	\$8,861.00	164521	E 01 005 010 000 000 820	ISD MEMBERSHIP	
001	107257	CH	1	01137	MSBA	07/03/2025	\$2,950.00	164521	E 01 005 010 000 000 820	BOARDBOOK SUBSCRIPTION	
Check Total:							\$12,571.00				
001	107258	CH	1	03508	SCHOOLS FOR EQUITY IN EDUCATION	07/03/2025	\$4,790.00	164522	E 01 005 010 000 000 820	FY 26 MEMBERSHIP	
Check Total:							\$4,790.00				
001	107259	CH	1	01240	WRIGHT TECHNICAL CENTER	07/03/2025	\$11,914.00	164528	E 01 300 399 000 000 391	JULY 2025 WTC ASSESSMENT	
001	107259	CH	1	01240	WRIGHT TECHNICAL CENTER	07/03/2025	\$3,275.32	164528	E 05 005 865 000 000 390	JULY 2025 LONG TERM FACILITY MAINT	
001	107259	CH	1	01240	WRIGHT TECHNICAL CENTER	07/03/2025	\$2,394.00	164528	E 01 300 399 000 830 391	JULY 2025 CTE LEVY	

Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107259	CH	1	01240	WRIGHT TECHNICAL CENTER	07/03/2025	\$11,914.00	164528	E 01 300 399 000 000 391	AUGUST 2025 WTC ASSESSMENT	
001	107259	CH	1	01240	WRIGHT TECHNICAL CENTER	07/03/2025	\$3,275.32	164528	E 05 005 865 000 000 390	AUGUST 2025 LONG TERM FACILITY MA	
001	107259	CH	1	01240	WRIGHT TECHNICAL CENTER	07/03/2025	\$2,394.00	164528	E 01 300 399 000 830 391	AUGUST 2025 CTE LEVY	
001	107259	CH	1	01240	WRIGHT TECHNICAL CENTER	07/03/2025	\$11,914.00	164528	E 01 300 399 000 000 391	SEPTEMBER 2025 WTC ASSESSMENT	
001	107259	CH	1	01240	WRIGHT TECHNICAL CENTER	07/03/2025	\$3,275.32	164528	E 05 005 865 000 000 390	SEPTEMBER 2025 LONG TERM FACILIT	
001	107259	CH	1	01240	WRIGHT TECHNICAL CENTER	07/03/2025	\$2,394.00	164528	E 01 300 399 000 830 391	SEPTEMBER 2025 CTE LEVY	
Check Total:							\$52,749.96				
001	107260	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	07/07/2025	\$293.50	164576	B 01 215 081	Child Support	
001	107260	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	07/07/2025	\$24.51	164557	B 01 215 081	Child Support	
001	107260	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	07/07/2025	\$273.49	164557	B 04 215 081	Payroll Deductions	
Check Total:							\$591.50				
001	107261	CH	1	04223	MN NCPERS LIFE INSURANCE	07/07/2025	\$96.00	164560	B 01 215 033	NCPR Life	
Check Total:							\$96.00				
001	107262	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	07/07/2025	\$459.12	164562	B 01 215 040	U Due Nc	
001	107262	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	07/07/2025	\$33.38	164562	B 04 215 040	U Dues Nc	
Check Total:							\$492.50				
001	107263	CH	1	13465	ANDERSON, JULIE	07/11/2025	\$15.00	164730	E 04 500 565 090 321 305	INTRO TO FITNESS CENTER	
001	107263	CH	1	13465	ANDERSON, JULIE	07/11/2025	\$1,875.00	164730	E 04 500 565 090 321 305	SUMMER TOTAL BODY: AM	
001	107263	CH	1	13465	ANDERSON, JULIE	07/11/2025	\$1,250.00	164730	E 04 500 565 090 321 305	SUMMER TOTAL BODY: PM	
Check Total:							\$3,140.00				
001	107264	CH	1	13241	BENEFIT RESOURCE LLC	07/11/2025	\$320.00	164731	E 01 005 105 000 000 305	DIRECT BILLING MEMBERS/QUALIFYIN	
Check Total:							\$320.00				
001	107265	CH	1	13984	BIELEJESKI, ELIZABETH	07/11/2025	\$110.00	164729	E 04 500 560 000 321 357	SPORTS PERFORMANCE INTERPRETEI	
Check Total:							\$110.00				
001	107266	CH	1	06130	CARD SERVICES	07/11/2025	\$53.04	164733	E 04 500 585 000 362 490	CE	
001	107266	CH	1	06130	CARD SERVICES	07/11/2025	\$21.18	164733	E 04 500 580 000 325 490	CE	
001	107266	CH	1	06130	CARD SERVICES	07/11/2025	\$35.98	164733	E 04 500 570 000 321 490	CE	
001	107266	CH	1	06130	CARD SERVICES	07/11/2025	\$15.96	164733	E 11 300 298 000 000 490	ATHLETICS	
001	107266	CH	1	06130	CARD SERVICES	07/11/2025	\$89.50	164733	E 11 300 294 114 000 366	ATHLETICS	
001	107266	CH	1	06130	CARD SERVICES	07/11/2025	\$31.48	164733	E 11 300 296 184 000 366	ATHLETICS	
001	107266	CH	1	06130	CARD SERVICES	07/11/2025	\$4.82	164733	E 11 300 294 118 000 366	ATHLETICS	
Check Total:							\$251.96				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107241-2147483647 Payment Date: 06/01/2025-7/31/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107267	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	07/11/2025	\$720.00	164732	E 01 300 211 220 799 305	JUNE 2025 BRIDGES	
Check Total:							\$720.00				
001	107268	CH	1	04944	DOMINO'S PIZZA	07/11/2025	\$102.49	164734	E 04 500 585 157 332 490	PIZZA DELIVERY 03/15/2025	
Check Total:							\$102.49				
001	107269	CH	1	06230	GOPHER STATE ONE-CALL	07/11/2025	\$4.05	164740	E 01 005 810 000 000 350	TICKETS	
Check Total:							\$4.05				
001	107270	CH	1	06539	H & B SPECIALIZED PROD., INC.	07/11/2025	\$975.00	164738	E 01 110 810 359 000 350	LIBERTY; REPAIR BASKET IN THE GYM	
001	107270	CH	1	06539	H & B SPECIALIZED PROD., INC.	07/11/2025	\$5,404.00	164735	E 01 100 810 359 000 350	INDY; REPLACEMENT OF BASKET WINC	
Check Total:							\$6,379.00				
001	107271	CH	1	13923	HIGH POINT NETWORKS, LLC	07/11/2025	\$267.00	164737	E 01 005 630 000 000 455	Aruba S371 12VDC 250W PS	
Check Total:							\$267.00				
001	107272	CH	1	14070	HOUTS, JINA	07/11/2025	\$535.50	164739	E 04 500 585 000 332 305	CREATIVE KIDS WEEK 1 & 2	
Check Total:							\$535.50				
001	107273	CH	1	12484	HUBBARD ELECTRIC INC	07/11/2025	\$4,345.00	164736	E 01 005 810 353 000 520	PROPOSTAL 01/22/2025 DISCONNECT/F	
Check Total:							\$4,345.00				
001	107274	CH	1	13254	IMAGINE LEARNING LLC	07/11/2025	\$7,326.00	164745	E 01 410 211 000 000 406	EDYNAMIC ELECTIVES (11/25/24-04/23/2	
Check Total:							\$7,326.00				
001	107275	CH	1	01644	IND. SCHOOL DISTRICT 877	07/11/2025	\$13,680.00	164744	E 01 300 211 000 000 390	WRIGHT CHOICE JANUARY 2025-JUNE	
Check Total:							\$13,680.00				
001	107276	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/11/2025	\$13,112.00	164741	E 05 100 203 000 302 530	TABLES	
001	107276	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/11/2025	\$4,776.50	164741	E 05 100 203 000 302 530	CHAIRS	
001	107276	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/11/2025	\$0.00	164741	E 05 100 203 000 302 530	SEE ATTACHED	
Check Total:							\$17,888.50				
001	107277	CH	1	14200	JACKSON & ASSOCIATES LLC	07/11/2025	\$235,828.00	164742	E 01 005 810 353 000 520	CLAIM #891485510	
001	107277	CH	1	14200	JACKSON & ASSOCIATES LLC	07/11/2025	\$59,584.00	164743	E 01 005 810 353 000 520	CLAIM #891485510	
Check Total:							\$295,412.00				
001	107278	CH	1	13028	KATTENGELL, MANDI	07/11/2025	\$191.35	164747	E 04 799 590 000 351 433	FY 25 HOMESCHOOL	
Check Total:							\$191.35				
001	107279	CH	1	08228	KIDCREATE STUDIO-NORTH METRO	07/11/2025	\$384.00	164748	E 04 500 585 000 332 305	SQUISHY SQUISHMALLOWS 06/16/2025	
001	107279	CH	1	08228	KIDCREATE STUDIO-NORTH METRO	07/11/2025	\$752.00	164750	E 04 500 585 000 332 305	GLOW MAGIC 06/17-06/18	
001	107279	CH	1	08228	KIDCREATE STUDIO-NORTH METRO	07/11/2025	\$384.00	164749	E 04 500 585 000 332 305	LEGO MINECRAFT 06/16/2025	
Check Total:							\$1,520.00				

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Payment Reg by Check-No Voids

Check Number: 107241-2147483647 Payment Date: 06/01/2025-7/31/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107280	CH	1	13490	KOESEL, TRACY	07/11/2025	\$96.00	164746	E 04 500 560 000 321 357	INTERPRETING AT HS SPORTS PERFOR	
							Check Total:	\$96.00			
001	107281	CH	1	02161	LAKESHORE LEARNING	07/11/2025	\$312.55	164751	E 04 500 580 000 325 430	Preschool Sand & Water Table - Natural Cr	
							Check Total:	\$312.55			
001	107282	CH	1	13130	LINDSEY OSTERMAN	07/11/2025	\$1,416.00	164752	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT JUNE 2025	
							Check Total:	\$1,416.00			
001	107283	CH	1	13166	LRS OF MINNESOTA	07/11/2025	\$1,348.27	164753	E 01 300 810 000 000 333	HS WASTE SERVICES JULY 2025	
001	107283	CH	1	13166	LRS OF MINNESOTA	07/11/2025	\$951.71	164753	E 01 201 810 000 000 333	MS WASTE SERVICES JULY 2025	
001	107283	CH	1	13166	LRS OF MINNESOTA	07/11/2025	\$951.71	164753	E 01 201 810 000 000 333	INDY WASTE SERVICES JULY 2025	
001	107283	CH	1	13166	LRS OF MINNESOTA	07/11/2025	\$1,102.86	164753	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES JULY 2025	
001	107283	CH	1	13166	LRS OF MINNESOTA	07/11/2025	\$166.73	164753	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES JULY 202	
							Check Total:	\$4,521.28			
001	107284	CH	1	13663	MINNESOTA STATE - MANKATO	07/11/2025	\$1,000.00	164756	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP STUDENT ID #el11	
							Check Total:	\$1,000.00			
001	107285	CH	1	09682	MONTICELLO SPORTSMEN CLUB	07/11/2025	\$5,732.00	164755	E 11 300 292 154 000 305	CLAYS AND ROUNDS	
							Check Total:	\$5,732.00			
001	107286	CH	1	13016	NORTHLAND REFRIGERATION INCORP	07/11/2025	\$1,247.90	164760	E 01 201 810 000 000 350	MS B&G REPAIRS	
001	107286	CH	1	13016	NORTHLAND REFRIGERATION INCORP	07/11/2025	\$2,250.86	164758	E 01 100 810 000 000 350	INDY B&G REPAIRS	
001	107286	CH	1	13016	NORTHLAND REFRIGERATION INCORP	07/11/2025	\$17,060.50	164759	E 15 100 867 000 380 520	PO 33061 INDY B&G REPAIRS	
							Check Total:	\$20,559.26			
001	107287	CH	1	04315	NOVACARE REHABILITATION	07/11/2025	\$15,666.67	164757	E 11 300 292 000 000 305	NOVEMBER 2025 ATHLETIC TRAINING S	
							Check Total:	\$15,666.67			
001	107289	CH	1	01682	PROFESSIONAL TURF RENOVATION	07/11/2025	\$3,800.00	164762	E 01 005 810 000 000 350	PERFORM SLIT SEEDID PER QUOTE FC	
							Check Total:	\$3,800.00			
001	107290	CH	1	13642	SOCIAL CLUB SIMPLE	07/11/2025	\$20.00	164763	E 04 500 565 090 321 305	CELL PHONES & PARENTING	
001	107290	CH	1	13642	SOCIAL CLUB SIMPLE	07/11/2025	\$20.00	164763	E 04 500 565 090 321 305	TECH-SAVVY SURVIVAL IN 60 MINUTES	
							Check Total:	\$40.00			
001	107291	CH	1	13161	SOUTHWEST METRO	07/11/2025	\$1,158.20	164765	E 01 998 211 000 000 390	FY 25 SUMMER JAF TUITION	
							Check Total:	\$1,158.20			
001	107292	CH	1	04511	STATE OF MINNESOTA	07/11/2025	\$10,446.53	164754	E 05 005 865 000 363 305	FIRE INSPECTIONS APRIL 2025	
							Check Total:	\$10,446.53			
001	107293	CH	1	14192	STEVE'O'SEPTIC	07/11/2025	\$709.00	164764	E 04 500 505 000 321 335	CE MAY 2025 PORTABLE TOILET RENTA	

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Payment Reg by Check-No Voids

Check Number: 107241-2147483647 Payment Date: 06/01/2025-7/31/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107293	CH	1	14192	STEVE'O'SEPTIC	07/11/2025	\$734.00	164764	E 11 300 292 000 000 335	ATHLETICS MAY 2025 PORTABLE TOILE	
Check Total:							\$1,443.00				
001	107294	CH	1	13796	TECH ACADEMY	07/11/2025	\$270.00	164768	E 04 500 585 000 332 305	INTRO TO 3D PRINTING AND CAD	
Check Total:							\$270.00				
001	107295	CH	1	08200	THE BAKKEN	07/11/2025	\$1,280.00	164767	E 04 500 570 000 321 369	FROGS (5), MM(4) 9 WORKSHOPS PLUS	
Check Total:							\$1,280.00				
001	107296	CH	1	12762	T-MOBILE	07/11/2025	\$140.00	164766	E 01 005 630 000 000 320	HOT SPOTS 05/21/25-06/20/25	
Check Total:							\$140.00				
001	107297	CH	1	13009	TRAFERA HOLDINGS, LLC	07/11/2025	\$30,420.00	164769	E 05 005 630 000 795 466	Lenova 100e G4 Chromebooks	
001	107297	CH	1	13009	TRAFERA HOLDINGS, LLC	07/11/2025	\$81,580.00	164769	E 01 005 630 625 000 456	Lenova 100e G4 Chromebooks	
001	107297	CH	1	13009	TRAFERA HOLDINGS, LLC	07/11/2025	\$1,575.00	164770	E 01 005 630 000 000 556	Newline Q Pro Series 65"	
001	107297	CH	1	13009	TRAFERA HOLDINGS, LLC	07/11/2025	\$1,999.00	164770	E 01 005 630 000 000 556	Newline Q Pro Series 75"	
001	107297	CH	1	13009	TRAFERA HOLDINGS, LLC	07/11/2025	\$758.00	164770	E 01 005 630 000 000 556	TruTouch Mobile Stand	
Check Total:							\$116,332.00				
001	107298	CH	1	01229	UNIVERSITY OF MN-DULUTH	07/11/2025	\$745.00	164772	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP ID #60241111 ¹²	
Check Total:							\$745.00				
001	107299	CH	1	06532	VISION STAFFING	07/11/2025	\$1,185.09	164771	E 01 005 810 356 000 305	GROUPS WEEK OF 06/29/2025	
001	107299	CH	1	06532	VISION STAFFING	07/11/2025	\$1,662.84	164773	E 01 005 810 356 000 305	GROUPS WEEK OF 06/22/2025	
Check Total:							\$2,847.93				
001	107300	CH	1	13048	WELLNESS FOR LIVING LLC	07/11/2025	\$400.00	164775	E 04 500 585 000 332 305	4TH OF JULY CAKE POPS	
001	107300	CH	1	13048	WELLNESS FOR LIVING LLC	07/11/2025	\$450.00	164776	E 04 500 585 000 332 305	PANDAS/BUTTERFLIES 06/24-06/26	
Check Total:							\$850.00				
001	107301	CH	1	01240	WRIGHT TECHNICAL CENTER	07/11/2025	\$1,248.59	164774	E 12 998 400 000 372 391	CTE DISABLED TUITION-MEMBER	
Check Total:							\$1,248.59				
001	107302	CH	1	08417	AVIBEN	07/11/2025	\$425.14	164777	E 01 005 105 000 000 305	403(b) ADMIN & COMPLIANCE MONTHLY	
Check Total:							\$425.14				
001	107303	CH	1	12226	DARRYL WALETZKO	07/11/2025	\$10,560.00	164778	E 05 005 865 000 384 350	INDY DISTRICT OFFICE ENTRANCE-REI	
001	107303	CH	1	12226	DARRYL WALETZKO	07/11/2025	\$9,270.00	164779	E 05 005 865 000 384 350	INDY MAIN ENTRANCE-REMOVE EXISTI	
Check Total:							\$19,830.00				
001	107304	CH	1	13691	LIBERTY MUTUAL INSURANCE	07/11/2025	\$94,819.00	164780	E 01 005 940 000 000 341	25/26 PROPERTY/LIABILITY RENEWAL	
001	107304	CH	1	13691	LIBERTY MUTUAL INSURANCE	07/11/2025	\$262,421.00	164780	E 01 005 940 000 000 340	25/26 PROPERTY/LIABILITY RENEWAL	
001	107304	CH	1	13691	LIBERTY MUTUAL INSURANCE	07/11/2025	\$3,762.00	164780	E 01 005 760 000 723 340	25/26 PROPERTY/LIABILITY RENEWAL	
Check Total:							\$361,002.00				

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Payment Reg by Check-No Voids

Check Number: 107241-2147483647 Payment Date: 06/01/2025-7/31/2025

Pay/Void										
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107305	CH	1 06355	MINNESOTA ELEVATOR, INC	07/11/2025	\$3,739.07	164784	E 05 005 865 000 347 350	ANNAUL INSPECTION SERVICES-ELEV	
Check Total:						\$3,739.07				
001	107306	CH	1 12831	NEWSELA, INC.	07/11/2025	\$3,840.26	164781	E 05 201 270 602 302 406	FY26 Renewal	
001	107306	CH	1 12831	NEWSELA, INC.	07/11/2025	\$3,840.27	164781	E 05 300 270 602 302 406	FY26 Renewal	
Check Total:						\$7,680.53				
001	107307	CH	1 06821	PRINCETON INSURANCE AGENCY	07/11/2025	\$23,947.53	164783	E 01 005 940 000 000 341	CYBER LIABILITY 25/26 INSURANCE	
001	107307	CH	1 06821	PRINCETON INSURANCE AGENCY	07/11/2025	\$72,849.28	164782	E 01 005 940 000 000 340	DEDUCTIBLE BUY DOWN 25/26 PROPEI	
Check Total:						\$96,796.81				
001	107308	CH	1 05748	UNIVERSITY OF ST. THOMAS	07/11/2025	\$500.00	164786	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP (J. O'BRIEN)	
Check Total:						\$500.00				
001	107309	CH	1 13008	WINONA STATE UNIVERSITY	07/11/2025	\$3,000.00	164785	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP (A. LU)	
Check Total:						\$3,000.00				
001	107310	CH	1 01175	POSTMASTER	07/11/2025	\$350.00	164761	E 01 005 110 000 000 329	POSTAGE	
Check Total:						\$350.00				
001	107311	CH	1 09760	PREMIER LOCATING, INC.	07/18/2025	\$70.00	164792	E 01 005 810 000 000 305	JUNE 2025 TICKETS	13
Check Total:						\$70.00				
001	107312	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	07/18/2025	\$2,734.00	164793	E 01 005 110 305 000 305	MAY 2025 LEGAL	
Check Total:						\$2,734.00				
001	107313	CH	1 10333	SHERBURNE NORTHERN WRIGHT SPI	07/18/2025	\$20,927.77	164869	E 01 005 105 000 000 391	24/25 GRANT WRITER	
Check Total:						\$20,927.77				
001	107314	CH	1 14192	STEVE'O'SEPTIC	07/18/2025	\$470.00	164795	E 04 500 505 000 321 335	PORTABLE TOILET RENTAL SPORTS EV	
001	107314	CH	1 14192	STEVE'O'SEPTIC	07/18/2025	\$70.00	164796	E 04 500 505 000 321 335	SUMMER KICK OFF PORTABLE TOILET	
001	107314	CH	1 14192	STEVE'O'SEPTIC	07/18/2025	\$530.00	164794	E 04 500 505 000 321 335	JUNE 2025 PORTABLE TOILET RENTAL	
Check Total:						\$1,070.00				
001	107315	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/18/2025	\$475.00	164853	E 07 005 910 000 000 790	BOND SERIES 2016A	
Check Total:						\$475.00				
001	107316	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/18/2025	\$475.00	164854	E 07 005 910 000 000 790	BOND SERIES 2017A	
Check Total:						\$475.00				
001	107317	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/18/2025	\$475.00	164855	E 07 005 910 000 000 790	BOND SERIES 2017B	
Check Total:						\$475.00				
001	107318	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/18/2025	\$475.00	164856	E 07 005 910 000 000 790	BOND SERIES 2019A	
Check Total:						\$475.00				

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Payment Reg by Check-No Voids

Check Number: 107241-2147483647 Payment Date: 06/01/2025-7/31/2025

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107319	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/18/2025	\$475.00	164857	E 07 005 910 000 000 790	BOND SERIES 2020A
Check Total:						\$475.00			
001	107320	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/18/2025	\$475.00	164858	E 07 005 910 000 000 790	BOND SERIES 2021A
Check Total:						\$475.00			
001	107321	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/18/2025	\$475.00	164859	E 07 005 910 000 000 790	BOND SERIES 2022A
Check Total:						\$475.00			
001	107322	CH	1 08396	CENGAGE LEARNING	07/18/2025	\$207.00	164844	E 01 300 260 000 000 406	FY26 Renewal
001	107322	CH	1 08396	CENGAGE LEARNING	07/18/2025	\$10.35	164844	E 01 300 260 000 000 406	processing fee
Check Total:						\$217.35			
001	107323	CH	1 14240	DAIKIN APPLIED AMERICAS INC	07/18/2025	\$921.25	164845	E 01 300 810 000 000 305	CHILLER SERVICE FOR JULY 1, 2025-SE
Check Total:						\$921.25			
001	107324	CH	1 13688	DASH SPORTS LLC	07/18/2025	\$2,380.00	164846	E 04 500 560 000 321 305	CE CAMPS (CHEER & FLAG FB)
Check Total:						\$2,380.00			
001	107325	CH	1 13985	DAY ONE SPORTS PERFORMANCE	07/18/2025	\$100.00	164847	E 04 500 560 000 321 305	SPEED & STRENGTH PROGRAM GRADI
Check Total:						\$100.00			
001	107326	CH	1 12810	DELTAMATH SOLUTIONS INC	07/18/2025	\$510.00	164848	E 01 300 256 000 000 406	FY26 Renewal
001	107326	CH	1 12810	DELTAMATH SOLUTIONS INC	07/18/2025	\$330.00	164849	E 01 300 256 000 000 406	FY26 Renewal
Check Total:						\$840.00			
001	107327	CH	1 13490	KOESEL, TRACY	07/18/2025	\$96.00	164868	E 04 500 560 000 321 357	INTERPRETING SPORTS PERFORMANC
Check Total:						\$96.00			
001	107328	CH	1 06411	MISSISSIPPI 8 CONFERENCE	07/18/2025	\$6,000.00	164860	E 11 300 292 000 000 820	M8 CONFERENCE DUES
Check Total:						\$6,000.00			
001	107329	CH	1 01175	POSTMASTER	07/18/2025	\$2,500.00	164861	B 01 131 002	PERMIT #9
Check Total:						\$2,500.00			
001	107330	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	07/18/2025	\$430.00	164863	E 01 110 810 000 000 350	PER QUOTE #8733 DOOR C THRESHOR
001	107330	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	07/18/2025	\$3,279.00	164862	E 01 110 810 000 000 350	PER QUOTE #8735 REPLACEMENT 90 M
Check Total:						\$3,709.00			
001	107331	CH	1 08739	SFM	07/18/2025	\$173,197.00	164852	B 01 215 083	25/26 WORKER'S COMP INSURANCE
Check Total:						\$173,197.00			
001	107332	CH	1 10333	SHERBURNE NORTHERN WRIGHT SPI	07/18/2025	\$27,885.25	164867	E 01 005 850 000 389 570	LEASE WFC JULY-SEPT
Check Total:						\$27,885.25			

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Payment Reg by Check-No Voids

Check Number: 107241-2147483647 Payment Date: 06/01/2025-7/31/2025

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107333	CH	1 14253	ST CLOUD ROX BASEBALL CLUB	07/18/2025	\$1,472.00	164864	E 04 500 570 000 321 369	TICKETS INCLUDES HOT DOG/WATER/5
Check Total:						\$1,472.00			
001	107334	CH	1 7780	TOBII DYNAVOX LLC	07/18/2025	\$199.00	164851	E 12 110 412 000 740 406	Boardmaker Online Professional
001	107334	CH	1 7780	TOBII DYNAVOX LLC	07/18/2025	\$199.00	164850	E 12 100 411 000 740 406	Boardmaker Online Professional
Check Total:						\$398.00			
001	107335	CH	1 01229	UNIVERSITY OF MINNESOTA, TWIN CI'	07/18/2025	\$745.00	164866	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP STUDENT ID #606
Check Total:						\$745.00			
001	107336	CH	1 06532	VISION STAFFING	07/18/2025	\$1,483.21	164865	E 01 005 810 356 000 305	GROUNDS WEEK OF 07/06/2025
Check Total:						\$1,483.21			
Bank 001 Total:						\$1,928,910.87			
Report Total:						\$1,928,910.87			

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Payment Reg by Check-No Voids

Check Number: 107337-2147483647 Payment Date: 06/01/2025-7/31/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107337	CH	1	13982	ASL INTERPRETING SERVICES INC	07/25/2025	\$143.00	164916	E 04 500 560 000 321 357	INTERPRETING 06/16/2025	
Check Total:							\$143.00				
001	107338	CH	1	01475	CONNEXUS ENERGY	07/25/2025	\$102.28	164917	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL	
001	107338	CH	1	01475	CONNEXUS ENERGY	07/25/2025	\$6,241.59	164917	E 01 100 810 000 000 331	INDY ELECTRICAL 05/12/2025-06/11/2025	
001	107338	CH	1	01475	CONNEXUS ENERGY	07/25/2025	\$9,991.00	164917	E 01 110 810 000 000 331	LIBERTY ELECTRICAL 05/12/2025-06/11/2025	
001	107338	CH	1	01475	CONNEXUS ENERGY	07/25/2025	\$294.78	164917	E 01 005 810 860 000 331	BASEBALL FIELD LIGHTS	
001	107338	CH	1	01475	CONNEXUS ENERGY	07/25/2025	\$877.59	164917	E 01 005 810 860 000 331	SOFTBALL FIELD ELECTRICAL 05/12/2025	
Check Total:							\$17,507.24				
001	107339	CH	1	10461	JOHNSON CONTROLS	07/25/2025	\$99,420.23	164919	E 06 100 870 000 000 520	BOND 22A 22K100.01A	
001	107339	CH	1	10461	JOHNSON CONTROLS	07/25/2025	\$8,509.71	164920	E 06 100 870 000 000 520	BOND 22A 22K100.01A	
001	107339	CH	1	10461	JOHNSON CONTROLS	07/25/2025	\$41,196.64	164918	E 06 100 870 000 000 520	BOND 22A 22K100.01A	
Check Total:							\$149,126.58				
001	107340	CH	1	08228	KIDCREATE STUDIO	07/25/2025	\$752.00	164921	E 04 500 585 000 332 305	REGISTRATION BASED CLASS	
Check Total:							\$752.00				
001	107341	CH	1	01594	MN DEPT OF LABOR AND INDUSTRY	07/25/2025	\$250.00	164924	E 01 100 810 000 000 305	INDY BOILERS	
001	107341	CH	1	01594	MN DEPT OF LABOR AND INDUSTRY	07/25/2025	\$225.00	164923	E 01 300 810 000 000 305	HS BOILERS	
001	107341	CH	1	01594	MN DEPT OF LABOR AND INDUSTRY	07/25/2025	\$150.00	164922	E 01 110 810 000 000 305	LIBERTY BOILER	
001	107341	CH	1	01594	MN DEPT OF LABOR AND INDUSTRY	07/25/2025	\$275.00	164925	E 01 201 810 000 000 305	MS BOILERS	
Check Total:							\$900.00				
001	107342	CH	1	13016	NORTHLAND REFRIGERATION INCORP	07/25/2025	\$1,067.68	164926	E 01 100 810 000 000 350	INDY BOILER REPAIRS	
Check Total:							\$1,067.68				
001	107343	CH	1	07890	PMA ASSET MANAGEMENT, LLC	07/25/2025	\$598.19	164927	E 45 005 935 000 000 305	ASSETS 06/01/2025-06/30/2025	
Check Total:							\$598.19				
001	107344	CH	1	13212	THREE SONS HARDWARE LLC	07/25/2025	\$152.98	164929	E 01 005 810 000 000 401	JUNE 2025 B&G SUPPLIESE	
001	107344	CH	1	13212	THREE SONS HARDWARE LLC	07/25/2025	\$23.98	164929	E 01 300 810 000 000 401	JUNE 2025 B&G SUPPLIESE	
Check Total:							\$176.96				
001	107345	CH	1	92269	TURNER, MICHAEL DEAN	07/25/2025	\$80.00	164928	E 04 500 560 000 321 305	REGISTRATION	
Check Total:							\$80.00				
001	107346	CH	1	10633	WOLD ARCHITECTS AND ENGINEERS	07/25/2025	\$3,883.79	164930	E 06 201 870 000 000 305	MS INTERIOR RENO 22F201.01B	
Check Total:							\$3,883.79				
001	107347	CH	1	01240	WRIGHT TECHNICAL CENTER	07/25/2025	\$1,440.68	164932	E 12 998 400 000 372 391	CTE DISABLED GJ	
Check Total:							\$1,440.68				

Big Lake Public Schools, ISD #727

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Check Number: 107337-2147483647 Payment Date: 06/01/2025-7/31/2025

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107348	CH	1 01165	XCEL ENERGY-NSP	07/25/2025	\$310.80	164931	E 01 110 810 000 000 330	LIBERTY GAS P302291437 06/09/2025-07
						Check Total:	\$310.80		
001	107349	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	07/25/2025	\$6,986.50	164933	E 01 005 110 305 000 305	JUNE 2025 LEGAL
						Check Total:	\$6,986.50		
001	107351	CH	1 03184	CENTERPOINT ENERGY	07/25/2025	\$284.61	164936	E 01 201 810 000 000 330	MS SCHOOL INT GAS JUNE 2025
001	107351	CH	1 03184	CENTERPOINT ENERGY	07/25/2025	\$386.10	164936	E 01 100 810 000 000 330	INDY INT GAS JUNE 2025
001	107351	CH	1 03184	CENTERPOINT ENERGY	07/25/2025	\$129.94	164936	E 01 300 810 000 000 330	HS FIRM GAS JUNE 2025
001	107351	CH	1 03184	CENTERPOINT ENERGY	07/25/2025	\$2,605.62	164936	E 01 300 810 000 000 330	HS SCHOOL INT GAS JUNE 2025
001	107351	CH	1 03184	CENTERPOINT ENERGY	07/25/2025	\$20.91	164936	E 01 100 810 000 000 330	INDY FIRM #2 GAS JUNE 2025
001	107351	CH	1 03184	CENTERPOINT ENERGY	07/25/2025	\$504.31	164936	E 01 100 810 000 000 330	INDY FFIRM #1 GAS JUNE 2025
001	107351	CH	1 03184	CENTERPOINT ENERGY	07/25/2025	\$337.86	164936	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS JUNE 2025
						Check Total:	\$4,269.35		
001	107352	CH	1 13979	AHNER, JODY	07/25/2025	\$306.00	164940	E 04 500 560 000 321 357	SPORTS PERORMANCE INTERPRETER
						Check Total:	\$306.00		
001	107353	CH	1 12165	AMPLIFY EDUCATION INC.	07/25/2025	\$3,200.00	164941	E 01 005 640 000 316 305	ELA initial training for teachers 17
						Check Total:	\$3,200.00		
001	107354	CH	1 04001	AQUA LOGIC INC	07/25/2025	\$1,389.44	164934	E 01 005 810 000 000 350	B&G REPAIRS
						Check Total:	\$1,389.44		
001	107355	CH	1 13984	BIELEJESKI, ELIZABETH	07/25/2025	\$230.00	164942	E 04 500 560 000 321 357	SPORTS PERFORMANCE INTERPRETEI
						Check Total:	\$230.00		
001	107356	CH	1 13688	DASH SPORTS LLC	07/25/2025	\$2,863.00	164943	E 04 500 560 000 321 305	CE CAMPS
						Check Total:	\$2,863.00		
001	107357	CH	1 05657	GUSTAVUS ADOLPHUS COLLEGE	07/25/2025	\$1,500.00	164939	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP #1117034
						Check Total:	\$1,500.00		
001	107358	CH	1 05657	GUSTAVUS ADOLPHUS COLLEGE	07/25/2025	\$1,000.00	164937	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP #1117141
						Check Total:	\$1,000.00		
001	107360	CH	1 12484	HUBBARD ELECTRIC INC	07/25/2025	\$2,345.00	164944	E 05 100 865 000 363 350	LTFM B&G REPAIRS
						Check Total:	\$2,345.00		
001	107361	CH	1 08228	KIDCREATE STUDIO-NORTH METRO	07/25/2025	\$624.00	164945	E 04 500 585 000 332 305	SLIM LAB
						Check Total:	\$624.00		
001	107362	CH	1 14117	LINDMAN, XANDRA E	07/25/2025	\$220.50	164955	E 04 500 565 090 321 305	INTO TO AMERICAN SIGN LANGUAGE
						Check Total:	\$220.50		

Big Lake Public Schools, ISD #727

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Pay/Void											
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107363	CH	1	10311	MASMS	07/25/2025	\$1,435.00	164946	E 01 005 640 000 316 366	2025 FALL CONFERENCE REGISTRATIO	
Check Total:							\$1,435.00				
001	107364	CH	1	10311	MASMS	07/25/2025	\$900.00	164947	E 01 005 810 000 000 820	25/26 MEMBERSHIPS	
Check Total:							\$900.00				
001	107365	CH	1	10768	NORTHEAST SERVICE COOPERATIVE	07/25/2025	\$1,250.00	164948	E 01 300 211 228 000 305	25/26 MSC ONLINE TUITION AGREEMEN	
Check Total:							\$1,250.00				
001	107366	CH	1	12758	TURNITIN LLC	07/25/2025	\$2,555.58	164949	E 05 201 220 602 302 406	FY26 Renewal	
001	107366	CH	1	12758	TURNITIN LLC	07/25/2025	\$2,555.58	164949	E 05 300 220 602 302 406	FY26 Renewal	
Check Total:							\$5,111.16				
001	107368	CH	1	06532	VISION STAFFING	07/25/2025	\$1,656.29	164951	E 01 005 810 356 000 305	GROUNDWORK WEEK OF 07/13/2025	
Check Total:							\$1,656.29				
001	107369	CH	1	07217	WINLECTRIC	07/25/2025	\$1,875.25	164953	E 01 300 810 000 000 401	LED18W/T8/4K 2200LM T8 Type A/B	
001	107369	CH	1	07217	WINLECTRIC	07/25/2025	\$1,875.25	164952	E 01 110 810 000 000 401	LED18W/T8/4K 2200LM T8 Type A/B	
Check Total:							\$3,750.50				
001	107371	CH	1	14238	NITTY GRITTY PICKLEBALL	07/25/2025	\$84.00	164961	E 04 500 565 080 321 305	FUNDAMENTALS 101 CLASS ON 07/13/2	
001	107371	CH	1	14238	NITTY GRITTY PICKLEBALL	07/25/2025	\$147.00	164959	E 04 500 565 080 321 305	INTRO TO PICKLEBALL CLASS ON 07/12	
001	107371	CH	1	14238	NITTY GRITTY PICKLEBALL	07/25/2025	\$31.50	164960	E 04 500 565 080 321 305	PARENT-CHILD INTRO TO PICKLEBALL	
Check Total:							\$262.50				
001	107372	CH	1	12109	COR ROBOTICS LLC	07/25/2025	\$280.00	164963	E 04 500 585 000 332 305	BATTLE DRONES	
Check Total:							\$280.00				
001	107373	CH	1	08228	KIDCREATE STUDIO-NORTH METRO	07/25/2025	\$752.00	164962	E 04 500 585 000 332 305	CE UNICORNS & THEIR FAIRY FRIENDS	
Check Total:							\$752.00				
001	107374	CH	1	13979	AHNER, JODY	07/25/2025	\$392.45	164964	E 01 300 294 000 000 357	JULY 2025 INTERPRETING (7X7 LEAGUE	
Check Total:							\$392.45				
001	107376	CH	1	12436	SWEDEBRO	07/25/2025	\$37,500.00	164966	E 02 110 770 000 701 350	Double Broadcast Quartz epoxy system for	
Check Total:							\$37,500.00				
001	107377	CH	1	14030	THE BOELTER COMPANIES, INC.	07/25/2025	\$59,133.27	164965	E 02 201 770 000 701 530	MS Conveyor Type Dishwasher per attache	
Check Total:							\$59,133.27				
001	107378	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	07/18/2025	\$293.50	164883	B 01 215 081	Child Support	
001	107378	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	07/18/2025	\$298.00	164883	B 04 215 081	Payroll Deductions	
Check Total:							\$591.50				
001	107379	CH	1	12504	MN PEIP	07/18/2025	\$181,651.69	164968	B 01 215 030	AUGUST 2025 HEALTH	

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Check Number: 107337-2147483647 Payment Date: 06/01/2025-7/31/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107379	CH	1	12504	MN PEIP	07/18/2025	\$12,128.80	164968	B 04 215 030	AUGUST 2025 HEALTH	
001	107379	CH	1	12504	MN PEIP	07/18/2025	\$4,101.18	164968	B 05 215 030	AUGUST 2025 HEALTH	
001	107379	CH	1	12504	MN PEIP	07/18/2025	\$604.56	164968	B 11 215 030	AUGUST 2025 HEALTH	
001	107379	CH	1	12504	MN PEIP	07/18/2025	\$289,430.36	164968	B 12 215 030	AUGUST 2025 HEALTH	
001	107379	CH	1	12504	MN PEIP	07/18/2025	(\$37,533.41)	164968	B 01 215 051	AUGUST 2025 HEALTH	
001	107379	CH	1	12504	MN PEIP	07/18/2025	\$1,465.78	164968	B 04 215 051	AUGUST 2025 HEALTH	
001	107379	CH	1	12504	MN PEIP	07/18/2025	\$581.56	164968	B 05 215 051	AUGUST 2025 HEALTH	
001	107379	CH	1	12504	MN PEIP	07/18/2025	\$0.00	164968	B 11 215 051	AUGUST 2025 HEALTH	
001	107379	CH	1	12504	MN PEIP	07/18/2025	\$5,865.06	164968	B 12 215 051	AUGUST 2025 HEALTH	
Check Total:							\$458,295.58				
001	107380	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	07/18/2025	\$421.62	164887	B 01 215 040	U Due Nc	
001	107380	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	07/18/2025	\$33.38	164887	B 04 215 040	U Dues Nc	
Check Total:							\$455.00				
001	107381	CH	1	12222	HALLBERG ENGINEERING	07/25/2025	\$410.00	164967	E 06 100 870 000 000 305	FIRE ALARM REPLACEMENT BOND 22K 19	
Check Total:							\$410.00				
001	107382	CH	1	14256	HOWARD UNIVERSITY	07/25/2025	\$745.00	164938	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP #327705761	
Check Total:							\$745.00				
001	107383	CH	1	10633	WOLD ARCHITECTS AND ENGINEERS	07/25/2025	\$10,897.03	164954	E 05 300 866 000 366 305	2026 BIG LAKE HS POOL HVAC	
Check Total:							\$10,897.03				
001	107384	CH	1	10633	WOLD ARCHITECTS AND ENGINEERS	07/25/2025	\$11,094.92	164971	E 05 300 866 000 366 305	2026 BIG LAKE HS POOL HVAC	
Check Total:							\$11,094.92				
Bank 001 Total:							\$795,832.91				
Report Total:							\$795,832.91				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$1,709.77	164587	E 01 300 810 000 000 332	FY 25 HS Water/Sewer
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$1,095.75	164592	E 01 100 810 000 000 332	FY 25 Water/Sewer Indy
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$37.07	164696	E 01 005 810 000 000 332	FY 25 Bathrooms Water/Sewer 04/10/2025
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$958.98	164588	E 01 110 810 000 000 332	FY 25 Liberty Water/Sewer
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$1,874.40	164704	E 01 300 810 000 000 332	FY 25 HS Water/Sewer 04/10/2025-05/13/25
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$1,293.31	164701	E 01 100 810 000 000 332	FY 25 Liberty Water/Sewer 04/10/2025-05/13/25
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$1,280.27	164686	E 01 201 810 000 000 332	FY 25 MS Water/Sewer 04/10/2025-05/13/25
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$52.98	164585	E 01 005 810 000 000 332	FY 25 Admissions Water/Sewer
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$60.84	164593	E 01 005 810 000 000 332	FY 25 Bathrooms Water/Sewer
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$1,293.99	164703	E 01 300 810 000 000 332	FY 25 Indy Water/Sewer 04/10/2025-05/13/25
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$58.70	164694	E 01 005 810 000 000 332	FY 25 Admissions Water/Sewer 04/10/2025-05/13/25
001		CC	1	01038	CITY OF BIG LAKE	07/06/2025	\$882.46	164594	E 01 201 810 000 000 332	FY 25 MS Water/Sewer
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2025	\$2,845.57	164654	E 01 100 810 000 000 401	FY 25 PO 34404 Indy Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2025	\$18.83	164639	E 01 100 810 000 000 401	FY 25 PO 34404 Indy Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2025	\$1,993.85	164649	E 01 300 810 000 000 401	FY 25 PO 34403 HS Cleaning Supplies
001		CC	1	01107	JOSTENS	07/06/2025	\$1,483.29	164641	E 01 300 220 165 000 401	FY 25 HS Yearbooks
001		CC	1	01107	JOSTENS	07/06/2025	\$199.00	164625	E 01 300 211 222 000 401	FY 25 PO 33959 HONOR CORDS (Josten)
001		CC	1	01107	JOSTENS	07/06/2025	\$950.02	164674	E 11 201 290 000 000 305	FY 25 HS Yearbooks
001		CC	1	01435	AWARD EMBLEM MFG CO INC	07/06/2025	\$1,349.83	164670	E 01 300 211 133 000 401	FY 25 PO 34304 HS Art Supplies
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/06/2025	\$1,144.00	164633	E 01 100 203 906 000 369	FY 25 3rd Grade Field Trip at Kelley Farm
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/06/2025	\$182.00	164706	E 01 300 211 000 320 369	FY 25 Field Trip Mille Lacs School/Youth G
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/06/2025	\$1,240.00	164661	E 01 100 203 906 000 369	FY 25 3rd Grade Field Trip to Oliver Kelley
001		CC	1	03455	GRAINGER	07/06/2025	\$1,295.41	164626	E 01 201 810 000 000 350	FY 25 PO 34428 MS WEB ORDER-SINK F
001		CC	1	03455	GRAINGER	07/06/2025	\$545.19	164709	E 01 100 810 000 000 401	FY 25 Indy Repair Supplies
001		CC	1	03455	GRAINGER	07/06/2025	\$150.46	164607	E 01 201 810 000 000 350	PO 34428 MS B&G Supplies
001		CC	1	03455	GRAINGER	07/06/2025	\$969.15	164597	E 01 005 630 000 000 401	FY 25 Batteries
001		CC	1	03455	GRAINGER	07/06/2025	\$385.26	164608	E 01 005 810 000 000 401	PO 34435 B&G Supplies
001		CC	1	03455	GRAINGER	07/06/2025	\$48.81	164608	E 01 100 810 000 000 401	PO 34435 B&G Supplies
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	07/06/2025	\$140.95	164672	E 11 300 293 119 000 490	FY 25 B&G Golf
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	07/06/2025	\$140.95	164672	E 11 300 295 189 000 490	FY 25 B&G Golf
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	07/06/2025	\$17.18	164640	E 01 005 020 000 000 366	Chamber Lunch
001		CC	1	04428	SOUTHPAW ENTERPRISES	07/06/2025	\$32.00	164642	E 12 100 411 000 740 401	FY 25 PO 34405 Indy 150 Therapy Rope w
001		CC	1	04874	AMAZON.COM	07/06/2025	\$3,935.81	164599	E 01 005 630 000 000 456	PO 34458 3d Printer Supplies
001		CC	1	04874	AMAZON.COM	07/06/2025	\$2,658.10	164600	E 01 005 630 000 000 456	PO 34458 Sony Zoom Lens

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001		CC	1	04874	AMAZON.COM	07/06/2025	\$1,399.96	164590	E 01 005 630 000 000 456	PO 34458 4 TCL TVs
001		CC	1	04874	AMAZON.COM	07/06/2025	\$8,885.53	164604	E 01 005 630 000 000 455	PO 34457 Tech Supplies
001		CC	1	04874	AMAZON.COM	07/06/2025	\$24.51	164693	E 01 005 630 000 000 455	ipad phone tripod
001		CC	1	04944	DOMINO'S PIZZA	07/06/2025	\$253.73	164603	E 04 500 580 341 325 490	PAC - Sweetheart Ball Pizza
001		CC	1	04944	DOMINO'S PIZZA	07/06/2025	\$511.99	164697	E 11 300 288 154 000 490	FY 25 Trap Team Pizzas with tip
001		CC	1	04944	DOMINO'S PIZZA	07/06/2025	\$75.00	164697	E 11 300 288 154 000 490	TIP
001		CC	1	05351	HOME DEPOT	07/06/2025	\$747.78	164631	E 01 005 810 000 000 401	FY 25 B&G Supplies
001		CC	1	05351	HOME DEPOT	07/06/2025	\$632.00	164602	E 11 300 292 000 000 530	HS Freestanding Garage Storage Shelving
001		CC	1	05351	HOME DEPOT	07/06/2025	\$523.41	164677	E 01 300 331 000 830 433	FY 25 FACS Garden
001		CC	1	05351	HOME DEPOT	07/06/2025	\$1,428.00	164645	E 11 300 292 000 000 530	PO 34412 Husky 4-Shelf Metal Industrial S
001		CC	1	06051	FINKEN WATER CENTERS	07/06/2025	\$54.20	164652	E 01 300 810 000 000 401	FY 25 Softener Salt and Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	07/06/2025	\$37.45	164652	E 01 100 810 000 000 401	FY 25 Softener Salt and Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	07/06/2025	\$37.45	164652	E 01 201 810 000 000 401	FY 25 Softener Salt and Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	07/06/2025	\$26.20	164652	E 01 005 810 000 000 332	FY 25 Softener Salt and Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	07/06/2025	\$33.95	164678	E 01 005 810 000 000 332	FY 25 Drinking Water 21
001		CC	1	06051	FINKEN WATER CENTERS	07/06/2025	\$33.95	164605	E 01 005 810 000 000 332	Drinking Water
001		CC	1	06130	COBORN'S INC.	07/06/2025	\$134.87	164660	E 01 005 790 000 320 490	End of Year Celebration AIPAC Meeting
001		CC	1	06130	COBORN'S INC.	07/06/2025	\$16.47	164630	E 01 300 790 000 699 490	drinks for BLSPC retreat
001		CC	1	06130	COBORN'S INC.	07/06/2025	\$8.49	164699	E 01 005 790 000 320 490	FY 25 AIPAC Parent Meeting Food
001		CC	1	06130	COBORN'S INC.	07/06/2025	\$91.05	164705	E 01 005 790 000 320 490	FY 25 AIPAC Parent Meeting Food
001		CC	1	06700	B & H FOTO & ELECTRONICS CORP	07/06/2025	\$9,129.21	164612	E 01 005 630 000 000 556	Broadcast/Podcast Equipment
001		CC	1	07984	HIRSHFIELD'S INC & SUBSIDIARIES	07/06/2025	\$632.96	164665	E 01 110 203 000 000 401	FY 25 paint/supplies for cafeteria wall mur
001		CC	1	08347	WALMART	07/06/2025	\$69.38	164659	E 01 005 790 000 320 490	End Of Year Celebration AIPAC Meeting
001		CC	1	08347	WALMART	07/06/2025	\$80.92	164666	E 01 005 241 204 000 490	FY 25 Staff Wellness
001		CC	1	08347	WALMART	07/06/2025	\$57.43	164688	E 01 300 211 000 320 401	FY 25 Graduation Gifts
001		CC	1	08347	WALMART	07/06/2025	\$4.48	164638	E 04 500 585 000 332 401	CE Enrichment
001		CC	1	09044	MENARDS - ELK RIVER	07/06/2025	\$369.21	164663	E 01 005 810 000 000 401	FY 25 B&G Supplies
001		CC	1	09045	SWIM OUTLET	07/06/2025	\$175.92	164668	E 04 500 560 126 321 401	CE Aquatics
001		CC	1	09164	LEGO EDUCATION NORTH AMERICA	07/06/2025	\$1,039.80	164675	E 01 005 630 000 000 556	Coding Express IES
001		CC	1	09778	CENTRACARE HEALTH SYSTEM	07/06/2025	\$280.00	164624	E 05 005 865 000 352 305	FY 25 Hepatitis B (Nicholas S)
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	07/06/2025	\$53.00	164606	E 01 300 810 000 000 305	HS Prevention Plus
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	07/06/2025	\$58.30	164680	E 01 110 810 000 000 305	FY 25 Liberty Prevention Plus
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	07/06/2025	\$58.30	164683	E 01 100 810 000 000 305	FY 25 Indy Prevention Plus
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	07/06/2025	\$53.00	164684	E 01 300 810 000 000 305	FY 25 HS Prevention Plus

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001		CC	1	10338	ADAM'S PEST CONTROL, INC.	07/06/2025	\$58.30	164681	E 01 201 810 000 000 305	FY 25 MS Prevention Plus
001		CC	1	10512	CASEY'S	07/06/2025	\$15.02	164618	E 01 005 010 000 000 490	Policy Committee
001		CC	1	10575	CONSTANT CONTACT	07/06/2025	\$275.00	164673	E 04 500 505 000 321 305	CE Marketing
001		CC	1	10586	AUSCO DESIGN &MARKETING	07/06/2025	\$5,781.75	164691	E 04 500 570 000 321 401	FY 25 Childcare Tshirts
001		CC	1	10586	AUSCO DESIGN &MARKETING	07/06/2025	\$924.50	164702	E 04 500 560 000 321 401	FY 25 CE Basketball Tshirts
001		CC	1	10619	4IMPRINT	07/06/2025	\$1,139.17	164690	E 01 300 790 000 699 401	4imprint picnic blankets
001		CC	1	10619	4IMPRINT	07/06/2025	\$1,021.13	164611	E 01 300 790 000 699 401	Pens
001		CC	1	10619	4IMPRINT	07/06/2025	\$509.62	164695	E 01 300 790 000 699 401	FY 25 keychains for summer kick off
001		CC	1	12031	LANGUAGELINE Solutions	07/06/2025	\$15.80	164650	E 01 110 219 000 339 358	Liberty Interpreter 06.09.2025
001		CC	1	12031	LANGUAGELINE Solutions	07/06/2025	\$39.50	164679	E 01 110 219 000 339 358	FY 25 Liberty Interpreter 05.28.2025
001		CC	1	12031	LANGUAGELINE Solutions	07/06/2025	\$7.90	164682	E 01 110 219 000 339 358	FY 25 Liberty Interpreter 05.28.2025
001		CC	1	12129	SIPTRUNK, INC	07/06/2025	\$72.93	164676	E 01 005 630 000 000 320	back up phones
001		CC	1	12177	DELTA AIRLINES	07/06/2025	\$256.96	164655	E 01 300 790 000 699 368	flight to Tennessee - cadca conference
001		CC	1	12187	CHIPOLTE MEXICAN RESTURANT	07/06/2025	\$542.50	164657	E 01 005 790 000 320 490	End of Year Celebration AIPAC Meeting
001		CC	1	12187	CHIPOLTE MEXICAN RESTURANT	07/06/2025	\$31.04	164636	E 11 300 296 184 000 366	FY 25 HS B&G State Track 22
001		CC	1	12187	CHIPOLTE MEXICAN RESTURANT	07/06/2025	\$26.24	164636	E 11 300 294 114 000 366	FY 25 HS B&G State Track
001		CC	1	12187	CHIPOLTE MEXICAN RESTURANT	07/06/2025	\$97.84	164637	E 11 300 294 114 000 366	FY 25 HS State Track
001		CC	1	12189	TUFF SHED	07/06/2025	\$4,167.54	164634	E 04 500 580 341 325 530	FY 25 PO 34422 GARDEN BARN - 8' X 8'
001		CC	1	12189	TUFF SHED	07/06/2025	\$4,167.54	164635	E 04 500 580 341 325 530	FY 25 PO 34423 GARDEN BARN - 8' X 8'
001		CC	1	12304	SAM'S CLUB	07/06/2025	\$65.94	164692	E 01 300 790 000 699 490	Cookies for all night grad party
001		CC	1	12639	MNW RETAIL OUTLET	07/06/2025	\$8.97	164700	E 01 300 211 000 320 401	FY 25 graduation gifts (Raven)
001		CC	1	12639	MNW RETAIL OUTLET	07/06/2025	\$0.66	164700	E 01 005 110 999 000 401	FY 25 graduation gifts (Raven)
001		CC	1	12687	UPS	07/06/2025	\$37.33	164687	E 04 500 585 157 332 329	FY 25 CE Musical
001		CC	1	12787	ESPECIAL NEEDS, LLC	07/06/2025	\$179.96	164664	E 12 110 412 000 740 433	FY 25 PO 34149 Liberty Height Adjusting
001		CC	1	13024	MSHSL.ORG	07/06/2025	\$39.00	164662	E 11 300 294 114 000 366	MSHSL State Track & Field Prelims 06/10-
001		CC	1	13024	MSHSL.ORG	07/06/2025	\$39.00	164662	E 11 300 296 184 000 366	MSHSL State Track & Field Prelims 06/10-
001		CC	1	13024	MSHSL.ORG	07/06/2025	(\$21.09)	164685	E 01 005 110 999 000 401	FY 25 Sales Tax Refund
001		CC	1	13058	ID ENHANCEMENTS, INC.	07/06/2025	\$717.59	164619	E 01 005 810 000 000 401	Signo 20 Reader & Key Fob
001		CC	1	13072	CINTAS CORPORATION NO 2	07/06/2025	\$152.42	164653	E 01 300 810 350 000 305	FY 25 May 2025 Uniform Services (2.51 te
001		CC	1	13072	CINTAS CORPORATION NO 2	07/06/2025	\$152.37	164653	E 01 100 810 350 000 305	FY 25 May 2025 Uniform Services (2.51 te
001		CC	1	13072	CINTAS CORPORATION NO 2	07/06/2025	\$152.42	164653	E 01 201 810 350 000 305	FY 25 May 2025 Uniform Services (2.51 te
001		CC	1	13072	CINTAS CORPORATION NO 2	07/06/2025	\$152.37	164653	E 01 110 810 350 000 305	FY 25 May 2025 Uniform Services (2.51 te
001		CC	1	13072	CINTAS CORPORATION NO 2	07/06/2025	(\$2.51)	164653	E 01 100 810 350 000 305	FY 25 May 2025 Uniform Services (2.51 te
001		CC	1	13106	CADCA ALEXANDRA VA	07/06/2025	\$745.00	164656	E 01 300 790 000 699 366	cadca conference

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	13185	PATRIOT NEWS MN	07/06/2025	\$420.00	164617	E 01 005 790 000 320 366	2X5 Color Summer Eats
001		CC	1	13185	PATRIOT NEWS MN	07/06/2025	\$240.00	164622	E 01 005 010 000 000 305	June 7 Legal
001		CC	1	13185	PATRIOT NEWS MN	07/06/2025	\$75.00	164622	E 01 005 010 000 000 305	June 7 Legal
001		CC	1	13185	PATRIOT NEWS MN	07/06/2025	\$82.50	164669	E 01 005 010 000 000 305	FY 25 May 24, Legal (Week 1)
001		CC	1	13185	PATRIOT NEWS MN	07/06/2025	\$67.50	164586	E 01 005 010 000 000 305	Legal June 21
001		CC	1	13185	PATRIOT NEWS MN	07/06/2025	\$75.00	164586	E 01 005 010 000 000 305	Legal June 21
001		CC	1	13264	BIG SKY RESORT	07/06/2025	\$865.74	164620	E 01 300 790 000 699 368	Montana Room 2
001		CC	1	13264	BIG SKY RESORT	07/06/2025	\$865.74	164623	E 01 300 790 000 699 368	Big Sky Room 1
001		CC	1	13277	JELLYFISH GRAPHICS	07/06/2025	\$3,980.66	164601	E 01 300 790 000 699 401	Freshmen Banner & T shirts
001		CC	1	13277	JELLYFISH GRAPHICS	07/06/2025	\$849.99	164596	E 01 300 790 000 699 401	Jellyfish Athletic Tent
001		CC	1	13333	BRAIN FREEZZE ICE	07/06/2025	\$328.50	164658	E 04 500 570 000 321 490	KC Food
001		CC	1	13598	WILLYS ON THE WATER	07/06/2025	\$231.84	164627	E 11 300 294 114 000 366	FY 25 HS B&G State Track
001		CC	1	13598	WILLYS ON THE WATER	07/06/2025	\$77.25	164627	E 11 300 296 184 000 366	FY 25 HS B&G State Track
001		CC	1	13687	E&G 1123 ECOMM	07/06/2025	\$8.60	164689	E 04 500 570 000 321 490	FY 25 Childcare meeting
001		CC	1	13687	E&G 1123 ECOMM	07/06/2025	\$216.76	164644	E 01 300 790 000 699 490	Sandwiches for BLSPC retreat 23
001		CC	1	13897	FIRE MOUNTAIN FABRIC AND SUPPLY,	07/06/2025	\$3,413.94	164643	E 01 005 790 000 320 401	FY 25 Ribbon Skirt & Supplies
001		CC	1	13966	CharacterStrong LLC	07/06/2025	\$19,091.80	164646	E 01 005 211 000 799 305	FY 25 5 years Character Strong Liberty, IN
001		CC	1	14041	INDOOR MEDIA	07/06/2025	\$6,995.00	164629	E 01 300 790 000 699 303	coborns cart advertisement renewal
001		CC	1	14128	LORING GARAGE	07/06/2025	\$18.00	164589	E 01 005 790 319 000 366	MTSS parking
001		CC	1	14128	LORING GARAGE	07/06/2025	\$18.00	164595	E 01 005 790 319 000 366	Parking MTSS conference
001		CC	1	14181	MYSTIC LAKE CASINO	07/06/2025	\$16.69	164621	E 01 005 790 000 320 366	Conference Meals
001		CC	1	14181	MYSTIC LAKE CASINO	07/06/2025	\$19.47	164610	E 01 005 790 000 320 366	Indian Ed conference meal
001		CC	1	14181	MYSTIC LAKE CASINO	07/06/2025	\$711.69	164613	E 01 005 790 000 320 366	Native Studies Summer Workshop (Raven)
001		CC	1	14181	MYSTIC LAKE CASINO	07/06/2025	\$17.69	164614	E 01 005 790 000 320 366	Conference meals
001		CC	1	14181	MYSTIC LAKE CASINO	07/06/2025	\$25.68	164615	E 01 005 790 000 320 366	Conference meal
001		CC	1	14213	HERTZ	07/06/2025	\$335.41	164648	E 01 300 790 000 699 368	Rental Car Nashville
001		CC	1	14225	SCANNING PENS, INC.	07/06/2025	\$1,439.83	164651	E 01 201 208 218 000 401	FY 25 PO 34375 MS C Pen Reader
001		CC	1	14244	DAKOTAHI! SP9ORT AND FIT	07/06/2025	\$7.90	164616	E 01 005 790 000 320 366	Conference meals
001		CC	1	14244	DAKOTAHI! SP9ORT AND FIT	07/06/2025	\$4.88	164609	E 01 005 790 000 320 366	Conference meal
001		CC	1	14245	PINNACLE PROMOTIONS	07/06/2025	\$1,678.36	164591	E 01 300 790 000 699 401	Tissue Boxes & Covers
001		CC	1	14247	RIGHTWAY PARKING	07/06/2025	\$48.88	164632	E 01 300 790 000 699 366	parking for Montana Conference
001		CC	1	14248	MAKEWONDER STORE	07/06/2025	\$1,615.50	164671	E 01 005 630 000 000 556	Dash 12-pack IES
001		CC	1	14249	U OF M CONTLEARNING	07/06/2025	\$625.00	164698	E 01 005 790 000 320 366	FY 25 Conference (Raven)
001		CC	1	14250	LIGHTSWITCH LEARNING	07/06/2025	\$3,480.31	164628	E 01 005 211 000 799 305	FY 25 Character Strong Purpose Full Libra

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1 7760	PIONEER ATHLETICS	07/06/2025	\$2,800.00	164598	E 01 005 810 000 000 401	FY 25 Brite Stripe White
001		CC	1 7760	PIONEER ATHLETICS	07/06/2025	\$558.00	164647	E 01 005 810 000 000 401	FY 25 Home Plate
001		CC	1 7786	VON HANSON'S SNACKS, INC.	07/06/2025	\$79.65	164667	E 11 300 298 000 000 490	FY 25 HS Concessions
Check Total:						\$132,298.55			
Bank 001 Total:						\$132,298.55			
Report Total:						\$132,298.55			

July 2025 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Carik, Angela	Co Head C - Girls Swim and Dive	Athletics/Activities	08/11/2025	New Hire
Castle, Amy	Paraeducator	Independence	09/02/2025	Transfer
Vaerst, Steven	Teacher	High School	08/25/2025	New Hire
Garding, Jason	Maintenance Custodian	Independence	07/14/2025	Transfer
McClure, Kayla	School Monitor	Independence	09/02/2025	New Hire
Emerson, Betty	School Monitor	Independence	09/02/2025	New Hire
Cardinal, Elizabeth	Teacher	Liberty	08/25/2025	New Hire
Arroyo, Mayra	Paraeducator	Middle School	09/02/2025	Transfer
Teunissen, Kayla	Paraeducator (School Readiness)	Community Ed	05/28/2025	Resignation



MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 1. is not likely to occur and could not have been prevented by exercise of due care; and
 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statutes, chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes, chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes, chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:
 1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not

include a parent's refusal to provide his or her child with sympathomimetic medications;

5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minnesota Statutes 260C.007, subdivision 6, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules, part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules, chapter 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes, section 125A.0942 or 245.825.

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

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a

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

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes, section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes, section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minnesota Statutes, section 243.166, subdivision 1b(a) or (b).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction ; (4) or committed an act that resulted in the involuntarily transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include

- his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment and the name and address of the reporter.
 - C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
 - D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
 - E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
 - F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
 - G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
 - H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly make a false report also may result in discipline.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of

the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.

- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)

Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.301 (Termination of Parental Rights)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

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



DRUG AND ALCOHOL TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug, alcohol, and cannabis use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug, alcohol, and cannabis use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing and cannabis testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.

- F. The school district may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on school district premises, or operating a school district vehicle, machinery, or equipment as follows:
 1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;
 2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;
 3. as provided in the school district's written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by Minnesota Statutes, section 181.952; or
 4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the school district to lose a monetary or licensing-related benefit under federal law or regulations.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.

7. “Direct Observation” means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. “Licensed Medical Practitioner” means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
12. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing
13. “Safety-Sensitive Functions” are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. “Screening Test Technician” (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. “Stand Down” means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory report to the

MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before the MRO completes the verification process.

16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have

been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for,

but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query (see Attachment C to this policy). The school district shall retain the consent for three (3) years from the date of the query.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.

- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
 - e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible
4. Reasonable Suspicion Testing
- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
 - b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
 - c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
 - d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
5. Return-To-Duty Testing
- A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements
6. Follow-Up Testing
- When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
7. Refusal to Submit and Attendant Consequences
- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
 - b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code section

521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.

- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment D to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate

explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - 1) The donor expressly declines the opportunity to discuss the test results;
 - 2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - 3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test
- e. Alcohol tests are reported directly to the DER

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and

- b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
- c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes, chapter 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

2. The required records shall be retained for the following minimum periods:

Basic Records--5 years. "Basic records" includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers—3 years; Alcohol and controlled substance collection procedures—2 years; Negative and cancelled controlled substance tests—1 year; Alcohol tests with less than 0.02 concentration—1 year; Education and training records—indefinite

"Education and training records" must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse) as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows:
 - 1) Any on-duty alcohol use;
 - 2) Any pre-duty alcohol use;
 - 3) Any alcohol use following an accident; and
 - 4) Any controlled substance use
- f. Any report from a substance abuse professional certifying successful completion of the return to work process;
- g. Any negative return to duty test; and
- h. Any employer's report of completion of follow-up testing

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district
- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment
- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under

Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701
2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing or cannabis testing for school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing or cannabis testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing (See Section III. of this policy.) If the school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. Of this policy will be applicable to such testing.

A. Definitions

1. “Cannabis testing” means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.
2. “Confirmatory test” and “confirmatory retest” mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
3. “Drug” means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.
4. “Drug and Alcohol Testing,” “Drug or Alcohol Testing,” and “Drug or Alcohol Test” mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.
5. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.
6. "Initial screening test" means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
7. “Job Applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver’s license, and includes a person who has received a job offer made contingent on the person’s passing drug or alcohol testing. Job applicants for positions requiring a commercial driver’s license are governed by the provisions of the charter school’s drug and alcohol testing policy relating to school bus drivers (Section III).
8. “Oral fluid test” means analysis of a saliva sample for the purpose of measuring the presence of the same substances as drug and alcohol testing and cannabis testing that:
 - a. Can detect drugs, alcohol, cannabis, or their metabolites in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1; and
 - b. Does not require the services of a testing laboratory under section 181.953, subdivision 1.
9. “Other Employees” means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver’s license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver’s license are primarily governed by the provisions of the charter school’s drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver’s license is not mandated by federal law and

regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of “other employees.”

10. “Positive Test Result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
11. “Random Selection Basis” means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
12. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
13. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.

B. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required; Exceptions

1. General Limitations

- a. The school district may not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing or cannabis testing, unless the testing is done pursuant to this policy; and either (1) is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes 181.953, subdivision 1; or (2) complies with the oral fluid test procedures under section 181.953, subdivision 5a..
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing or cannabis testing on an arbitrary and capricious basis.

2. Cannabis Testing Exceptions

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

- a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;
- b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
- c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
- d. a position of employment funded by a federal grant; or
- e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

3. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant’s passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

- a. The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
 - b. Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.
 - c. The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
 - d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.
4. Oral fluid testing
- a. When drug and alcohol testing or cannabis testing is otherwise authorized under Minnesota Statutes, section 181.951, the school district may request an employee or job applicant to undergo oral fluid testing according to the procedures under Minnesota Statutes, section 181.953, subdivision 5a as an alternative to using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1.
 - b. The employee must be informed of the test result at the time of the oral fluid test. Within 48 hours of an oral fluid test that indicates a positive test result or that is inconclusive or invalid, the employee or job applicant may request drug or alcohol testing or cannabis testing at no cost to the employee or job applicant using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1, and according to the existing laboratory testing standards in subdivisions 1 to 5. The rights, notice, and limitations in Minnesota Statutes, section 181.953, subdivision 6, paragraph (b), and subdivisions 7 to 8 and 10 to 11 apply to an employee or job applicant and a laboratory test conducted pursuant to this paragraph.
 - c. If the laboratory test under paragraph (b) above indicates a positive result, any subsequent confirmatory retest, if requested by the employee or job applicant, must be conducted following the retest procedures provided in Minnesota Statutes, section 181.953, subdivision 6, paragraph (c), and subdivision 9 at the employee's or job applicant's own expense.
 - d. Nothing in this subdivision is intended to modify the existing requirements for drug and alcohol testing or cannabis testing in the workplace under Minnesota Statutes, sections 181.950 to 181.957, unless stated otherwise.
5. Random Testing
- The school district may request or require “other employees” to undergo cannabis testing or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.
6. Reasonable Suspicion Testing
- The school district may request or require any employee to undergo cannabis testing or drug and alcohol testing if the school district has a reasonable suspicion that the employee:
- a. is under the influence of cannabis, drugs or alcohol;
 - b. has violated the school district’s written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the school district’s premises or operating the school district’s vehicles, machinery, or equipment;

- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
 - d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.
- 7. Treatment Program Testing

The school district may request or require any employee to undergo cannabis testing and drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo cannabis testing and drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.
- 8. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.
- C. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.
- D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal
 - 1. Right of Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV. D.
 - 2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.
 - 3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.
- E. Reliability and Fairness Safeguards
 - 1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or requesting cannabis testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing or cannabis testing policy.
 - 2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone

- drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.
3. Notice of and Right to Test Result Report
Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test or cannabis test.
 4. Notice of and Right to Explain Positive Test Result
 - a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information see Attachment G to this policy.
 - b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
 - c. The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medical cannabis program as part of the employee's explanation.
 - d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product
 - e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.
 5. Notice of and Right to Request Confirmatory Retests
 - a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
 - b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.
 6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments F and G to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug, alcohol test or cannabis test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug, alcohol, or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position that Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In

the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug, alcohol, and cannabis testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment H to this policy.

V. **POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

- Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Part 382 (Controlled Substances and Alcohol Use and Testing)
- 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 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)



Policy 418
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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 with full board vote. Events serving alcohol will not be permitted when student activities are scheduled on campus; an exception will be made for Spud Fest (due to its long-standing partnership, yearly school board approval, and a mission for profits to go back to the community to help fund local youth organizations).
- 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.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing

to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least 14 days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

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)

Resources:

To support the requirements for school districts and charter schools outlined in Minnesota Statute 2024, section 120B.215, subdivision 2, and in accordance with subdivision 1, MDE, in collaboration with MDH, the Minnesota Department of Human Services (DHS), and education experts, has created a

[List of Model Cannabis Education Programs for School District and Charter School Consideration.](#)

Schools may choose to implement one of the listed programs or they may implement their own program(s) identified through a local curriculum adoption process by the 2026-27 school year. While it is not required for a school district or charter school to use one of the programs in the list, the list and rubric provided may be useful to school districts and charter schools in their own decision-making process.

Please visit [MDE's Health Education webpage](#) for more information.



STUDENT MEDICATION AND TELEHEALTH

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, any trained health aid, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

A. Administration of Drugs and Medicine

- 1) The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- 2) Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
 - d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.
- 3) Exclusions
The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:
 - a. purchased without a prescription;
 - b. used by a pupil who is 18 years old or older;
 - c. used in connection with services for which a minor may give effective consent;
 - d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
 - e. used off the school grounds;
 - f. used in connection with athletics or extracurricular activities;
 - g. used in connection with activities that occur before or after the

- regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - i. the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - ii. the inhaler is properly labeled for that student; and
 - iii. the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine delivery systems, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - i. the pupil may possess the epinephrine or
 - ii. the pupil is unable to possess the epinephrine and requires immediate access to epinephrine delivery systems that the parent provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

- 1) An "Adminstrating Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, subdivision 6.
- 2) Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must

- be administered in a manner consistent with the instructions on the label.
- 3) The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
 - 4) Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above) and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
 - 5) The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
 - 6) The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
 - 7) For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
 - 8) If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

C. Nonprescription Medication.

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

D. Possession and Use of Epinephrine Delivery Systems

1) Definitions

- a) "Administer" means the direct application of an epinephrine delivery system to the body of an individual
- b) "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that

automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.

- c) “School” means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.
- 2) At the start of each school year or at the time a student enrolls in school, whichever is first, a student’s parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine delivery systems that enables the student to:
 - a) possess epinephrine delivery systems; or
 - b) if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine delivery systems in close proximity to the student at all times during the instructional day.

For the purposes of this policy, “instructional day” is defined as eight hours for each student contact day.

The plan must designate the school staff responsible for implementing the student’s health plan, including recognizing anaphylaxis and administering epinephrine delivery system when required, consistent with state law. This health plan may be included in a student’s Section 504 plan.

Districts and schools may obtain and possess epinephrine delivery systems to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine delivery system. The administration of an epinephrine delivery system in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine delivery system in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine delivery system in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine delivery system is to be administered, when caring for a patient whose condition falls within the protocol.

A district or school may enter into arrangements with manufacturers of epinephrine delivery system to obtain epinephrine delivery system at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school’s supply of epinephrine delivery system

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems

under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

- 1) The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district
- 2) If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district
- 3) If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.

- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Delivery system; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine delivery system)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)



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. The free school meals program is created within the Minnesota Department of Education
- B. Each 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.
- C. Each school that 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.
- D. 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.
 - 3) A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has outstanding debt.
- E. 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.
- F. For reimbursable meals only, 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.

- G. 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.
- H. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
- I. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

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 reimbursable 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*

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 Minnesota Statutes, section 124D.095, 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. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.
- E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as

soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.

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 (8), 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 dual 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 for Reviewing Curriculum, Instruction, and Student Achievement Goals, Striving for Comprehensive Achievement and Civic Readiness)
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 3501.0660 (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)

LITERACY AND THE READ ACT

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based literacy instruction" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.

- G. "Oral language," also called " expressive language" or “receptive language” includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word. “Three-cueing system” is not evidence-based instruction.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, by February 15 each year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by MDE.
- B. The school district must identify any screener it uses in the district’s annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, after administering each screener, must follow the language access plan under Minnesota Statutes, section 123B.32 and give the parent of each student who is not reading at or above grade level information from the screener about:
 - 1) the student's reading proficiency as measured by a screener approved by MDE;
 - 2) reading-related services currently being provided to the student and the student's progress; and
 - 3) strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. For students enrolled in dual language immersion programs, the school district must measure the student’s reading proficiency in English or in the program’s partner language, if available, according to Article V below. Following its language access plan under Minnesota Statutes, section 123B.32, the school district must notify families with timely information about students’ reading proficiency,

including how the student's reading proficiency is assessed, any reading-related services or supports provided to the student and the student's progress, and strategies for families to use at home in helping students succeed in becoming grade-level proficient in reading in English or the partner language. The dual language immersion program may provide information about national research on reading proficiency for students in dual language immersion programs in the parent notification.

- E. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, and students enrolled in dual language immersion programs, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and expressive or receptive oral language mastery. The screening tool used must be a valid and reliable universal screener that is highly correlated with foundational reading skills. For students reading at grade level, beginning in the winter of grade 2, the oral reading fluency screener may be used to assess reading difficulties, including characteristics of dyslexia, without requiring a separate screening of each subcomponent of foundational reading skills.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. For students enrolled in dual language immersion programs:
 - 1) if students are screened in the partner language, they must be screened at the same interval as the screenings in English under paragraph A above;
 - 2) if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in English;
 - 3) if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;
 - 4) if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and
 - 5) the partner language screening tool must be approved by the school district for kindergarten through grade 3 students.
- D. Students in grades 4 and above, including multilingual learners and students receiving special education services, who are not reading at grade level must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- E. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the

MDE Commissioner (“Commissioner”) by June 15 in the form and manner determined by the Commissioner.

- F. The school district must include in its local literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
 - 1) a summary of the school district's efforts to screen for characteristics of reading difficulties, including dyslexia;
 - 2) the number of students universally screened for that reporting year;
 - 3) the number of students demonstrating characteristics of dyslexia for that year; and
 - 4) an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide aligned and targeted reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide aligned and targeted reading intervention as defined by the MTSS framework until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.
- F. A district or charter school is strongly encouraged to provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3 or a screener identified by the Department of Education under section 120B.123. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the

personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following:
- 1) a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 - 2) a process to notify and involve parents;
 - 3) a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 - 4) evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 - 5) identification of staff development needs, including a plan to meet those needs;
 - 6) the curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials starting in the 2025-2026 school year;
 - 7) a statement of whether the school district has adopted a MTSS framework;
 - 8) student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;
 - b. students who demonstrate characteristics of dyslexia; and
 - c. students in grades 4 to 12 who are identified as not reading at grade level.
 - 9) the number of teachers and other staff that have completed training approved by the department.
 - 10) the number of teachers and other staff proposed for training in structured literacy;
 - 11) how the district used funding provided under the Read Act to implement the requirements of the Read Act;
 - 12) beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98; and
 - 13) beginning on December 31, 2025, for a district with a dual language immersion program:
 - a. the program's partner language;
 - b. grade levels included in the program;
 - c. the language used to screen students' foundational reading skills;
 - d. the percentage of grade 3 students taking the Minnesota Comprehensive Assessments; and
 - e. the number of students in the program in grades 4 to 12 who are identified as not reading at grade level
- B. Annually by June 15, the school district must post its literacy plan on the official school district website and submit it to the Commissioner using the template developed by the Commissioner.
- C. The school district must use a streamlined template developed by the Commissioner for local literacy plans that meets the requirements of Minnesota Statutes, section 120B.12, subdivision 4a, and requires all reading instruction and teacher training in reading instruction to be evidence-based.

VIII. STAFF TRAINING

- A. The district must provide training from a menu of approved evidence-based training programs to the following teachers and staff by July 1, 2026:
- 1) Reading intervention teachers working with students in kindergarten through grade 12;

- 2) all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 - 3) kindergarten through grade 12 special education teachers responsible for foundational reading instruction;
 - 4) curriculum directors;
 - 5) instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher;
 - 6) employees who select literacy instructional materials for a district; and
 - 7) teachers holding English as a second language teaching licenses.
- B. The school district must provide training from a menu of approved evidence-based training programs to the following teachers by July 1, 2027:
- 1) teachers who provide foundational reading instruction to students in grades 4 to 12;
 - 2) teachers who provide instruction to students in a state-approved alternative program; and
 - 3) teachers who provide instruction to students in dual language immersion programs

The Commissioner may grant a school district an extension to these deadlines.

- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.
- D. Training provided by the following may satisfy the professional development requirements under this Article:
- 1) A certified trained facilitator; or
 - 2) A training program that MDE has determined meets the professional development requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
- 1) elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 - 2) elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 - 3) licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 - 4) licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing

- strengths in their native languages in order to cultivate students' English language development, including academic language development, and build academic literacy; and
- 5) licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to meet the requirements and goals adopted in the school district's local literacy plan.

Legal References: Minn. Stat. § 120B.119 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None



TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirement of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular

sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. **Transportation State Requirement**
In accordance with Minnesota Statute 123B.88, bus transportation to and from school is required to be provided by the district to students residing two miles or more from their assigned school. However, the Big Lake School Board has approved free transportation for students in grades K-5 who live one or more miles from their assigned school.
- D. **District Provided Transportation**
In calculating district-provided transportation eligibility, the distance is measured from the school building entrance, designated by the district for student use, and the distance to the student's resident property (where the front of the property meets the street) along public roadways. If any portion of the front of the resident property as identified by the street address that meets the street is outside this distance, the student will be provided bus transportation to and from school.
- E. **Non-Public and Charter School Students**
Non-public and charter school students attending schools within the district boundary will follow the same eligibility.

- F. **Assigned Bus**
Students may only ride their assigned bus. Other arrangements may be accommodated on an emergency basis if/when a parent contacts the transportation company to secure approval. Legal Reference: 123B.88
- G. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation.
- H. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NON-RESIDENT STUDENTS

- A. The school district will provide transportation from home to school to non-resident students who open enroll to the Big Lake School District and who live within five miles of the district boundary. All other open enrolled students must find transportation to the nearest bus stop within one mile of the district boundary or to a location directed them by the Superintendent or his designee. If requested by the parent of a non-resident student, the school district shall provide transportation to a non-resident student within its borders at the same level of service that is provided to resident students. Transportation for non-resident students will only be provided within five miles of the district boundary.
- B. If the school district decides to transport a non-resident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the non-resident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NON-DISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a non-resident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the non-resident district for the costs of transportation from the pupil's residence to the border of the non-resident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less.

Reimbursement may not be paid for more than 250 miles per week. (Minnesota Statutes, section 124D.03, subdivision 8). Applications for reimbursement must be received in writing at the school business office prior to November 30 of the forthcoming school year. Exceptions to this date will be made for special cases such as move-ins. The application must include the names of the children and the name of the non-public school.

- B. Resident students shall be eligible for transportation to and from a non-resident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes section 123B.92, subdivision 1(b)(4), for a resident child with disabilities not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with disabilities not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with disabilities who are transported on a special route for the purpose of attending an approved special education program 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 condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on

transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. 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 alternative dispute resolution and due process procedures provided for in Minnesota Statutes chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1) A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
 - 2) A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 - 3) If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
 - 4) A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days.

Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code section 1415 (Individuals with Disabilities Act), 29 United States Code section 794 (the Rehabilitation Act), and 42 United States Code section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. 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.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee.
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
 Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
 Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
 Minn. Stat. Ch. 125A (Special Education and Special Programs)
 Minn. Stat. § 125A.02 (Child with a Disability Defined)
 Minn. Stat. § 125A.12 (Attendance in Another District)
 Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
 Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
 Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
 Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
 Minn. Stat. § 126C.01 (Definitions)
 Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
 Minn. Stat. § 190.05 (Definitions)
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
 20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
 42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
 42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)



STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

Big Lake Schools provides safe, efficient, and appropriate transportation services to all authorized passengers in accordance with all applicable state and federal law. The nature of the equipment provided for transportation, the scheduling of its use, and the walking zones that affect transportation shall be determined solely by the Board of Education or its duly authorized representative. In cases where transportation is required, but it is not considered feasible to furnish bus transportation, contracts may be established to provide alternative transportation.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through grade 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled in a school during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials with 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in

grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes section 169.446, subdivision 2
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school
8. The school district shall adopt and make available for public review a curriculum for transportation safety education
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training

C. Active Transportation Safety Training

1. Training required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include
 - i. pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and
 - ii. bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
 - iii. electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. Instruction

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up
- b. time. The school bus driver will not wait for late students.
- c. Respect the property of others while waiting at your bus stop.
- d. Keep your arms, legs and belongings to yourself.
- e. Use appropriate language.
- f. Stay away from the street, road or highway when waiting for the bus.
- g. Wait until the bus stops before approaching the bus.
- h. After getting off the bus, move away from the bus.
- i. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- j. No fighting, harassment, intimidation, or horseplay.
- k. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself
- f. No fighting, harassment, intimidation, or horseplay
- g. Do not throw any object
- h. No eating or drinking, or use of alcohol, tobacco, or drugs.
- i. Do not damage the bus

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.
 - 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

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

b. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus misconduct.

c. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law

d. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

e. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each bus.

f. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parent/Guardian Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to school administrators
4. Monitor bus stops, if possible.
5. Have children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below
- B. The school district or contracted service provider shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy

- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district or contracted service provider shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately
4. Know and understand relevant laws, rules of the road, and local school bus safety policies
5. Handle emergency situations; and

6. Safely load and unload students

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, by a signed, written request a daycare facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section 169.011, subdivision 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - i. safe operation of a type III vehicle;
 - ii. understanding student behavior, including issues relating to students with disabilities;
 - iii. encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - iv. knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - v. handling emergency situations;
 - vi. proper use of seat belts and child safety restraints;
 - vii. performance of pretrip vehicle inspections;
 - viii. safe loading and unloading of students, including, but not limited to:
 - a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - d) placing the type III vehicle in "park" during loading and unloading;
 - e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - ix. compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
 - c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes chapter 245C for day care employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required

by Minnesota Statutes section 171.321, subdivision 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for

students requiring special transportation service because of their handicapping condition. The information shall state:

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.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director or contracted service provider shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses) Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts;

Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References:

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing) MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil

Records)

MSBA/MASA Model Policy 707 (Transportation of Public Students)

MSBA/MASA Model Policy 708 (Transportation of Nonpublic
Students)

MSBA/MASA Model Policy 710 (Extracurricular
Transportation)



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

Data Practices Compliance Official:

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

Data Practices Designee(s):

Tim Truebenbach
701 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)



DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsoleted equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent or designee shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent or designee shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

- 1) If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the superintendent or designee shall deem necessary.
- 2) The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
- 3) A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
- 4) In the case of identical high bids from two or more bidders, the superintendent or designee may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the superintendent or designee may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the superintendent or designee may re-advertise.
- 5) All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.

- 6) Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After competition of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.
- C. Contracts From \$25,000 to \$175,000
If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.
 - D. Contracts \$25,000 of Less
If the amount of sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, at the discretion of the superintendent or designee. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.
 - E. Electronic Sale of Surplus Supplies, Materials, and Equipment
Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.
 - F. Notice of Quotation
Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.
 - G. Sales to Employees
No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.
 - H. Exceptions for Surplus School Computers
 - 1) A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school

computer and related equipment, including a tablet device, by conveying the property and title to:

- a. Another school district;
- b. The state department of corrections;
- c. The board of trustees of Minnesota State Colleges and Universities;
- d. The family of a student residing in the district whose total family income meets the federal definition of poverty; or
- e. A charitable organization under section 501(c)(3) of the Internal Revenue code that is registered with the attorney general's office for educational use.

If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery

- 2) A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
 - a. Another school district;
 - b. The state department of corrections;
 - c. The board of trustees of Minnesota State Colleges and Universities;
 - d. The family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e. A charitable organization under section 501(c)(3) of the Internal Revenue code that is registered with the attorney general's office for educational use.
- 3) If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery

I. Disposing of Surplus Books

Notwithstanding Minnesota Statutes, section 471.345, governing school district contracts made upon sealed bid or otherwise complying with the requirements for competitive bidding, other provisions of this section governing school district contracts, or other law to the contrary, the school district may dispose of school books, including library books, books from an individual classroom library, and textbook including other materials accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin “F” (School District Contract and Bidding Procedures)



Policy 806
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Revised:

CRISIS MANAGEMENT

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. The school district will develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

Building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. This Policy will be maintained, updated, and made available to the school board on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

Minnesota law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes section 121A.035.

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

Minnesota law requires a minimum of five school fire drills, consistent with Minnesota Statutes section 299F.30, and one school tornado drill each school year. See Minnesota Statutes section 121A.035.

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.
2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
 3. School Emergency Response Teams
 - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school

emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes section 299F.30. See Minnesota Statutes section 121A.035.

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school

which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.

3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. Accessible
2. Developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary
3. Culturally aware
4. Trauma-informed
5. Inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.

3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above

F. Active Shooter Simulations

Must be authorized by the school board. A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity, including providing information about the Department of Public Safety's statewide anonymous threat reporting system and any local threat reporting systems.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. The effect of active shooter drills on the safety of students and staff; and
2. The effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below for use when drafting specific crisis management plans as well as additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). Procedures will be maintained, updated, and made available to the school board on an annual basis.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency

- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

- A. Chemical Accidents
Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

- B. Visitors
The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See Big Lake Schools Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

- C. Student Victims of Criminal Offenses at or on School Property
The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

- D. Radiological Emergencies at Nuclear Generating Plants
School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant. See Big Lake Schools Policy 813 (Use of Potassium Iodide, KI, in the Event of a Nuclear Accident).

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

- Legal References:**
- Minn. Stat. Ch. 12 (Emergency Management)
 - Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 - Minn. Stat. § 121A.035 (Crisis Management Policy)
 - Minn. Stat. § 121A.038 (Students Safe at School)
 - Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 - Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
 - Minn. Stat. § 326B.02, Subd. 6 (Powers)
 - Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)

Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](#)

Resources: I Love U Guys Foundation, Standard Response Protocol
<https://iloveguys.org/The-Standard-Response-Protocol.html> (012325)

Safe and Sound Schools
<https://safeandsoundschools.org/> (012325)

School Board Financial Report

July 23, 2025

Presented by Angie Manuel, Director of Business Services

Enrollment Update

- Total 24-25 ADM budget (served + tuition): 3,199
 - 6-30-25 end of year MARSS data per MDE: 3,197.79
- 24-25 ADM served budget: 3,127
 - 6-30-25 end of year MARSS data per MDE: 3,137.07
- 25-26 Kindergarten update

ADM=Average Daily Membership

Financial Audit

- Year end close and audit process has begun
- Auditors here July 28,30 for preliminary test work
 - Final fieldwork week of September 29th
 - Audit presentation at November School Board meeting

School Board Action

Approve financial report

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: June 2025

101 - CASH ACCOUNTS

	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 2,699,171	\$ 13,262,229	\$ (12,788,712)	\$ (4,264,686)	\$ (1,091,998)
Food Service	(\$2,249,147)	8,867	(220,402)	\$2,960,682	\$500,000
Community Service	(\$752,142)	455,470	(507,332)	\$1,304,004	\$500,000
Building Fund	\$0	25,859	(25,859)		\$0
Debt Service	\$718,006	-	-		\$718,006
Project fund- HVAC (Fund 15)	\$0				\$0
Custodial Fund (Fund 18)	\$715	-	(715)		\$0
OPEB Trust Fund	(\$6,095)	-	(584)		(\$6,679)
TOTAL PER BOOKS	410,508	13,752,425.00	(\$13,543,604)	\$0	619,329
				General Checking Account	\$619,329
				TOTAL PER BANK	\$619,329

102 - PETTY CASH ACCOUNT

	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$2,000	1,765	(\$1,833)	-	\$1,932
				Petty Cash Checking Account	\$1,932
				TOTAL PER BANK	\$1,932

104 - INVESTMENT ACCOUNTS

	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$3,084,627	\$ 8,041,021	\$ (8,285,940)	\$4,264,686	\$7,104,394
General Fd Operating Investments	\$16,583,212	23,361	-		\$16,606,573
Food Service	\$3,057,421	247,334	-	(\$2,960,682)	\$344,073
Community Service	\$2,478,599	100,818		(\$1,304,004)	\$1,275,413
Debt Service	\$2,085,273	1,051,596	-		\$3,136,869
Facility Maintenance Invest. 2021A (Fd 15)	\$44,561	154	-		\$44,715
Facilities Investments 2022A (Fd 06)	\$3,224,763	6,356	(25,859)		\$3,205,260
OPEB Trust Equities	\$1,400,831	34,818	-		\$1,435,649
TOTAL PER BOOKS	\$31,959,287	\$9,505,458	(\$8,311,799)	\$0	\$33,152,946
				MN Trust	\$11,860,749
				Operating Investments	\$16,606,573
				Building Fund Investments	\$3,249,975
				OPEB Trust	\$1,435,649
				TOTAL PER BANK	\$33,152,946

CASH AND INVESTMENT BALANCE SUMMARY BY FUND

	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 22,369,010	\$ 21,328,376	\$ (21,076,485)	\$ -	\$ 22,620,901
Food Service	\$808,274	256,201	(220,402)	-	\$844,073
Community Service	\$1,726,457	556,288	(507,332)	-	\$1,775,413
Debt Service	2,803,279	1,051,596	-	-	3,854,875
Project Fund HVAC- Fund 15	\$44,561	\$154	\$0	\$0	\$44,715
Custodial Fund (Fund 18)	\$715	-	(715)	-	\$0
Bond Account Investments (fund 06)	\$3,224,763	\$32,215	(\$51,718)	\$0	\$3,205,260
OPEB Trust Fund	(\$6,095)	-	(584)	-	(\$6,679)
OPEB Trust Equities	\$1,400,831	34,818	-	-	\$1,435,649
TOTAL PER BOOKS	32,371,795	\$23,259,648	(\$21,857,236)	\$0	33,774,207
				Cash	\$619,329
				Petty Cash	\$1,932
		124		Investments	\$33,152,946
				TOTAL PER BANK	\$33,774,207

BIG LAKE PUBLIC SCHOOLS ISD #727
Investment Transactions 24-25
June 30, 2025

	Yield	Purchased	Maturity Date	Balance 07/01/21	Purchased	Premium/ Interest Paid	Interest Rec'd	Realized Gain/Loss	Matured	Mark to Market Unrealized Loss	Balance 06/30/25	
PMA (Operating Investments):												
GreenState credit union	5.112%	5/26/2023	10/17/2024	230,700.00					230,700.00		0.00	
Cornerstone Bank	5.112%	5/26/2023	#####	230,100.00					230,100.00		0.00	
Connexus Credit Union CD	5.354%	8/25/2023	2/25/2025	248,350.25				(168.68)	248,000.00	(181.57)	0.00	
Farmers Insurance Group CD	5.389%	10/27/2023	7/26/2024	240,200.00					240,200.00		0.00	
Nexbank CD	5.481%	10/27/2023	7/26/2024	240,050.00					240,050.00		0.00	
First Priority Bank CD	5.453%	10/27/2023	12/19/2024	235,150.00					235,150.00		0.00	
Schertz Bank & trust	5.388%	10/27/2023	12/19/2024	235,300.00					235,300.00		0.00	
Financial Federal Bank CD	4.650%	2/29/2024	1/27/2026	229,450.00							229,450.00	
CIBC Bank USA CD	4.565%	2/29/2024	1/27/2026	229,800.00							229,800.00	
Valley Natl bank Wayne CD	4.905%	3/5/2024	9/5/2025	242,599.52						545.02	243,144.54	
Morgan Stanley bank CD	4.905%	3/6/2024	9/8/2025	242,733.06						558.13	243,291.19	
Bank of America	4.855%	3/7/2024	9/8/2025	242,593.81						674.56	243,268.37	
Eaglebank CD	4.704%	3/8/2024	12/8/2025	247,293.25						1,292.63	248,585.88	
Affinity Bank CD	4.510%	3/8/2024	12/8/2025	247,598.13						1,774.00	249,372.13	
Western Alliance bank	4.955%	3/12/2024	9/12/2025	242,752.02						443.57	243,195.59	
Community National CD	5.074%	6/10/2024	7/5/2025	236,400.00							236,400.00	
Farmers & Merchants Union Bank CD	5.036%	6/10/2024	7/25/2025	236,500.00							236,500.00	
ServisFirst bank	5.004%	6/10/2024	3/19/2026	229,500							229,500.00	
Solera National bank CD	5.039%	6/11/2024	7/25/2025	236,400.00							236,400.00	
Nexbank CD	4.143%	1/29/2025	1/29/2026		\$240,000.00						240,000.00	
OMB bank CD	4.150%	1/29/2025	1/29/2026		\$239,900.00						239,900.00	
Royal Business Bank CD	4.004%	3/19/2025	3/19/2026		\$240,200.00						240,200.00	
T Bank National Asso. CD	4.106%	3/19/2025	3/19/2026		\$239,900.00						239,900.00	
Live Oak Banking Co CD	4.011%	3/28/2025	1/28/2026		\$249,387.71					(476.75)	248,910.96	
Treasury # 64155 (Insurance storm)	5.257%	4/19/2024	7/18/2024	1,636,923.94				4,076.06	1,641,000.00		0.00	
Treasury #64477 (Insurance storm)	5.260%	5/28/2024	9/24/2024	684,472.27				2,096.03	693,000.00	6,431.70	0.00	
Treasury # 65218	5.175%	7/18/2024	10/29/2024		\$1,641,038.34			6,135.06	1,665,000.00	17,826.60	0.00	
Treasury # 66355	4.416%	9/25/2024	1/21/2025		\$692,200.96			1,572.08	702,000.00	8,226.96	(0.00)	
Treasury # 66930	4.374%	10/31/2024	4/3/2025		\$1,449,253.90			347.27	1,476,000.00	26,398.83	(0.00)	
Treasury # 67127	4.257%	11/15/2024	7/31/2025		\$999,303.44				24,235.96		1,023,539.40	
Treasury # 67104	4.190%	11/15/2024	10/15/2025		\$749,078.98				(3,239.25)		745,839.73	
Treasury # 67105	4.170%	11/15/2024	2/15/2026		\$249,180.00				2,797.50		251,977.50	
Treasury # 67128	4.110%	11/15/2024	11/15/2026		\$499,853.32				(77.34)		499,775.98	
MN Trust Term Series- 20250127AB09	4.970%	3/19/2024	1/27/2025	2,500,000.00					2,500,000.00		0.00	
MN Trust Term Series- 20250519AA09	5.050%	5/17/2024	5/19/2025	500,000.00					500,000.00		0.00	
MN Trust Term Series- 20260107AA09	4.820%	5/17/2024	1/7/2026	1,500,000.00							1,500,000.00	
MN Trust Term Series- 20260518AA09	4.700%	5/17/2024	5/18/2026	500,000.00							500,000.00	
MN Trust Term Series- 20250123AA09	4.910%	8/23/2024	1/23/2025		1,500,000.00				1,500,000.00		0.00	
MN Trust Term Series- 20260727AB 09	3.950%	8/21/2024	7/27/2026		500,000.00						500,000.00	
MN Trust Term Series- 2026126AA09437	4.247%	11/15/2024	1/26/2026		1,200,000.00						1,200,000.00	
MN Trust Term Series- 20260618AA09541	4.150%	12/24/2024	6/26/2026		1,500,000.00						1,500,000.00	
MN Trust Term Series- 20250813AA09145	3.962%	3/21/2025	1/20/2026		250,000.00						250,000.00	
Savings Deposit Account	0.380%	4/30/2022		3,023,303.60				63,329.77	3,086,633.37		(0.00)	
Mn Trust Limited Term Duration		6/1/2017		4,338,849.82				218,771.94			4,557,621.76	
MN Trust Investment Shares Portfolio	0.920%			8,483,423.33	63,518,479.63		486,193.07		60,627,346.98		11,860,749.05	
Subtotal - General Fund				27,690,443.00	75,957,776.28	0.00	486,193.07	296,159.53	76,050,480.35	87,230.55	28,467,322.08	
				Ok with SMART Funds 01,02,04,05,07,11,12								Ok with SMART Fund
				104-002/003 and 104-014								104-002/003 and 104
Fund 6												
PMA (2022A Bond Investments):												
US Treasury-50432	1.112%	1/31/2022	7/15/2024	499,045.44				954.56	500,000.00		0.00	
US Treasury-50433	1.133%	1/31/2022	8/15/2024	496,899.42				966.59	500,000.00	2,133.99	0.00	
US Treasury-52467	2.472%	4/26/2022	7/15/2024	748,568.15				1,431.85	750,000.00		0.00	
US Treasury-52827	2.629%	5/12/2022	8/15/2024	1,490,696.25				2,899.78	1,500,000.00	6,401.97	0.00	
Trustar Bank CD	4.606%	2/8/2023	8/9/2024	233,600.00					233,600.00		0.00	
Latino Community Credit Union CD	4.605%	2/8/2023	8/9/2024	233,600.00					233,600.00		0.00	
Pacific National Bank	4.595%	2/10/2023	8/13/2024	233,700.00					233,700.00		0.00	
Fieldpoint Private Bank & Trust CD	4.613%	2/10/2023	8/13/2024	233,350.00					233,350.00		0.00	
General Electric Credit Union CD	4.743%	2/8/2023	11/26/2024	230,050.00					230,050.00		0.00	
ELGA Credit Union CD	4.440%	2/8/2023	11/26/2024	231,150.00					231,150.00		0.00	
First Internet Bank of Indiana	4.370%	2/9/2023	1/15/2025	230,150.00					230,150.00		0.00	
PeoplesFirst Bank CD	4.504%	2/9/2023	1/15/2025	229,550.00					229,550.00		0.00	
Mn Trust Limited Term Duration	1.950%	1/31/2025		4,080,000.00			41,576.00		917,691.58		3,203,884.42	
MN Trust Investment Shares Portfolio	0.920%	1/31/2022		5,149,146.90	5,924,411.16		277,405.51		11,349,587.89	\$	1,375.68	
Subtotal - Building Fund 6				10,239,508.16	10,004,411.16	-	318,981.51	6,252.78	17,372,429.47	8,535.96	3,205,260.10	
				B06-104-022								B06-104-022
Fund 15												
PMA (2021A Facility Maintenance Bonds Investments):												
Federated Institutional Tax-Free Cash Trust	3.220%	2/29/2024		277,354.44			1,076.17		278,430.61		0.00	
MN Trust Investment Shares Portfolio	0.920%			2,156.78	278,430.61		1,871.10		237,743.37		44,715.12	
				279,511.22	278,430.61	-	2,947.27	-	516,173.98	-	44,715.12	
				B07,15 104-020								B07,15 104-020
				B07,15 104-021								B07,15 104-021
PMA (OPEB Trust Investments):												
Great Midwest bank	4.444%	12/29/2022	11/15/2024	139,000.00					139,000.00		0.00	
SDS-Goldman Sachs MMA	4.960%	5/1/2024		697.17	139,000.00		12,052.25		152,251.90	502.48	0.00	
Subtotal - OPEB Fund 45				139,697.17	139,000.00	-	12,052.25	-	291,251.90	502.48	0.00	
				B45-104-015								B45-104-015
PMA (OPEB Equity Investments):												
Cash & equivalent				2,961.76			269.51			11,462.77	14,694.04	
Bond				859,415.20					(58,586.87)		800,828.33	
Mortgage Bad Sec.- Vanguard				112,909.80					70,550.26		183,460.06	
Equity Investments				274,368.06	73,097.43				89,200.98		436,666.47	
Subtotal - OPEB Fund 45 Asset				1,249,654.82	73,097.43	-	269.51	-	112,627.14	-	1,435,648.90	
				B45-104-016								B45-104-016
Total OPEB Fund 45				1,389,351.99	212,097.43	-	12,321.76	-	291,251.90	113,129.62	1,435,648.90	
TOTAL				39,598,814.37	86,452,715.48	-	820,443.61	302,412.31	94,230,335.70	208,896.13	33,152,946.20	
Percentage of Portfolio - CD's	12.300%											
Percentage of Portfolio - Bonds	2.416%											
Percentage of Portfolio -MBS	0.553%											
Percentage of Portfolio - Liq Asset	0.044%											
Percentage of Portfolio - Equities	1.317%											
Percentage of Portfolio - US Treasury	7.605%											
Percentage of Portfolio - MN Trust Term Seri	16.439%											
Percentage of Portfolio - MN Trust SDA	0.000%											
Percentage of Portfolio - MN Trust Limited Te	23.411%											
Percentage of Portfolio - MN Trust Money Me	35.915%											
	100.00%											

PETTY CASH EXPENDITURES
BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: June 2025

Date	Ck #	Vendor	Description	Amount
06/15/25	20613	Lisa Deuel	Meals Refund	\$ 10.00
06/15/25	20614	Sandra Acuna	Meals Refund	\$ 37.00
06/15/25	20615	Kelly Borgerding	Meals Refund	\$ 29.90
06/15/25	20616	Rachel Borer	Meals Refund	\$ 25.95
06/15/25	20617	Katie Coutley	Meals Refund	\$ 23.30
06/15/25	20618	Melissa Cusick	Meals Refund	\$ 29.75
06/15/25	20619	Cullen Czech	Meals Refund	\$ 35.90
06/15/25	20620	Joanna Mauch	Meals Refund	\$ 8.20
06/15/25	20621	Connie Marsolek	Meals Refund	\$ 12.00
06/15/25	20622	Stephanie Ell	Meals Refund	\$ 30.50
06/15/25	20623	Lori Norvitch	Meals Refund	\$ 11.70
06/15/25	20624	Tara Gallegos-Woodwo	Meals Refund	\$ 19.25
06/15/25	20625	Michelle Gellerman	Meals Refund	\$ 40.25
06/15/25	20626	Amy Gilchrist	Meals Refund	\$ 8.65
06/15/25	20627	Michelle Goracke	Meals Refund	\$ 164.50
06/15/25	20628	Dan Lindstrom	Meals Refund	\$ 36.15
06/15/25	20629	Amy Hoselius	Meals Refund	\$ 29.95
06/15/25	20630	Amanda Swenson	Meals Refund	\$ 21.50
06/15/25	20631	Nathan Helder	Meals Refund	\$ 38.20
06/15/25	20632	Nicole Hjermstad	Meals Refund	\$ 15.05
06/15/25	20633	Mary Hughes	Meals Refund	\$ 27.75
06/15/25	20634	VOID	VOID	\$ -
06/15/25	20635	Rebecca Jacobs	Meals Refund	\$ 34.45
06/15/25	20636	Matthew Johansen	Meals Refund	\$ 9.60
06/15/25	20637	Jessica Johnson	Meals Refund	\$ 16.85
06/15/25	20638	Brent Kapsner	Meals Refund	\$ 50.40
06/15/25	20639	Katherine Kjellberg	Meals Refund	\$ 31.30
06/15/25	20640	Amy Kvilhaug	Meals Refund	\$ 5.05
06/15/25	20641	Patricia Laqua	Meals Refund	\$ 34.60
06/15/25	20642	Beth Mansfield	Meals Refund	\$ 46.85
06/15/25	20643	Graciela Cisneros	Meals Refund	\$ 7.50
06/15/25	20644	Tamara Morrison	Meals Refund	\$ 173.55
06/15/25	20645	Brandy Parrish	Meals Refund	\$ 9.20
06/15/25	20646	Melissa Plattner	Meals Refund	\$ 11.95
06/15/25	20647	Nicole Prosser	Meals Refund	\$ 29.65
06/15/25	20648	Tehar Ramert	Meals Refund	\$ 16.40
06/15/25	20649	Melissa Richter	Meals Refund	\$ 12.70
06/15/25	20650	Jodi Salley	Meals Refund	\$ 40.55
06/15/25	20651	Elizabeth Bielejeski	Meals Refund	\$ 51.32
06/15/25	20652	Nicole Schendel	Meals Refund	\$ 27.65
06/15/25	20653	Michelle Sherrard	Meals Refund	\$ 5.95
06/15/25	20654	Jennifer Sibbet	Meals Refund	\$ 30.00
06/15/25	20655	Jessica Siegrist	Meals Refund	\$ 64.70
06/15/25	20656	Reade Sievert	Meals Refund	\$ 9.50
06/15/25	20657	Marrissa Svenningsen	Meals Refund	\$ 155.65
06/15/25	20658	Renaë Skarka	Meals Refund	\$ 18.60
06/15/25	20659	Scott Throolin	Meals Refund	\$ 37.90
06/15/25	20660	Amy Tilus	Meals Refund	\$ 14.00
06/15/25	20661	Michael Vold	Meals Refund	\$ 16.50
06/15/25	20662	Jean Wandersee	Meals Refund	\$ 20.15
06/15/25	20663	Monique Quigley	Meals Refund	\$ 5.25
06/15/25	20664	Jennifer Mueller	Meals Refund	\$ 22.04
06/15/25	20665	Timothy Ziembo	Meals Refund	\$ 66.05
06/15/25	20666	Katie Coutley	Meals Refund	\$ 21.75
06/25/25	20667	Khloe Rath	Meals Refund	\$ 20.30
06/25/25	20668	Dana Guard	Meals Refund	\$ 40.00
06/25/25	20669	Jennie Curren	Meals Refund	\$ 20.00
				<u>\$ 1,833.36</u>

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
June 30, 2025

DATE	FROM	TO	AMOUNT	PURPOSE
6/2/2025	Old National-Checking	Heartland Pmt System	\$ 489.29	Myschoolbucks Credit Card Fees
6/4/2025	Old National-Checking	EYEMED	\$ 1,696.90	Insurance Coverage
6/4/2025	Old National-Checking	Old National-Petty Cash	\$ 1,765.06	Transfer to Petty Cash
6/4/2025	MN Trust-PMA	Old National-Checking	\$ 1,800,000.00	Payroll and Payroll AP
6/5/2025	Old National-Checking	Amazon	\$ 552.83	Invoice Payments
6/5/2025	Old National-Checking	Trustmark	\$ 1,225.92	Insurance Coverage
6/6/2025	Old National-Checking	Health Equity	\$ 305.35	Health Equity fee
6/6/2025	Old National-Checking	Delta Dental	\$ 29,769.88	Dental Insurance
6/6/2025	Old National-Checking	Health Equity	\$ 35,127.20	H.S.A Contributions
6/9/2025	Old National-Checking	United Way	\$ 57.00	United Way EE elections
6/9/2025	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/9/2025	Old National-Checking	Health Equity	\$ 345.60	Health Equity
6/9/2025	Old National-Checking	BLEM	\$ 9,368.22	Teacher Unions Dues
6/9/2025	Old National-Checking	EBC	\$ 58,353.48	403b & 457 contributions
6/10/2025	Old National-Checking	Transfirst/TSYS	\$ 306.11	Affinity Credit Card fees
6/10/2025	Old National-Checking	Bankcard Service	\$ 7,224.08	ELEYO Credit Card Fees
6/11/2025	Old National-Checking	ELEYOmonthlysoft	\$ 1,475.00	ELEYO User Fees
6/11/2025	Old National-Checking	Amazon	\$ 3,037.37	Invoice Payments
6/12/2025	Greater Twin City	Old National-Checking	\$ 8,088.00	Pathway I
6/12/2025	MN Trust-PMA	Old National-Checking	\$ 450,000.00	Accounts Payable
6/13/2025	Old National-Checking	Health Equity	5307.43	Health Equity
6/13/2025	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 7,152.61	Solar Contract
6/13/2025	Old National-Checking	USS MINNESOTA ONE MT	\$ 31,384.54	Solar Contract
6/16/2025	Old National-Checking	FleetCor	\$ 614.43	Kwik Trip Billing
6/17/2025	Old National-Checking	Old National Bank	\$ 171.61	Old National Service Charge
6/18/2025	Old National-Checking	Amazon	\$ 5,213.56	Invoice Payments
6/18/2025	MN Trust-PMA	Old National-Checking	\$ 2,500,000.00	Payroll and Payroll AP
6/20/2025	Old National-Checking	Neopost	\$ 200.00	DO Postage
6/20/2025	Old National-Checking	Vision Transportation	\$ 366,009.33	Transportation billing
6/23/2025	Old National-Checking	Health Equity	\$ 950.10	Flex Claim Pymts
6/23/2025	Old National-Checking	Verizon	\$ 1,250.12	Verizon billing
6/23/2025	Old National-Checking	Windstream	\$ 1,557.12	Windstream billing
6/23/2025	Old National-Checking	Health Equity	\$ 34,537.28	H.S.A Contributions
6/23/2025	Old National-Checking	Compass Group	\$ 208,271.02	Chartwells
6/24/2025	Old National-Checking	NewYork Life	\$ 15,645.51	Life & LTD Insurance & suppl. Life
6/25/2025	Old National-Checking	United Way	\$ 57.00	United Way EE elections
6/25/2025	Old National-Checking	Amazon	\$ 63.75	Invoice Payments
6/25/2025	Old National-Checking	BLEM	\$ 9,330.91	Teacher Unions Dues
6/25/2025	Old National-Checking	EBC	\$ 57,145.53	403b & 457 contributions
6/26/2025	Benefit Resource BRI	Old National-Checking	\$ 13,470.68	Cobra Payment
6/27/2025	Old National-Checking	Health Equity	\$ 4,696.25	Flex Claim Pymts
6/27/2025	MN Trust-PMA BONDS	Old National-Checking	\$ 25,859.32	Bond Draw 2022A
6/30/2025	Old National-Checking	Bremer Bank	\$ 183.90	ACH Charge

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2024, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	Big Lake	Date:	7/23/2025
District Number:	727	Email:	a.manuel@biglakeschools.org
District Contact Name:	Angie Manuel		
Contact Phone #	763-262-5185		

Expenditure Categories		Fiscal Year (FY) Ending June 30												
		2025 (base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035		
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.														
Finance Code	Category (1)													
347	Physical Hazards	\$40,532	\$37,815	\$35,935	\$36,080	\$37,400	\$32,545	\$30,165	\$32,960	\$31,700	\$32,500	\$31,750		
349	Other Hazardous Materials	\$13,408	\$15,200	\$14,250	\$15,250	\$6,000	\$9,100	\$16,200	\$15,300	\$16,000	\$16,000	\$9,000		
352	Environmental Health and Safety Management	\$83,583	\$81,500	\$83,300	\$85,950	\$92,213	\$93,143	\$97,093	\$104,019	\$104,824	\$96,000	\$102,992		
358	Asbestos Removal and Encapsulation	\$2,540	\$1,175	\$2,350	\$2,350	\$1,200	\$2,400	\$2,400	\$1,200	\$2,400	\$3,000	\$1,200		
363	Fire Safety	\$72,217	\$38,150	\$38,600	\$49,250	\$37,050	\$39,850	\$49,650	\$37,800	\$39,500	\$39,000	\$32,200		
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	Total Health and Safety Capital Projects - Category (1)	\$212,280	\$173,840	\$174,435	\$188,880	\$173,863	\$177,038	\$195,508	\$191,279	\$194,274	\$186,500	\$177,142		
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue														
Finance Code	Category (2)													
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
366	Indoor Air Quality	\$0	\$1,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	Total Health and Safety Capital Projects \$100,000 or More - Category (2)	\$0	\$1,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151														
Finance Code	Category 3 (a)													
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Remodeling for Gender-Neutral Single-User Restrooms														
Finance/Course Codes	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025													
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Accessibility														
Finance Code	Category (4)													
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	Total Accessibility Projects - Category (4)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Deferred Capital Expenditures and Maintenance Projects														
Finance Code	Category (5)													
368	Building Envelope	\$53,965	\$4,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
370	Electrical	\$11,713	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
379	Interior Surfaces	\$44,552	\$9,612	\$0	\$0	\$40,000	\$0	\$58,500	\$72,000	\$25,000	\$20,000	\$25,000		
380	Mechanical Systems	\$133,831	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
382	Professional Services and Salary	\$33,132	\$21,855	\$22,510	\$23,185	\$23,881	\$24,597	\$25,335	\$26,095	\$26,878	\$27,865	\$30,000		
383	Roof Systems (normally below \$100,000 unless the school chooses not to receive additional revenue for \$100K or more roofing project/site/year - pending 2025 Legislation)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
384	Site Projects	\$68,130	\$30,000	\$36,000	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0		
	Total Deferred Capital Expenditures and Maintenance Projects - Category (5)	\$345,323	\$65,967	\$58,510	\$48,185	\$63,881	\$49,597	\$83,835	\$98,095	\$51,878	\$47,865	\$55,000		
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for \$100,000 or more project/site/year														
Finance Code	Category (6)													
383	Roofing Systems -pending 2025 Legislation and if passed effective FY 2027													
	Total Deferred Capital Expense and Maintenance - Category (6)	\$0	\$0	\$2,410,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Total Annual 10-Year Plan Expenditures		\$557,603	\$1,539,807	\$2,642,945	\$237,065	\$237,744	\$226,635	\$279,343	\$289,374	\$246,152	\$234,365	\$232,142		

Fund Balance Section		FY 25 and 26 Revenue Projection Model Revenue												
		FY 25 and 26 Revenue Projection Model Revenue					FY 27 Revenue Projection Model Ten-Year Spreadsheet							
Fund 01														
	Beginning Fund Balance 01-467-XX	\$162,556	\$79,762	\$98,143	\$106,681	\$109,902	\$197,740	\$295,296	\$340,433	\$376,353	\$453,867	\$542,335		
	LTFM Fiscal Year Revenue - Levy	\$271,349	\$1,590,674	\$2,651,483	\$240,286	\$325,582	\$324,191	\$324,480	\$325,294	\$323,666	\$322,833	\$321,894		
	LTFM Fiscal Year Revenue - AID if Applicable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
LEVY Page 10, Line 421	LTFM Deduction for applicable Cooperative/Intermediate Member District Levy	\$16,496	\$39,304	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	LTFM Estimated Fiscal Year Expenditures	\$337,647	\$1,532,989	\$2,642,945	\$237,065	\$237,744	\$226,635	\$279,343	\$289,374	\$246,152	\$234,365	\$232,142		
	Ending Fiscal Year Fund Balance 01-467-XX	\$79,762	\$98,143	\$106,681	\$109,902	\$197,740	\$295,296	\$340,433	\$376,353	\$453,867	\$542,335	\$632,087		
Fund 06														
	Beginning Fund Balance 06-467-XX	\$226,774	\$6,818	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	Other Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	LTFM Estimated Fiscal Year Expenditures	\$219,956	\$6,818	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	Ending Fiscal Year Fund Balance 06-467-XX	\$6,818	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		

EXTRACT OF SCHOOL BOARD MEETING MINUTES
INDEPENDENT SCHOOL DISTRICT NO. 727
BIG LAKE PUBLIC SCHOOLS
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 727, Big Lake, Minnesota, was held on July 23rd, 2025, at 6:30 pm, for the purpose, in part, of approving the Districts FY 27 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2024, section 123B.595

School Board Member _____ introduced the following resolution and moved its adoption.

RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. 727
FY 27 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN

BE IT RESOLVED that School Board of Independent School District No. 727, State of Minnesota, approves the attached FY 27 Long-Term Facilities Maintenance Plan.

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

And the following voted against:

WHEREUPON the resolution was declared duly passed and adopted on the 23rd day of July 2025.

SCHOOL BOARD CLERK SIGNATURE

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

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

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on July 23, 2025 at 6:30 p.m. in the Middle School Student Center.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION AND ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION THEREON

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

WITNESS my hand officially as such recording officer on July 23, 2025.

School District Clerk

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

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION AND ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION THEREON

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

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to:

- (a) increase the School District's general education revenue by \$640 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

The question on the approval of the new referendum revenue authorization of the School District shall be School District Question 1 on the School District Ballot.

- (b) issue general obligation school building bonds in an amount not to exceed \$36,230,000 for acquisition and betterment of school sites and facilities including, but not limited to, construction of a multi-purpose addition.

The question on the approval of the issuance of the above-referenced bonds (the Bonds) shall be School District Question 2.

The passage of School District Question 2 shall be contingent on the passage of School District Question 1.

2. The project described in paragraph 1(b) has been submitted to the Commissioner of Education of the State of Minnesota (the Commissioner) for Review and Comment. Said project and such submission are hereby approved by this Board. The actions of the School District's administration in applying to the Minnesota Department of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to authorize the issuance of the Bonds is contingent upon receiving: (a) a favorable Review and Comment; or (b) an unfavorable review and comment subject to the Board's reconsideration, by resolution, of construction of the project and the Board's determination to proceed with such construction and approval by 60 percent of the voters voting in the election to approve the issuance of the Bonds, pursuant to Minnesota Statutes, Section 123B.70, Subdivision 4. When the Commissioner's Review and Comment is received, the Clerk is authorized and directed to publish a summary of

the Review and Comment in a legal newspaper of general circulation in the School District not less than forty-eight (48) nor more than seventy (70) days before the special election date. The School District will hold a public meeting on the Review and Comment with respect to the issuance of the Bonds prior to the date of the election.

3. The questions on the new referendum revenue authorization and issuance of the bonds shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 4, 2025, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling place and the precincts served by the polling place, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, are hereby designated for this special election.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor at least eighty-four (84) days before the date of the special election; (b) provided to the Commissioner of Department of Education of the State of Minnesota (the Commissioner) at least seventy-four (74) days before the date of the special election; (c) mailed to every taxpayer in the School District, at least fifteen (15) days but no more than forty-five (45) days prior to the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

[The remainder of this page is intentionally left blank]

NOTICE OF SPECIAL ELECTION

**INDEPENDENT SCHOOL DISTRICT NO. 727
(BIG LAKE), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 727 (Big Lake), Minnesota, on November 4, 2025, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

**School District Question 1
Approval of New School District Referendum Revenue Authorization**

The board of Independent School District No. 727 (Big Lake), Minnesota has proposed to increase the School District’s general education revenue by \$640 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES** Shall the new referendum revenue authorization proposed by the board of
- NO** Independent School District No. 727 (Big Lake), Minnesota be approved?

BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

PASSAGE OF THIS REFERENDUM WILL RESULT IN AN INCREASE IN YOUR PROPERTY TAXES

**School District Question 2
Approval of School Building Bonds**

- YES** If School District Question 1 above is approved, shall the board of
- NO** Independent School District No. 727 (Big Lake), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$36,230,000 for acquisition and betterment of school sites and facilities including, but not limited to, construction of a multi-purpose addition?

BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

For School District Question 1, the property tax portion of the revenue authorized will require an estimated referendum tax rate of is 0.08052% for taxes payable in 2026 of the referendum market value of all classes of taxable property in the School District, as defined by Minnesota Statutes, Section 126C.01, Subdivision 3, which excludes certain agricultural property, seasonal property and post-secondary student housing.

The projected annual dollar increases for typical residential homesteads, apartments, commercial-industrial properties, and most other classes of property within the School District are as shown in the table below, subject to an annual increase at the rate of inflation.

Agricultural property will pay taxes for the proposed referendum based only on the value of the house, garage and one acre of land. Seasonal recreational residential property (*i.e.*, cabins) will pay no taxes for the proposed referendum.

The figures in the table below are based on School District taxes for the new referendum revenue authorization only and do not include tax levies for other purposes:

Type of Property	Estimated Market Value	Proposed Referendum Revenue Authorization Taxes Payable in 2026 (Question 1)
Residential Homesteads, Apartments, and Commercial-Industrial Property	\$100,000	\$81
	200,000	161
	300,000	242
	350,000	282
	375,000	302
	400,000	322
	450,000	362
	500,000	403
	600,000	483
	750,000	604
1,000,000	805	
Commercial/Industrial	\$100,000	\$81
	250,000	201
	500,000	403
	1,000,000	805
	2,000,000	1,610
Apartments & Residential Non-Homestead (2 or more units)	\$100,000	\$81
	250,000	201
	500,000	403
	1,000,000	805
	2,000,000	1,610

The polling place and precincts served by the polling place for the special election will be as follows:

Combined Polling Place:

Saron Lutheran Church
 311 Lake Street South
 Big Lake, Minnesota 55309

Precincts:

All School District precincts.

All qualified electors residing in the School District may cast their ballots at the polling place listed above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling place on Election Day.

Dated: July 23, 2025.

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk

6. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.


7. The Clerk is authorized and directed to cause a printed ballot for the questions to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

[The remainder of this page is intentionally left blank]

**Special Election Ballot
School District Ballot
Independent School District No. 727
(Big Lake), Minnesota**

November 4, 2025

Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: 

To vote for a question, fill in the oval next to the word "Yes" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

School District Question 1

Approval of New School District Referendum Revenue Authorization

The board of Independent School District No. 727 (Big Lake), Minnesota has proposed to increase the School District's general education revenue by \$640 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES** Shall the new referendum authorization proposed by the board of
 NO Independent School District No. 727 (Big Lake), Minnesota be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A
PROPERTY TAX INCREASE**

**School District Question 2
Approval of School Building Bonds**

- YES** If School District Question 1 above is approved, shall the board of
 NO Independent School District No. 727 (Big Lake), Minnesota be authorized
to issue general obligation school building bonds in an amount not to exceed
\$36,230,000 for acquisition and betterment of school sites and facilities
including, but not limited to, construction of a multi-purpose addition?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING
FOR A PROPERTY TAX INCREASE**

(Reverse side of ballot)

OFFICIAL BALLOT

November 4, 2025

Judge

Judge

(The ballot is to be initialed by two judges)

[The remainder of this page is intentionally left blank]

8. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish in accordance with Minnesota Statutes, Section 204D.04 a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

9. At least forty-six (46) days before the special election, the Clerk shall prepare and have ready for use absentee ballots and shall mail absentee ballots to voters on the permanent absentee ballot list in accordance with Minnesota Statutes, Section 203B.04. Subdivisions 4 and 5.

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

11. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

12. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system at least three (3) days before the voting equipment is used and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least five (5) days before the test.

13. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), where an electronic voting system is being used at a counting center, the Clerk shall cause notice of the exact location of the counting center to be published in a legal newspaper during the week preceding the week of election and in the newspaper of widest circulation the day preceding the election or, if the newspaper is only published weekly, once during the week preceding the election.

14. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, November 7, 2025, and the tenth day, November 14, 2025, after the special election for the purpose of canvassing the results thereof.

15. Pursuant to Minnesota Statutes, 126C.17, Subdivision 9(e) and Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of the results of the special election and to provide the certified vote totals for the ballot questions in written form within fifteen (15) days after the results have been certified by the Board.

16. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

YOUTH AND FOOD SHELF SERVICES PROGRAM AGREEMENT

This Agreement is entered into by and between Independent District No. 727, Big Lake, Minnesota (“District”) and Big Lake Community Food Shelf, Inc. (“BLCFS”), a non-profit corporation operating in Big Lake, Minnesota. The District and BLCFS are hereinafter referred to collectively as the “Parties” and individually as a “Party.”

WHEREAS, the District is authorized pursuant to its general powers to offer an educational and youth service program that provides young people with meaningful opportunities to become involved in their community, develop individual capabilities, make career connections, seek support networks and services, become active citizens, and address community needs through youth service and, in doing so, must have a community sponsor that may be a nonprofit organization; and

WHEREAS, BLCFS is a non-profit organization that exists to provide food and supplies for families in need residing in the Big Lake community and to direct them to other services that may be helpful to them in a manner that preserves the dignity and respect of families and, as such, would qualify as a community sponsor with whom the District may partner pursuant to its general powers; and

WHEREAS, the Parties wish to enter into an agreement regarding BLCFS’s sponsorship of the District’s educational and youth service program to District students and use of District facilities in doing so.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants and promises contained in this Agreement, including the relinquishment of certain legal rights and other good and valuable consideration, the Parties agree as follows:

1. Program Services. In conjunction with the District’s educational and youth service program, BLCFS shall, in a satisfactory and proper manner as determined by the School Board of the District, assist and teach District students in community service, volunteer activism, and civic engagement by helping them develop a deeper understanding of local food insecurity and their power to make a difference in servicing the community. In order to provide these services, BLCFS will include District students in the operation of a food shelf that is open to the public and other similar initiatives. BLCFS shall provide these Program Services free of charge to the District in exchange for use of the District Building Space as set forth in this Agreement.
2. Coordination of Program Services. BLCFS shall at all times be free to exercise initiative, judgment, and discretion as to how to best operate the food shelf and similar initiatives, subject all applicable state, federal, and local laws, rules,

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regulations, ordinances, District policies and procedures, and to the following provisions:

- A. Operation. The food shelf operating in the District’s Building Space, to the extent possible, will operate primarily during the District’s school calendar. The food shelf may only operate during the days and hours agreed upon by the School Board and BLCFS. Exceptions to these hours may be made with approval by the Superintendent due to unforeseen emergencies or uses that are consistent with the services provided pursuant to this Agreement.
- B. Parking. BLCFS and members of the community utilizing the services of the food shelf will be allowed to use specifically delegated parking facilities separate from Student parking located next to the Building Space during the term of this Agreement. Such spaces shall be designated by the District, in consultation with BLCFS, following the completion of construction of the remodeled building space and parking facilities. The District shall provide a minimum of 20 parking spaces to BLCFS.
- C. Donations. BLCFS is responsible for obtaining, maintaining, and utilizing all donations made to the food shelf.
- D. Employees. BLCFS shall provide its own employees to operate the food shelf and other similar initiatives and to provide Program Services to the District and shall be solely responsible for items including, but not limited to the payment of wages and benefits, to the extent applicable, workers compensation, unemployment insurance, supervision, discipline, and other responsibilities of an employer. In providing these services, BLCFS affirms that student services that would be utilized in this cooperative program will not displace or reduce the workload of its employees. Notwithstanding the foregoing, the District shall have the right to have any employees/volunteers removed or replaced by BLCFS to the extent that the individual violates any policies otherwise applicable to School District employee or general expectations of conduct or qualifications in working with District students. Nothing in this paragraph precludes BLCFS from imposing discipline or terminating its employees according to its own internal policies.
- E. Food and Beverage Regulations. BLCFS shall ensure that all food or other items distributed through the food shelf or other food prepared or served on District property subject to this Agreement is compliant with all state and federal licensing regulations. A copy of any required licenses must be provided by BLCFS to the District at least two weeks prior to the first day date of occupancy set forth in this Agreement. A current copy of any required licenses must be provided annually thereafter.

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- F. Background Checks. Consistent with Minnesota Statutes, section 123B.03, subdivision 1(c), BLCFS must conduct a background check administered by the Minnesota Bureau of Criminal Apprehension on every individual who provides services pursuant to this Agreement. The background check must be completed and evidence suitability to provide services at a school before the individual begins working at the District pursuant to this Agreement. With the approval of the District Superintendent, a BLCFS employee/volunteer may provide services at the District pursuant to this Agreement pending completion of the background check but must be notified that services at the District may be terminated based on the result of the background check. Copies of the criminal background check and notices of conditional employment, if applicable, must be made available to the District upon request.
 - G. Policies. BLCFS employees and volunteers operating the food shelf and providing Program Services shall comply with all District policies and procedures, including any laws or state regulations governing the District and operation of a food shelf on District property. District policies are available on the District’s website. District employees and students must likewise adhere to all BLCFS policies and procedures, copies of which shall be provided to the District at least one month prior to occupancy.
 - H. Program Services Materials. To the extent that materials are distributed to students as part of the Program Services, any and all materials must be approved by the District.
 - I. Funding. The Parties may cooperate to obtain available federal or state funding, grants or similar initiatives for the operational costs of the food shelf and educational and youth service program.
 - J. Promotion of Program Services. The Parties shall cooperate to develop an appropriate description of the educational and youth service/food shelf program for publication and distribution to District students, parents and the community.
3. Building Space. In exchange for the provision of the Program Services as described in paragraphs 1 and 2, the District shall provide BLCFS with suitable space to operate a food shelf to be located on District premises as mutually agreed to between the Parties, including sufficient space for a walk-in cooler and freezer, reasonable access to power sources (electricity/gas), telephone, internet services (“Building Space”) and restroom facilities for BLCFS staff and volunteers. Restroom facilities shall not, however, be available to the public absent a medical emergency and, then,

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only under the supervision of a BLCFS or District administrator or designee. Suitable space means approximately 3000 square feet.

- A. Location. The Building Space subject to this agreement is located at [ADDRESS]. The Building Space is located within a larger multipurpose facility used for other educational purposes.
- B. Use. BLCFS may only use the Building Space for purposes consistent with its mission as a 501(c)(3) organization, as registered with the Minnesota Secretary of State, and as set forth in in this Agreement with the intended use to be that of a food shelf and educational and youth service program.
- C. Furnishings. The Building Space to be provided by the School District will be unfurnished. BLCFS shall provide all necessary furnishings consistent with its use of the Building Space. No furnishings shall be permanently attached to the Building Space without the District’s prior written consent. BLCFS shall be responsible for the maintenance and repair of any supplied furnishings and shall remove the furnishings from the Building Space at the termination of this agreement. In furnishing the Building Space, BLCFS shall comply with all District policies and the laws, rules, regulations, and building codes that apply to the use of such equipment in school districts.
- D. Maintenance and Repair. BLCFS shall, at its own expense, maintain the Building Space in a clean and sanitary manner and shall surrender the same at termination hereof in as good condition as received, normal wear and tear excepted. BLCFS may not make any alterations to the Building Space without the District’s written consent. During the term of the Agreement, the District will clean the Building Space consistent with the cleaning schedule for its facilities as a whole.
- E. Access. The District agrees to give access of the Building Space to BLCFS in the form of keys, fobs, cards, or any type of keyless security entry as needed to enter the Building Space. Duplicate copies of physical keys or access codes provided may only be used by BLCFS as authorized under the consent of the District and shall not be duplicated or shared by BLCFS without specific written authorization. If any replacements are needed, the District may provide them for a fee. At the end of this Agreement all forms of security access provided to BLCFS shall be returned to the District.
- F. Secured and Separate Entrance. The Building Space shall have a secured entrance, separate from any other entrance to the larger multipurpose facility of District building. BLCFS and its employees, volunteers, officers, and agents may not access the larger multipurpose facility without consent from

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the District or as otherwise permitted by the School District’s Visitor Policy and procedures.

- G. Utilities and Facilities Operating Costs. BLCFS shall pay \$5.50 per square foot, subject to any annual increase set forth in the Consumer Price Index for Rent for Utilities and Facilities Operating Costs. The increase based on the Consumer Price Index for Rent shall not exceed 6 percent. The District shall provide BLCFS with an invoice for Utilities and Facilities Operating Costs monthly. The invoice shall be paid by BLCFS to the School District within **thirty (30) days** of the date of the invoice. For the purposes of this Agreement, “days” shall mean calendar days.
- H. Right of Entry. The District shall have the right to enter the Building Space at reasonable hours for inspection, make necessary repairs, alterations or improvements, to supply services as agreed or for any reasonable purpose. District students and staff also shall be permitted access for purposes related to the educational and youth services program as authorized by the District. In the event that BLCFS wishes to remove or prohibit a District student or staff from the Building Space, BLCFS shall notify the Superintendent or designee. The Superintendent or designee shall determine whether the student or staff will be denied access to the Building Space in conjunction with BLCFS.
4. Term. This Agreement is effective from **August 1, 2027** through **August 1, 2042**, unless terminated earlier pursuant to this Agreement.
5. Condition Precedent to Effectiveness of Agreement. The Parties understand and agree that the terms of this Agreement are based on the financial ability of the School District to construct the Building Space which is to be funded by a bond/levy referendum subject to public election and approval. Notwithstanding anything herein to the contrary, as a condition precedent to this Agreement, this Agreement shall not become effective until, and is conditioned upon, the proposed bond/levy referendum being approved by the State, to the extent required by law, by passage via public vote at a duly called election, and completion of construction of the Building Space. The District shall provide BLCFS with regular updates as to the progress of these stages of approval by the State and voters as well as progress of the construction project. As construction nears completion, the Parties shall agree to a date by which BLCFS may shall take possession of the Building Space and begin the provision of services. To the extent the referendum does not pass or the State does not approve the construction project, this Agreement shall be null and void.

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6. Force Majeure. The time within which any of the Parties hereto shall be required to perform any act or acts under this Agreement, except for the payment of monies, shall be extended to the extent that the performance of such act or acts shall be delayed by acts of God, pandemic (including but not limited to the COVID-19 pandemic), fire, windstorm, flood, explosion, collapse of structures, riot, war, peacetime emergency, labor and/or legal disputes, delays or restrictions by government bodies, inability to obtain or use necessary materials or any cause beyond the reasonable control of such party, provided however that the Party entitled to such extension hereunder shall give prompt notice to the other Party of the occurrence causing such delay.
7. Employment Relationship. Nothing contained in this Agreement is intended to create, or should be construed as creating, the relationship of co-partners, or joint ventures between the District and BLCFS. No employee, owner, or agent of BLCFS shall be considered an officer, employee, or agent of the District by virtue of this Agreement. This paragraph survives the expiration or termination of this agreement.
8. Data Privacy and Sharing of Educational Data. To the extent student data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of BLCFS because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (“MGDPA”), the Minnesota Rules promulgated pursuant to the MGDPA, the Family Educational Rights and Privacy Act (“FERPA”) and its implementing regulations, and/or other applicable State and federal laws, BLCFS shall properly maintain such data in accordance with these laws and regulations. No educational data, as defined by the MGDPA, other nonpublic, private, or confidential data, as defined by the MGDPA, or education record, as defined by FERPA, may be released by BLCFS, or any of BLCFS’s employees, owners, agents, or representatives to any third party without the express written consent of the District and an eligible student or the student’s parent/guardian. The District shall only share educational data of its students with BLCFS to the extent permitted by law and shall return any such data in its possession at the termination of this Agreement or at any time upon demand by the District.
9. Insurance. BLCFS shall at its own expense, maintain general liability insurance for its operations throughout the term of this Agreement. Such insurance shall be in amounts not less than the limits set forth in Minnesota Statutes, section 466.04. The District shall be named as an additional insured on BLCFS’s policy of liability insurance. A certificate of insurance must be provided upon request to the District and prior to the provision of any Program Services by BLCFS. Thereafter, a certificate of insurance must be provided to the District upon BLCFS’s annual renewal of its insurance.

10. Indemnification. To the extent permitted under the laws of the State of Minnesota, BLCFS agrees to defend, indemnify and hold the District, its board members, officers, administrators, employees, consultants, representatives, insurers and agents harmless from any and all claims of action, including reasonable attorney fees and expenses, arising out of any act or omission on the part of BLCFS or its employees, subcontractors, partners, independent contractors or agents in the performance of or in relation to any of the work or services to be performed or furnished by BLCFS or its employees, subcontractors, partners, independent contractors or agents under this Agreement. The Parties agree and acknowledge that BLCFS's duty to defend and indemnify the District survives the termination and/or expiration of this Agreement.

11. Subcontracting and Assignment. BLCFS shall not enter into any subcontract for the performance of any Program Services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions imposed by the District at its sole discretion. No Party may assign or transfer any rights or obligations under this Agreement without the prior written consent of the other Party and a fully executed Assignment Agreement, executed and approved by the same Parties who executed and approved this Agreement, or their successors.

12. Notices. Any notice to be sent by the District or BLCFS to each other shall use the following addresses:

The District's Address:
Superintendent
Independent School District No. 727
701 Minnesota Avenue East
Big Lake, MN 55309

BLCFS's Address:
Executive Director
160 Lake Street North / P.O. Box 501
Big Lake, MN 55309

13. Nonwaiver, Severability & Applicable Laws.
 - A. Nonwaiver. Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations, defense, immunity, or other exceptions to liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it. This Agreement must be deemed to have been drafted by both Parties and shall not be construed against either Party.

- B. Severability. If any part of this Agreement is deemed void, invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the remainder of this Agreement.
 - C. Applicable Laws. The Laws of the State of Minnesota shall govern this Agreement. BLCFS shall abide by all federal, state, and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement and to the facilities, Program Services and staff for which BLCFS is responsible. The Parties further agree that the state and federal courts of the State of Minnesota shall have exclusive jurisdiction over any disputes arising out of this Agreement.
14. Amendments/Modification. This Agreement shall only be amended or modified in writing by mutual agreement of the Parties.
15. Early Termination.
- A. Termination for Cause. This Agreement may be terminated for cause by either party to the extent the other party does not cure a material breach of this Agreement within sixty (60) days of receiving written notice of such breach (“notice of breach”) from the other specifying the nature of the breach in reasonable detail.
 - 1. Within fifteen (15) days of receipt of the notice of breach, the breaching party shall respond in writing to the allegations of the non-breaching party either admitting to the allegations of non-compliance or denying them. If the breach is denied, the breaching party shall provide an explanation as to why no breach occurred along with sufficient documentation or other evidence to support the denial. If the breach occurred, the breaching party will be provided the opportunity to cure, if such action is taken within thirty (30) days of the date of the notice of breach by: a) taking corrective action to fully perform the obligation that was not satisfied; (b) implementing reasonable assurances or internal controls to prevent a similar breach from recurring; and (c) providing written evidence to the non-breaching party within the cure period that such actions have been taken. A failure to respond within this timeframe shall be deemed as an admission and the contract shall terminate within 60 days of the date of the notice of intent to terminate due to the breach.
 - 2. Within fifteen (15) days of the date of the receipt of the breaching party’s response to the notice of breach, the non-breaching party shall advise the breaching party of either the withdrawal of the notice of breach based on

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the proposed corrections or supported defense of a non-breach or shall advise the breaching party in writing as to the deficiencies of the breaching party's defenses and reaffirm the timeline for termination of the Agreement.

3. If the breaching party submits a plan for corrective action, evidence of such corrections must be provided within the original sixty (60) day timeline and, if this timeline is not met or an extension is not otherwise agreed to in writing by the non-breaching party, the breaching party shall advise the breaching party in writing that the terms of corrective action have not been met or satisfactory been met and shall provide the breaching party with at least a ten (10) day notice of termination of the Agreement.

B. Termination Without Notice. This Agreement may be terminated by either party, effective immediately and without notice, upon any of the following grounds:

1. If BLCFS fails to timely pay the Utilities and Facilities Operating Costs as set forth in Paragraph 3(G) and fails to cure such breach by paying the unpaid costs within seven (7) days after receipt of written notice from the District.
2. Insolvency, bankruptcy or dissolution.
3. The party engages in conduct in connection with the performance of this Agreement that constitutes a material violation of any applicable federal, state, or local law, regulation, or ordinance, including but not limited to laws of the State of Minnesota that cannot be remediated.
4. The party commits fraud, gross negligence, or willful misconduct that materially impairs its ability to perform its obligations under this Agreement or causes material harm to the terminating Party.

C. Mediation. Except for disputes that cause material harm to the terminating party, or unless otherwise subject to mutual agreement by both parties, a party shall have the right to seek mediation of the dispute before termination of the Agreement for cause. The party seeking mediation shall have the right to petition for mediation of the dispute by engaging in the mediation process administered by the American Arbitration Association under its mediation rules before termination takes effect. The obligation to mediate shall only be effective if mediation is petitioned for and can occur within 60 days from the notice of intent to terminate unless the parties mutually agree to extend this

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timeline. Mediation shall be nonbinding, and each party shall bear its own expense from mediation and the fees. The fees and expenses of the mediator shall be shared equally by the parties. To the extent any dispute is litigated, the parties agree to waive a jury trial to facilitate judicial resolution and save time and expense for both parties.

- D. Mutual Agreement. The parties may at any time mutually agree, in writing, to early termination of the Agreement.
 - E. Any rights and duties of the parties that by their nature extend beyond the expiration or early termination of the Agreement, including but not limited to, limitation of liability, confidentiality, accrued rights to payment and remedies for breach of this Agreement shall survive the expiration or termination of this Agreement.
16. Entire Agreement. This Agreement contains the entire understanding and agreement of the Parties. No Party has relied on any statement, promise, inducement, or representation that is not contained in this Agreement. This Agreement supersedes and replaces any and all prior statements and agreements between the Parties. The Parties agree that this Agreement cancels, without costs or payment to either Party, all earlier agreements regarding the subject of this Agreement.
17. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be an original, but all of which together will constitute one agreement binding on the Parties. A copy of this Agreement will have the same legal effect as an original.

By signing below, each Party specifically acknowledges that it has read this Agreement, that it has had an opportunity to review this Agreement with legal counsel, that it understands this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

Big Lake Community Food Shelf, Inc.

**Independent School District No. 727,
Big Lake**

By: _____
Its _____

By: _____
Its Chair

Date: _____

Date: _____

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By: _____
Its Clerk

Date: _____

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

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

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on July 23, 2025 at 6:30 p.m. in the Middle School Student Center.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

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

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

WITNESS my hand officially as such recording officer on July 23, 2025.

School District Clerk

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

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

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

It is hereby found, determined and declared that the Board hereby establishes the School District Office, 701 Minnesota Avenue, Door J, Big Lake, Minnesota as the location for absentee voting with respect to School District elections not held on the day of a statewide election.

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

RESOLUTION ESTABLISHING BALLOT BOARD

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

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



HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence, including, on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). NOTE: Minnesota Statutes, section 121A.03 requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence. The school district prohibits any form of harassment or violence, including on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication. (For purposes of this policy, school district personnel includes: school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS:

- A. "Assault" is:
 - 1) An act done with intent to cause fear in another of immediate bodily harm or death;
 - 2) The intentional infliction of or attempt to inflict bodily harm upon another; or,
 - 3) The threat to do bodily harm to another with the present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
 - 1) Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

- 2) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3) Otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications Definitions
- 1) "Disability" means, with respect to an individual who:
 - a. has a physical sensory or mental impairment which materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment;
 - c. is regarded as having such an impairment; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
 - 2) "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians.

Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 - 3) "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 - 4) "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 - 5) "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 - 6) "Sexual orientation" to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
 - 7) "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment Definition

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

G. Sexual Violence Definition

- 1) Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2) Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence by a student, teacher, administrator, or other school district personnel, or

any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. 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. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In each school building: the building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the 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 a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. The school board hereby designates the Human Resources Manager as the school district human rights officer to receive reports or complaints of harassment or

violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.

- H. The District shall conspicuously post the name of the human rights officer, including their mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school

district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

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

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not

limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

IX. **HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. **DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. 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, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

- Legal References:**
- Minn. Stat. § 120B.232 (Character Development Education)
 - Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
 - Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
 - Minn. Stat. § 121A.031 (School Student Bullying Policy)
 - Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 - Minn. Stat. § 609.341 (Definitions)
 - Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 - 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
 - 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 - 29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
 - 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
 - 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

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

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



INTERNET AND TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources are considered unacceptable:

- 1) Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- a. Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Information or materials that could cause damage or danger of disruption to the educational process;
 - e. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- 2) Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 - 3) Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 - 4) Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 - 5) Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 - 6) Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - i. such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - ii. such information is not classified by the school district as directory information but written consent for release of the information to be

posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or application.
 - 7) Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 - 8) Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - 9) Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 - 10) Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate

school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1) Obscene;
 - 2) Child pornography; or
 - 3) Harmful to minors;
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- F. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have any reasonable suspicion that the search will uncover a violation of law or school district policy.

- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1) Notification that Internet use is subject to compliance with school district policies.
 - 2) Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3) A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

- 4) Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- 5) Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
- 6) Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
- 7) Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- 8) Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1) A copy of the user notification form provided to the student user.
 - 2) A description of parent/guardian responsibilities.
 - 3) A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4) A statement that the Technology Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5) A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 - 1) contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2) creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 - 1) identify each curriculum, testing, or assessment technology provider with access to educational data;
 - 2) identify the educational data affected by the curriculum, testing, or

- assessment technology provider contract; and
- 3) include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 - 1) the technology provider's employees or contractors have access to educational data only if authorized; and
 - 2) the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
 - 1) any location-tracking feature of a school-issued device;
 - 2) any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3) student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1) the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2) the activity is permitted under a judicial warrant;
 - 3) the school district is notified or becomes aware that the device is missing or stolen;
 - 4) the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5) the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 - 6) the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including

which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. MULTI-FACTOR AUTHENTICATION FOR STAFF

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

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)

17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. [180](#), 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
 MSBA/MASA Model Policy 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
 MSBA/MASA Model Policy 806 (Crisis Management Policy)
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

PERSONAL ELECTRONIC COMMUNICATION DEVICES

I. PURPOSE

The objective of this policy is to support the school district's focus on learning in alignment with the district's mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt or interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty.

II. GENERAL STATEMENT OF POLICY

To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.

III. DEFINITIONS

- A. "Bell-to-Bell" means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to-bell" includes lunch and time in between class periods.
- B. "Cell Phone" means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smart phone that encompasses the above features.
- C. "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.
- D. "Instructional Time" means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.
- E. "Personal Electronic Communication Device" means any personal device capable of connecting to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the abovementioned characteristics.
- F. "Stored" means a cell phone or personal electronic communication device not being carried on the student's person, including not in the student's pocket. Storage options may include, but are not limited to, in the student's backpack, in the student's locker, in a locked pouch, or in a designated place in the classroom, as determined by school administration.

IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE

- A. Personal Electronic Communication Device Use
 - 1) Students are prohibited from using personal electronic communication devices during the school day, unless specified in the Student Handbook
 - 2) Elementary Schools (K-5)

Personal electronic communication devices will 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.

3) Middle School

Students cannot use personal technology devices such as tablets, computers, and cell phones at school. Teachers also have students use Internet-based technologies owned by the district. 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.

4) High School

Students may NOT use cell phones or smart devices during class time. It is strongly suggested that all electronic devices be kept off and in a locker during school hours. Cell phones and smart devices may be accessed during passing time or lunch if necessary. The use of cell phones, smart devices or cameras 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. Improper use of cell phones/smart devices may result in confiscation of the device or an inability to bring it to school in the future.

B. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may request to search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

C. Off-Campus School-Sponsored Activities

School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

V. LIMITATIONS ON USE OF AND STORAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

A. Limitations on Use of Personal Electronic Communication Devices

- 1) Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-sponsored extracurricular activities or events or impairs or interferes with school district operations.
- 2) Devices, including but not limited to personal electronic communication devices, with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others. Confiscation and search of such devices will occur if found in these areas.
- 3) Students may not use a device to record, transmit, or post audio, videos, or photos of a person or persons on school grounds or on a school bus without the express permission

of school staff in addition to the express consent of the individual or individuals that are the subjects of the recording.

- 4) Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.
- 5) Personal electronic communication devices shall not be used during a lockdown drill, a fire drill, or a similar safety drill.

B. Storage of Personal Electronic Communication Devices

Students shall keep their personal electronic communication devices in a secure place, such as the student's locker, a closed backpack, a storage device provided by the school, or an area designated by the classroom teacher at all times when personal electronic communication device use is prohibited.

VI. EXCEPTIONS

- A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.
- B. A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.
- C. Students may use a personal electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.
- D. A student may use a personal electronic communication device during a time at which use would otherwise be prohibited when the student has been granted permission from a staff member to use the device. If the school district implements a curriculum that uses technology, students may be allowed to use their own personal electronic communication devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.
- E. Students who need to make a call may request permission to use a telephone in the building.

VII. DISCIPLINE

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- A. Give the student a verbal warning and require the student to store the student's personal electronic communication device in accordance with this policy.
- B. Securely store the student's personal electronic communication device in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- C. Place the student's personal electronic communication device in the school's central office for the remainder of the school day.
- D. Place the student's personal device in the school's central office to be picked up by the student's parent or guardian.
- E. Schedule a conference with the student's parent or guardian to discuss the student's personal device use
- F. Apply discipline as provided under school district policies and as appropriate.

VIII. SCHOOL DISTRICT RESPONSIBILITY

- A. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.
- B. The school board directs the superintendent and school district administration to establish additional rules and procedures regarding student possession and use of personal electronic communication devices in schools as the superintendent and school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures should seek to minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or pursuant to similar criteria.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

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 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)
Away for the Day (www.awayfortheday.org)
MASSP/MESPA, *The Cell Phone Toolkit* (July 2024)



STUDENT TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget.

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which may take place outside the regular school day. Examples of trips in this category involve, class trips, student activities, clubs, and other special interest groups. Field trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minnesota Statutes section 123B.36)

C. Extended Trips

- 1) Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
- 2) The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other

factors deemed important and in the best interest of students.

- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 - 1) If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 - 2) An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards) *Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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 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 up to three classes per trimester 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)

Parent/Guardian & Student Handbook

Big Lake Online
Powered by Imagine Edgenuity
2025-2026



August 2025



Welcome to Big Lake Online!

Dear Parents/Guardians and Students,

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

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

Our highly qualified teachers provide individualized student support aimed to create passionate, engaged K-12 students who are ready to take on real world experiences. Teachers will work closely with the at-home learning coach to support self-paced learning, social emotional learning (SEL) support from social workers and counselors, and technology support for district-issued devices.

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

Sincerely,

Big Lake Online Administrator

CONTACT INFORMATION

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

MISSION STATEMENT

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

BELIEF STATEMENTS

We believe:

- High expectations inspire high achievement and lifelong learning
- Learning occurs best in a safe, healthy, and positive environment
- Excellence in academics, athletics, and the arts is important in creating well-rounded citizens
- Preparing learners for the future is an innovative and evolving process
- Collaboration with critical partners promotes success
- In the 5 core values of the Hornet Way

HORNET WAY

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

The Hornet Way is based on 5 core values:

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

STUDENT ADMISSION

- Students/parents must complete an [agreement](#) for virtual learning.
- Students who are new to the district must also complete student enrollment materials.
- For K-8 students and all students outside of our district, before the application for virtual learning has been approved, students and parents/guardians will be required to meet with school personnel to develop an individualized plan.

- Enrollment in Big Lake Online may only occur prior to every trimester, unless approved by the administrator. Students must register at least two weeks prior to the start of the next term.
- Students will be recommended or approved for Big Lake Online based on the following criteria by school administration and counselors in collaboration with Big Lake Online administration:

High Recommendation	Recommended with Caution	Low/No Recommendation
<ul style="list-style-type: none"> - Positive attendance - Adequate grade history - Credit recovery - Initiative/Motivation - Time management skills - Technology skills - Self Advocacy skills - Accelerated curriculum - Home school students 	<ul style="list-style-type: none"> - Attendance concerns - Some failing grades - Partial proficiency of soft and 21st century skills (initiative, technology, advocacy, etc) - Some remediation or academic support needed - Other individually defined criteria 	<ul style="list-style-type: none"> - Habitual truant - High level of academic support/remediation needed - Lack of support available at home - Other individually defined criteria

ORIENTATION PLAN

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

- Logging into Imagine Learning
- Logging into personalized Gmail
- Navigating Imagine Edgenuity
- Student Expectations
 - Attendance
 - Digital Citizenship
 - Supports Available
- Submitting Assignments
- Receive teacher contact list for further questions

All enrolled Big Lake Online students will be informed of the orientation date, time and location.

PHASES OF SUPPORT

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

- Mandatory Zoom meetings with course instructor(s) to provide additional support

- Mandatory in-person meetings with teacher(s) to provide additional instruction
- Consultation with school counselor or social worker
- Consultation with school administrator(s) for creation of a behavioral contract
- Referral to county for attendance/truancy concerns
- For high school students, all day attendance in-person (but continue with online program)

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

STUDENT ENGAGEMENT & RESPONSIBILITIES

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

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

LEARNING COACH/PARENT/GUARDIAN RESPONSIBILITIES

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

- Assist the student with identifying a designated learning space in your home.
- Ensure adequate Internet access is available in the home.
- Monitor, assist and motivate the student daily to ensure academic progress and adherence to school policies and procedures.
- Ensure the student logs into Imagine Edgenuity to meet school attendance requirements.

- Ensure the student attends all required class connections (Zoom or in person).
- Log-in to Imagine Edgenuity to become aware of student progress and assignment completion.

Parents/Guardians/Learning coaches are not permitted to log into, attend virtual classes or complete assignments in place of the student.

TEACHER RESPONSIBILITIES

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

CONFIDENTIALITY

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

- Parents/guardians/coaches must maintain strict confidentiality of any information they obtain or observe regarding other students (e.g. academic performance, medical conditions, disabilities, behavior, etc.) while supervising learners' virtual or online instruction or school related activities.
- Learners, parents/guardians/coaches and any other individual who may be in or around a learner's work area are not permitted to photograph, video or audio record, or screen shot any virtual learning instruction or other online or telephonic school activities without written permission from Big Lake Schools.
- Big Lake Online may record virtual classes or other group learning activities for use by other learners who may benefit from accessing the instruction at a later time. No counseling or special education services to individuals will be recorded.

STATE AND DISTRICT TESTING REQUIREMENTS

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

ACADEMIC INTEGRITY

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

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

- 1st Offense (**in any course**)- The student will be expected to redo the assignment and the parent/guardian will be informed.
- 2nd Offense (**in any course**)- The student will redo the assignment and the parent/guardian will be informed. The student may receive additional assignments related to plagiarism and/or academic dishonesty.
- 3rd Offense (**in any course**)- The student will redo the assignment and the parent/guardian will be informed. A meeting **may be held** with administration, the teacher, parent/guardian and student. **The student's courses may be locked until a meeting is held.**
- 4th and Additional Offenses - Administration will determine the consequences and will meet with the student and parent/guardian. **This may include a recommendation to return to in-person learning.**

ATTENDANCE

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

- A status of "On pace" on the status report for each course.
- At least 30 minutes per course per school day.
- Revision of work recommended by the instructor.
- Regular communication with instructor(s).

- Respond to email and phone calls from school staff within 24 hours.
- Update the school office with any changes in phone numbers, email addresses or mailing addresses.
- Contact the Big Lake Online Program Secretary if you are unable to log in for more than 24 hours due to illness, vacation, or other reasons.
- Attending any mandatory class meetings or individual meetings
- Imagine Edgenuity tracks attendance through session logs (system activity as well as inactivity), work submission and status reports (progress).

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

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

ELEMENTARY ATTENDANCE INTERVENTION STEPS

Informational Letter Sent Home

8 excused absences or 2 unexcused absences

Sherburne County Referral

3 unexcused absences

Referred to Sherburne County Attendance Review Board

For students 12 years of age or older

5 or more unexcused absences

Child Protection Report for Educational Concern

For students under 12 years of age

7 or more unexcused absences

MIDDLE SCHOOL & HIGH SCHOOL ATTENDANCE INTERVENTION STEPS

Informational Letter Sent Home

The school will send home an attendance letter if the student has 3 or more unexcused absences or excessive tardies. If you receive an attendance letter, please call the Big Lake Online Program Secretary to clear up any unexcused absences.

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

1. Sherburne County Referral & Mandatory Meeting

- Child and parent/guardian attend mandatory meeting with Sherburne County Attorney's Office; \$15 class fee charged by county

- 3 or more unexcused absences

2. Referred to Sherburne County Attendance Review Board

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

- 5 or more unexcused absences

3. Petition to Court

- Child and parent/guardian will have to appear in court for truancy on date assigned

- 7 or more unexcused absences

REPORTING EXCUSED ABSENCES

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

blonline@biglakeschools.org

EXCUSED ABSENCES

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

REPORT CARDS

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

ELIGIBILITY FOR ACTIVITIES

Students in grades 7-12 who are involved in extracurricular activities will be required to be academically eligible for participation. Eligibility will be determined by having an “On track” status, actual grades of 60% or more, and current attendance in all courses at all times while enrolled in Big Lake Online.

IN-PERSON EXPERIENCES

Big Lake Online provides several optional in-person experiences either on campus or in our surrounding community. In the event of a field trip experience, the parent/guardian will not hold the school district accountable or liable for issues that may arise. If K-12 students and/or parents/guardians/learning coaches want to attend an experience with their student, notify the Big Lake Online Coordinator (blonline@biglakeschools.org) 36-hours prior to the experience for approval to be completed. Parent/guardians/learning coaches will be required to complete a background check in advance. By taking part in these experiences, we hope all of our Big Lake Online students feel like Hornets and have the opportunity to take advantage of milestone events.

STUDENT DRESS CODE

The purpose of the school dress code is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

The school district expects students to dress appropriately for school activities. This is a joint responsibility of the student and the student’s parent(s) or guardian(s).

A student’s clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student’s

dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

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

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

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

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, including hats or head coverings, are permitted, as indicated in the student handbook, provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Students may wear headgear for a medical or religious reason.
6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists

Students clothing:

1. Students may not wear inappropriate clothing. Extremely brief garments and see through garments may not be worn. Clothing with rips, holes, mesh or see through garments must not be worn without appropriate coverage underneath to meet minimum dress code requirements. Tops must have straps. Clothing must cover areas from one armpit across to the other armpit. Bottoms must be at least 3 to 4 inches in length on the upper thighs.
2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

The intention of the school dress code is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

See [School Board Policy 504](#) for more information.

SPECIAL EDUCATION AND 504 PLANS

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

ENGLISH LANGUAGE LEARNERS

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

PARENT/GUARDIAN - TEACHER COMMUNICATION

Parent/Guardian will receive frequent communication via email and phone calls from Big Lake Online teachers and administration regarding student progress and important school topics. Parent/Guardian will need to check their email accounts regularly to ensure they have up to date information. Parent/Guardian will be provided with teacher contact information as well.

DATA PRIVACY

Big Lake Schools recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. If you would like to opt-out of the release and use of directory information, Big Lake Schools must receive an opt-out form by the end of

the first month of a new school year. An [opt-out form](#) is available on the District's website or in the main office of each school.

NOTICE OF STUDENT EDUCATION RECORD PRIVACY

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

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

TENNESSEN WARNING

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

NOTICE OF DIRECTORY INFORMATION

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

- The annual yearbook/graduation programs
- Honor roll or other recognition lists

- Sports activity sheets, such as for wrestling, showing weight and height of team members
- District print, broadcast or online publications, such as social media, websites, and marketing materials for district use
- Media’s request of information

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

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

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

BEHAVIOR POLICIES

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

1. Academic dishonesty
2. Actions causing harm to another person
3. Attire (see dress code regulation)
4. Careless or reckless driving
5. Disrespectful language/verbal confrontations
6. Disruptive acts such as insubordination
7. Excessive public displays of affection

8. False 911 calls
9. Gambling
10. Gang or cult activity
11. Incendiary/ignition device use
12. Possession of nuisance devices/objects
13. Terroristic acts
14. Unauthorized use or tampering of fire extinguisher, fire alarms or AED alarms
15. Violation of school bus and student parking regulations
16. Violations against persons such as assault or fighting
17. Violations against property
18. Willful conduct that disrupts the educational process, endangers others or violates any policies, procedures, regulations or rules

DRUGS, TOBACCO, NICOTINE, ALCOHOL USE & VIOLATIONS

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

HAZING

No student should organize, participate in or encourage hazing. Hazing is having a student or groups of students commit an act or have an act committed against them for the purpose of acceptance into an organized or unorganized group. See School Board Policy [526](#).

BULLYING & INTIMIDATION

Bullying and intimidation are unacceptable behaviors. Bullying is defined as intimidating, threatening, abusive or hurtful conduct that is objectively offensive, repeated and involves an imbalance of power, or materially and substantially interferes with a student's education or ability to engage in school-related activities. This policy covers behavior occurring at school, on buses, at school-related events, and electronic behavior occurring off school grounds that substantially and materially disrupts school or learning. A [form](#) to report bullying is available on our website. See School Board Policy [514](#).

WEAPONS

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

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

RACIAL, RELIGIOUS, SEXUAL HARASSMENT & VIOLENCE

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

DISCIPLINARY ACTION

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

- Student conference with teacher, principal, counselor or other school district personnel and/or verbal warning
- Parent/Guardian contact or conference
- Removal from class
- In-school suspension/monitoring at modified learning center
- Suspension from extracurricular activities
- Detention outside of the school day
- Loss of school privileges e.g.: hall passes, media center passes, driving privilege
- Referral to in-school support services, community resources or outside agency services
- Restorative measures, including financial, symbolic, or other means of restitution
- Referral to police, other law enforcement agencies, or other appropriate authorities
- A request for a petition to be filed in district court for juvenile delinquency decision
- Out-of-school suspension
- Expulsion under the Pupil Fair Dismissal Act. “Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled

- Exclusion under the Pupil Fair Dismissal Act. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year
- Other disciplinary action as deemed appropriate by an authorized school representative or as recommended by the PERT, Policy Enforcement Review Team.

ANNUAL NOTICES & INFORMATION

EQUAL EDUCATIONAL OPPORTUNITY

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

PLEDGE OF ALLEGIANCE

Please see [District Policy 531](#).

SURVEILLANCE

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

LOCKER/DESK & CANINE SEARCHES

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

USE OF MOVIE CLIPS

From time to time, teachers may use video clips to support their instruction. Any video clips are required to align with both the content standard and the learning target for the daily lesson. Permission forms are needed for PG movie clips for students in K-5.

Permission forms are needed for PG-13 movie clips for students in grade 9. PG-13 movie clips are not shown in grades K-8. Permission forms are needed for clips from R-rated movies for students in grades 10-12. No clips from R-rated movies can be used in grades K-9. If a student does not receive permission to view a movie clip being shown, an alternative assignment would be provided.

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

1. Meet with the teacher regarding the objection, and if issues are not resolved at this level:

2. Take your concern to the school principal, then,
3. A meeting may be held with the teacher, the school principal, and the assistant superintendent of teaching & learning to discuss the topic at hand with the goal of resolution.
4. If no resolution is made, an alternative instructional contract will be developed that adheres to state and district academic standards and graduation requirements.

INDOOR AIR QUALITY MANAGEMENT

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

PESTICIDE USAGE

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

EQUAL EDUCATIONAL OPPORTUNITY

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

MN STUDENT SURVEY

The MN Department of Education in partnership with the MN Department of Health, Safety and Human Services administers the MN Student Survey to students in grades 5, 8, 9, and 11 every three years. This survey is about various youth behaviors related to personal health, school safety, drug use and violence in the school. As part of Protection of Pupil Rights Amendments, all parents and students are provided notification of the

survey distribution. Parents are allowed to review the survey and are given the opportunity to elect not to allow their child to participate in it.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

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

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

PARENTS/GUARDIANS RIGHT TO REQUEST

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

YEARBOOK POLICY

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

STUDENT PORTRAITS

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

For inclusion in the yearbook, 12th grade students are responsible for submitting a digital copy of their senior portrait (must be a headshot) by the given deadline of their

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

BEHAVIOR & SCHOOL RULES

School Dances/Activity Nights (in person)

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

Media Centers

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

MATERIALS AND TECHNOLOGY

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

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

providing adequate Internet access in order for the student to participate in the online program.

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

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

TECHNOLOGY ACCEPTABLE USE

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

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

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

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

[Intake Form and Agreement](#)



High School Student Handbook 2025-2026



Revised August 2025

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 2024, 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 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/guardians understand Big Lake Schools' operations, student behavior expectations and disciplinary procedures.

Students and parents/guardians, 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 contents, please talk with the school principal.

We look forward to a growing partnership between our staff, students and parents/guardians. Thank you for choosing Big Lake Schools!

Sincerely,

Tim Truebenbach
Superintendent

Big Lake Schools



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DISTRICT CONTACT INFORMATION

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Health & Safety

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KIM JOHNSON

District Office Administrative Assistant

763-262-5218

ki.johnson@biglakeschools.org

SCHOOL CONTACT INFORMATION & HOURS

LIBERTY ELEMENTARY SCHOOL

School Hours	7:40 AM - 2:25 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
Assistant Principal	Casey Young c.young@biglakeschools.org

INDEPENDENCE ELEMENTARY STEM SCHOOL

School Hours	7:30 AM - 2:15 PM
Attendance Line	763-262-2537 press 2
Address	701 Minnesota Avenue
Main Phone	763-262-2537
Principal	Jona Deavel j.deavel@biglakeschools.org
Assistant Principal	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	Cindi Patten c.patten@biglakeschools.org
Dean of Students	Andrea Roth a.roth@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 SCHEDULE

HIGH SCHOOL

MONDAY, TUESDAY, FRIDAY

WEDNESDAY & THURSDAY

Period 1	8:30 - 9:23	8:30 - 9:18
Period 2	9:28 - 10:17	9:23 - 10:06
Period 3	10:22 - 11:11	10:11 - 10:54
ADVISORY/STING		10:58 - 11:35
Period 4	11:16 - 12:38	11:40 - 12:56
Period 5	12:43 - 1:32	1:01 - 1:44
Period 6	1:37 - 2:26	1:49 - 2:32
Period 7	2:31 - 3:20	2:37 - 3:20
Lunch A	11:11 - 11:40	11:35 - 12:02
Lunch B	11:40 - 12:09	12:02 - 12:29
Lunch C	12:09 - 12:38	12:29 - 12:56

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 five core values of the Hornet Way

HORNET WAY

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

The Hornet Way is based on five 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

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/GUARDIAN/STUDENT ONLINE ACCESS

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

SCHOOL CLOSINGS

If school is canceled, 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/guardians 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. In the event that school closes for inclement weather, students may be expected to 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 canceled 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/guardians will receive report cards at the end of each trimester through Infinite Campus Parent Portal. Parents/guardians can also contact the school to request a printed report card. Middle school and high school students will receive a traditional letter grade report card.

REVISION NOTICE

This student handbook may be modified at any time 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

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 aimed 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*

MEAL ACCOUNT

Students will still have a meal account and will go through the lunch line and enter their pin number or scan their finger each day. Parents/guardians 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
701 Minnesota Ave
Big Lake MN 55309

ATTENDANCE

Big Lake Schools 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.

High School Attendance Line 763-262-2547 or email hs.attendance@biglakeschools.org

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 pre-approved 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/guardian 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.

Parents/Guardians are encouraged to inform the school of any extended planned absences by contacting the school's attendance office either by phone or email.

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.

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

2. Referred to County Attendance Review Board

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

3. Petition to Court

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

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.

High School: 262-2547 or hs.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/guardians and students who are 18 years of age or older certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Big Lake Schools receives a request for access.
- The right to request the amendment of the student's education records that the parent 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 NOTICE

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/guardian 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. Parents/Guardians can also reach Vision about concerns happening on the bus by filling out the [Student & Parent Misconduct](#) form and returning it to the school office.

PROCEDURES

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 buses 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 that give permission to ride other buses will not be accepted. If there is an emergency requiring a student to ride a different bus, please call Vision Transportation to make arrangements.

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 littering or throwing of any object(s)
- No possession or use of illegal substances
- 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/guardians 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

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+ Incidents
Minors	Verbal Warning, Bus Driver has conversation with Student	Bus Driver has conversation with Student & Vision contacts Parents/guardians	Bus Driver has conversation with Student, Vision contacts Parents/guardians (notifying next incident may result in suspension from the bus), & Assigned Seat	Bus Driver has conversation with Student, Vision contacts Parents/guardians, 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/guardians, 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/guardians, 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/guardians, 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/guardians, 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, after school activities, in school 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 Administration 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.

HEALTH & 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 "Health & Safety"
- Medication will be administered by designated personnel.

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/guardians if a head injury occurs during school. We ask parents/guardians and students to make sure to notify their school's health office if a head injury occurs outside of school so that we can monitor the student for concussion signs.

SECTION 504 PLANS

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

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

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

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

COUNSELING/SOCIAL WORK SERVICES

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

MEDICAL CLEARANCE

With a parent's/guardian'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/guardians 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/guardians 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 ALICE 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-AWARE 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

Students may NOT use cell phones or smart devices during class time. It is strongly suggested that all electronic devices be kept off and in a locker or out of sight during school hours. Cell phones and smart devices may be accessed during passing time or lunch if necessary. The use of cell phones, smart devices or cameras 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. Improper use of cell 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. Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times. Please contact school administration if there is an essential need for an approved phone. In the case of medical necessity or emergency, a student should have a health plan or prior approval.

LOCKERS

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 locking 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 while school is in-session. All other beverages and food should be consumed in the cafeteria only.

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

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

ILLEGAL SUBSTANCE VIOLATIONS

Use, possession, sales, distribution, exchange, and/or physical contact with illegal substances are prohibited on school grounds, at school-sponsored events and in district supplied vehicles. This includes any look-alikes or accessories/equipment that can be used to hold or ingest a substance. 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 enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

The school district expects students to dress appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

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

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

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

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, including hats or head coverings, are permitted, provided that it does not cover the student's face to the extent that the student is not identifiable. Hoods are to remain down at all times. Teachers and building administration still reserve the right to ask hats to be removed.
6. Headgear must not interfere with the educational process. Students may wear headgear for a medical or religious reason.
7. Outerwear such as coats, backpacks, purses, cinch bags, sunglasses, and blankets are to remain in lockers during the academic school day.
8. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists

Students clothing:

1. Students may not wear inappropriate clothing. Extremely brief garments and see through garments may not be worn. Clothing with rips, holes, mesh or see through garments must not be worn without appropriate coverage underneath to meet minimum dress code requirements. Tops must have straps. Clothing must cover areas from one armpit across to the other armpit. Bottoms must be at least 3 to 4 inches in length on the upper thighs.
2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

The intention of the school dress code is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

See [School Board Policy 504](#) for more information.

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
 - Skill Building or Behavioral Intervention
- 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, collaborative 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
 - Wright Choice
- Referral to police, other law enforcement agencies, or other appropriate authorities
- A request for a petition to be filed in district court for juvenile delinquency decision
- Out-of-school suspension
- Expulsion under the Pupil Fair Dismissal Act. “Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled
- Exclusion under the Pupil Fair Dismissal Act. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year

Parents/guardians 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/guardians are allowed to review the survey and are given the opportunity to elect not to allow their child to participate in it.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

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

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

PARENTS/GUARDIANS RIGHT TO REQUEST

Parents/guardians 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.

THERAPY DOGS

To support student well-being, our school occasionally invites certified therapy dogs on campus. These dogs, accompanied by trained handlers, provide comfort and emotional support in a safe, supervised environment. Participation is entirely voluntary. If you prefer your student not to interact with therapy dogs, please notify the school office.

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

BEHAVIOR & SCHOOL RULES AT:

School Dances/Activity Nights

- Big Lake High School Dances are for Big Lake High School Students only (excluding prom)
- 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 to prom (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



Independence Elementary STEM Student Handbook 2025-2026



Revised August 2025

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 2024, 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 Independence Elementary STEM.

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/guardians understand Big Lake Schools' operations, student behavior expectations and disciplinary procedures.

Students and parents/guardians, 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 contents, please talk with the school principal.

We look forward to a growing partnership between our staff, students and parents/guardians. Thank you for choosing Big Lake Schools!

Sincerely,

Tim Truebenbach
Superintendent
BIG LAKE SCHOOLS



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DISTRICT CONTACT INFORMATION

TIM TRUEBENBACH

Superintendent

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Assistant Superintendent of Teaching & Learning

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ANGIE MANUEL

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SUE SCHMIDT

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JON BEACH

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STEPHANIE HILLMAN

Community Education and Communications

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MARK KUISLE

Activities Director

763-262-5114

m.kuisle@biglakeschools.org

TJ ZERWAS

Buildings and Grounds

Health & Safety

763-262-5148

t.zerwas@biglakeschools.org

KIM JOHNSON

District Office Administrative Assistant

763-262-5218

ki.johnson@biglakeschools.org

SCHOOL CONTACT INFORMATION & HOURS

LIBERTY ELEMENTARY SCHOOL

School Hours	7:40 AM - 2:25 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
Assistant Principal	Casey Young c.young@biglakeschools.org

INDEPENDENCE ELEMENTARY STEM SCHOOL

School Hours	7:30 AM - 2:15 PM
Attendance Line	763-262-2537 press 2
Address	701 Minnesota Avenue
Main Phone	763-262-2537
Principal	Jona Deavel j.deavel@biglakeschools.org
Assistant Principal	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	Cindi Patten c.patten@biglakeschools.org
Dean of Students	Andrea Roth a.roth@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 SCHEDULE

INDEPENDENCE ELEMENTARY STEM SCHOOL - LUNCH/RECESS

1st Recess/Lunch	10:15 - 10:55
2nd Recess/Lunch	10:35 - 11:15
3rd Recess/Lunch	10:55 - 11:35
4th Recess/Lunch	11:15 - 11:55
5th Recess/Lunch	11:35 - 12:15
6th Recess/Lunch	11:55 - 12:35
7th Recess/Lunch	12:15 - 12:55

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 five 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 five 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, before and after school childcare program, should be made if parents need to drop off/pick up elementary students outside of the allowed times.

GUARDIAN/STUDENT ONLINE ACCESS

Guardian 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 set up an account, contact the main office of your child's school for an access key.

SCHOOL CLOSINGS

If school is canceled, 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 closes for inclement weather, students may be expected to 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 canceled 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..

REVISION NOTICE

This student handbook may be modified at any time 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

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 aimed 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 [Food and Nutritional Services FAQs](#)

MEAL ACCOUNT

Students will still have a meal account and will go through the lunch line and enter their pin number or scan their finger each day. Guardians 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

701 Minnesota Ave

Big Lake MN 55309

ATTENDANCE

Big Lake Schools 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.

Independence Attendance Line: 262-2537 or email ind.attendance@biglakeschools.org

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 pre-approved 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. Parents/Guardians are encouraged to inform the school of any planned absences by contacting the school's attendance office either by phone 763-262-2537 or email ind.attendance@biglakeschools.org. This ensures proper record-keeping and facilitates effective communication.

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.

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 Concerns

For students under 12 years of age

7 or more unexcused absences appear in court for truancy on date assigned

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.

Independence: 763-262-2537 or ind.attendance@biglakeschools.org

Online: 763-262-5247 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 NOTICE

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 and 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. Parents/Guardians can also reach Vision about concerns happening on the bus by filling out the [Student & Parent Misconduct](#) form and returning it to the school office.

PROCEDURES

Independence AM: Buses will drop off on the backside of the building beginning at 7:20am. 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 2:10 pm. Teachers walk students from their classrooms to board the school buses.

GUIDELINES

Taking an Alternative Bus

Students are only allowed to ride their assigned bus. Notes that give permission to ride other buses will not be accepted. If there is an emergency requiring a student to ride a different bus, please call Vision Transportation to make arrangements.

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.

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 littering or throwing of any object(s)
- No possession or use of illegal substances is allowed 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

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+ Incidents
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.
<p>*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, after school activities, in school activities, and field trips.</p> <p>*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.</p> <p>*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.</p>				

HEALTH & 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 "Health & Safety"
- Medication will be administered by designated personnel.

INJURY

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

CONCUSSION AWARENESS

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

SECTION 504 PLANS

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

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

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

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

COUNSELING/SOCIAL WORK SERVICES

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

MEDICAL CLEARANCE

With a parent's written approval, students can be excused from a physical education class for one day only. Students needing to be excused for more than a day may need to bring a doctor's note to the health office for approval. In situations requiring a doctor's attention, the child or parents may be required to 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-AWARE 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

Independence expects 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 headphones (if your teacher 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

Independence 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. Big Lake Schools is not responsible for lost or stolen items.

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 locking device. Big Lake Schools is not responsible for lost or stolen items.

BOOKS/TEXTBOOKS

Students are responsible for taking care of books/textbooks provided to them by the school district. Failure to return a book/textbook or return a book/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.

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. Teachers also have students use Internet-based technologies owned by the district. With the use of district technologies comes a huge responsibility of using these things appropriately. We fully expect students' behavior while using 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 annually.

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

ILLEGAL SUBSTANCE VIOLATIONS

Use, possession, sales, distribution, exchange, and/or physical contact with illegal substances are prohibited on school grounds, at school-sponsored events and in district supplied vehicles. This includes any look-alikes or accessories/equipment that can be used to hold or ingest a substance. 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 enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards

and help students develop an understanding of appropriate appearance in the school environment.

The school district expects students to dress appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

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

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

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

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Students may wear headgear for a medical or religious reason.
6. Outerwear such as caps, hats, coats, purses, cinch bags, sunglasses, blankets, and backpacks are to remain in lockers during the academic school day. Exceptions for school-related events may be made at the discretion of building administration.
7. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists

Students clothing:

1. Students may not wear inappropriate clothing. Extremely brief garments and see through garments may not be worn. Clothing with rips, holes, mesh or see through garments must not be worn without appropriate coverage underneath to meet minimum dress code requirements. Tops must have straps. Clothing must cover areas from one armpit across to the other armpit. Bottoms must be at least 3 to 4 inches in length on the upper thighs.
2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

The intention of the school dress code is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

See [School Board Policy 504](#) for more information.

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
- Skill Building or Behavioral Intervention
- Parent/Guardian contact or conference
- Removal from class
- Dismissal from school
- In-school suspension/monitoring
- Suspension from extracurricular activities
- Detention outside of the school day
- Loss of school privileges
- 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
- Out-of-school suspension
- Expulsion under the Pupil Fair Dismissal Act. “Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled
- Exclusion under the Pupil Fair Dismissal Act. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year

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/GUARDIANS RIGHT TO REQUEST

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

THERAPY DOGS

To support student well-being, our school occasionally invites certified therapy dogs on campus. These dogs, accompanied by trained handlers, provide comfort and emotional support in a safe, supervised environment.

Participation is entirely voluntary. If you prefer your student not to interact with therapy dogs, please notify the school office.

ELEMENTARY SCHOOL-SPECIFIC GUIDELINES

RECESS

We value the benefits of outdoor play and have students go outside every day unless weather and air quality restricts us otherwise. Please help ensure your child comes to school every day with weather-appropriate clothing. Unless a parent/guardian provides a doctor's note outlining outdoor restrictions, the student will be required to participate in outdoor recess.

WALKERS & BIKE RIDERS

Students are expected to cross streets where there is a crossing guard on the way to school and on the way home. Bikers should walk their bikes across the streets patrolled by a crossing guard. Crossing guards are on duty 25-30 minutes before the start of school and 15 minutes after the release of school at the intersections of Eagle Lake Road and Minnesota Avenue, Hwy 43 and Glenwood Street, Phyllis Street and Minnesota Street, Fern Street and Minnesota Street, and in front of Independence Elementary by door K on the way to school and by Door I on the way home.

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

Independence STEM is a PBIS (Positive Behavioral Intervention and Supports) school. 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 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 educational purpose and is inclusive to all students. Families can decide to opt out of any community building celebration.

BIRTHDAYS

If your child would prefer not to have their birthday acknowledged at school, please let us know. To help keep the focus on learning, we ask that all birthday treats, gifts, and celebration items be kept at home. If you choose to send birthday party invitations to school, please know that the teacher will not facilitate distribution—your child will be responsible for handing them out. We also encourage families to consider sharing invitations outside of the school setting whenever possible and to be thoughtful of students who may not be included.

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.

INDEPENDENCE ELEMENTARY SCHOOL

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



Liberty Elementary Student Handbook 2025-2026



Revised August 2025

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 2024, 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 Liberty Elementary.

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/guardians understand Big Lake Schools' operations, student behavior expectations, and disciplinary procedures.

Students and parents/guardians, 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 contents, please talk with the school principal.

We look forward to a growing partnership between our staff, students, and parents/guardians.
Thank you for choosing Big Lake Schools!

Sincerely,

Tim Truebenbach
Superintendent



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DISTRICT CONTACT INFORMATION

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Assistant Superintendent of Teaching & Learning

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ANGIE MANUEL

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MARK KUISLE

Activities Director

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TJ ZERWAS

Buildings and Grounds

Health & Safety

763-262-5148

t.zerwas@biglakeschools.org

KIM JOHNSON

District Office Administrative Assistant

763-262-5218

ki.johnson@biglakeschools.org

SCHOOL CONTACT INFORMATION & HOURS

LIBERTY ELEMENTARY SCHOOL

School Hours	7:40 AM - 2:25 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
Assistant Principal	Casey Young c.young@biglakeschools.org

INDEPENDENCE ELEMENTARY STEM SCHOOL

School Hours	7:30 AM - 2:15 PM
Attendance Line	763-262-2537 press 2
Address	701 Minnesota Avenue
Main Phone	763-262-2537
Principal	Jona Deavel j.deavel@biglakeschools.org
Assistant Principal	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	Cindi Patten c.patten@biglakeschools.org
Dean of Students	Andrea Roth a.roth@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 SCHEDULE

LIBERTY ELEMENTARY SCHOOL - LUNCH AND RECESS TIMES

Kindergarten 10:45 - 12:10

1st Grade 9:55-11:20

2nd Grade 11:40-1:05

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 five 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 five 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, our before and after school childcare program, should be made if parents/guardians need to drop off/pick up elementary students outside of the allowed times.

PARENT/GUARDIAN/STUDENT ONLINE ACCESS

Parents/Guardians 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 set up an account, contact the main office of your child's school for an access key.

SCHOOL CLOSINGS

If school is canceled, 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/guardians 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/guardians, make sure you have provided emergency closing information through Infinite Campus. In the event that school closes for inclement weather, students may be expected to 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 canceled 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/guardians will receive report cards at the end of each trimester through Infinite Campus Parent Portal. Parents/guardians 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

REVISION NOTICE

This student handbook may be modified at any time 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

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 aimed 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 [Food and Nutritional Services FAQs](#)

MEAL ACCOUNT

Students will still have a meal account and will go through the lunch line and enter their pin number or scan their finger each day. Parents/guardians 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

701 Minnesota Ave

Big Lake MN 55309

ATTENDANCE

Big Lake Schools 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.

Liberty Attendance Line 763-262-8100 or email lib.attendance@biglakeschools.org

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 pre-approved 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/guardian 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. Parents/Guardians are encouraged to inform the school of any planned extended absences by contacting the school's attendance office either by phone 763-262-8100 or email lib.attendance@biglakeschools.org. This ensures proper record-keeping and facilitates effective communication.

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.

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 Concerns

For students under 12 years of age

7 or more unexcused absences

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.

Liberty: 262-8100 or lib.attendance@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/guardians and students who are 18 years of age or older certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Big Lake Schools receives a request for access.
- The right to request the amendment of the student's education records that the parent 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 NOTICE

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/guardian 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 and 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/guardians 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. Parents/Guardians can also reach Vision about concerns happening on the bus by filling out the [Student & Parent Misconduct](#) form and returning it to the school office.

PROCEDURES

Liberty AM: Buses will drop off in the front of the building at 7:30 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.

GUIDELINES

Taking an Alternative Bus

Students are only allowed to ride their assigned bus. Notes that give permission to ride other buses will not be accepted. If there is an emergency requiring a student to ride a different bus, please call Vision Transportation to make arrangements.

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.

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 littering or throwing of any object(s)
- No possession or use of illegal substances is allowed 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/guardians 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

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+ Incidents
Minors	Verbal Warning, Bus Driver has conversation with Student	Bus Driver has conversation with Student & Vision contacts Parents/guardians	Bus Driver has conversation with Student, Vision contacts Parents/guardians (notifying next incident may result in suspension from the bus), & Assigned Seat	Bus Driver has conversation with Student, Vision contacts Parents/guardians, 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/guardians, 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/guardians, 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/guardians, 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/guardians, 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, after school activities, in school 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 Administration 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.

HEALTH & 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/guardian 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 "Health & Safety"
- Medication will be administered by designated personnel.

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/guardians and students to make sure to notify their school's health office if a head injury occurs outside of school so that we can monitor the student for concussion signs.

SECTION 504 PLANS

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

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

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

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

COUNSELING/SOCIAL WORK SERVICES

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

MEDICAL CLEARANCE

With a parent's/guardian'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/guardians 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-AWARE 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 expects 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

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. Big Lake Schools is not responsible for lost or stolen items.

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 locking device. Big Lake Schools is not responsible for lost or stolen items.

BOOKS/TEXTBOOKS

Students are responsible for taking care of books/textbooks provided to them by the school district. Failure to return a book/textbook or return a book/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.

BEVERAGES IN SCHOOL

Students are welcome to have water while school is in-session.

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. Teachers also have students use Internet-based technologies owned by the district. With the use of district technologies comes a huge responsibility of using these things appropriately. We fully expect students' behavior while using district technologies to reflect the Hornet Way. All district technologies are intended to be used for educational purposes only. This includes activity while on school grounds, at school-sponsored activities, and in school-supplied vehicles. Additionally, unacceptable use of technologies while off school grounds may be subject to disciplinary action if the activity disrupts the educational environment, or negatively affects another student or school staff member. Students cannot change their school email account name or profile picture.

Parents/guardians and students are required to sign a technology use agreement upon enrollment and annually.

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

ILLEGAL SUBSTANCE VIOLATIONS

Use, possession, sales, distribution, exchange, and/or physical contact with illegal substances are prohibited on school grounds, at school-sponsored events and in district supplied vehicles. This includes any look-alikes or accessories/equipment that can be used to hold or ingest a substance. 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 enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

The school district expects students to dress appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

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

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

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

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Students may wear headgear for a medical or religious reason.
6. Outerwear such as caps, hats, coats, purses, cinch bags, sunglasses, blankets, and backpacks are to remain in lockers during the academic school day. Exceptions for school-related events may be made at the discretion of building administration.
7. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists

Students clothing:

1. Students may not wear inappropriate clothing. Extremely brief garments and see through garments may not be worn. Clothing with rips, holes, mesh or see through garments must not be worn without appropriate coverage underneath to meet minimum dress code requirements. Tops must have straps. Clothing must cover areas from one armpit across to the other armpit. Bottoms must be at least 3 to 4 inches in length on the upper thighs.
2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

The intention of the school dress code is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

See [School Board Policy 504](#) for more information.

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
- Skill building or behavioral intervention
- Parent/Guardian contact or conference
- Removal from class
- Dismissal from school
- In-school suspension/monitoring in an alternative learning space
- Suspension from extracurricular activities
- Detention outside of the school day
- Loss of school privileges
- Referral to in-school support services, community resources or outside agency services
- Restorative measures, including financial, symbolic, or other means of restitution
- Referral to police, other law enforcement agencies, or other appropriate authorities
- A request for a petition to be filed in district court for juvenile delinquency decision
- Out-of-school suspension
- Expulsion under the Pupil Fair Dismissal Act. “Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled
- Exclusion under the Pupil Fair Dismissal Act. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year

Parents/guardians 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.

PARENTS/GUARDIANS RIGHT TO REQUEST

Parents/guardians 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.

THERAPY DOGS

To support student well-being, our school occasionally invites certified therapy dogs on campus. These dogs, accompanied by trained handlers, provide comfort and emotional support in a safe, supervised environment. Participation is entirely voluntary. If you prefer your student not to interact with therapy dogs, please notify the school office.

ELEMENTARY SCHOOL-SPECIFIC GUIDELINES

RECESS

We value the benefits of outdoor play and have students go outside every day unless weather or air quality restricts us otherwise. Please help ensure your child comes to school every day with weather-appropriate clothing. Unless a parent/guardian provides a doctor's note outlining outdoor restrictions, the student will be required to participate in outdoor recess.

WALKERS & BIKE RIDERS

Students are expected to cross streets where there is a crossing guard on the way to school and on the way home. Bikers should walk their bikes across the streets patrolled by a crossing guard. Crossing guards are on duty 25-30 minutes before the start of school and 15 minutes after the release of school at the intersections of Eagle Lake Road and Minnesota Avenue, Hwy 43 and Glenwood Street, Phyllis Street and Minnesota Street, Fern Street and Minnesota Street.

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 is a PBIS (Positive Behavioral Intervention and Supports) school. 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 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 educational purpose and is inclusive to all students. Families can decide to opt out of any community building celebration.

BIRTHDAYS

If your child would prefer not to have their birthday acknowledged at school, please let us know. To help keep the focus on learning, we ask that all birthday treats, gifts, and celebration items be kept at home. If you choose to send birthday party invitations to school, please know that the teacher will not facilitate distribution—your child will be responsible for handing them out. We also encourage families to consider sharing invitations outside of the school setting whenever possible and to be thoughtful of students who may not be included.

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.

LIBERTY ELEMENTARY SCHOOL

	BE KIND	BE SAFE	BE A LEARNER
CLASSROOM	<p>We use kind words.</p> <p>We are helpful.</p> <p>We are welcoming to all.</p>	<p>We respect ourselves and others.</p> <p>We use self-control.</p> <p>We use school tools safely.</p>	<p>We listen to and follow directions.</p> <p>We work as a team.</p> <p>We try our best.</p>
HALLWAY	<p>We use quiet voices.</p> <p>Keep our bodies to ourselves.</p> <p>We ask others to stop if needed.</p>	<p>We move carefully.</p> <p>We work as a team to keep spaces in line.</p>	<p>We help others stay focused on learning.</p> <p>We go directly to our planned location.</p>
BATHROOM	<p>We use soap and paper towels correctly.</p> <p>We throw away used paper towels.</p>	<p>We limit pod bathrooms to 2-3 students to give others space.</p> <p>We wash our hands with soap.</p> <p>We walk.</p>	<p>We return to class right away.</p> <p>We go at scheduled times when possible.</p>
RECESS	<p>We take turns with equipment.</p> <p>We ask to join a game.</p> <p>We include others.</p>	<p>We listen to the adults.</p> <p>We keep our bodies to ourselves.</p> <p>Use materials in the right way.</p>	<p>We line up right away.</p> <p>We enter the building calmly.</p>
CAFETERIA	<p>We wait our turn.</p> <p>We clean up after ourselves.</p> <p>We throw away garbage when done.</p>	<p>We wash our hands before and after we eat.</p> <p>We follow directions.</p> <p>We sit in our assigned space and eat our own food.</p>	<p>We talk with our classmates about our learning and our interests.</p>
BUS & VANS	<p>We use kind words.</p> <p>We will ask others to stop if needed.</p>	<p>We will stay in our own space and seat.</p> <p>We will wait our turn.</p> <p>We follow our drivers directions.</p>	<p>We will watch for our stop.</p> <p>We will keep our items in our backpack and keep track of our gear.</p>



Middle School Student Handbook 2025-2026



Revised August 2025

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 2024, 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 Big Lake Middle 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/guardians understand Big Lake Schools' operations, student behavior expectations and disciplinary procedures.

Students and parents/guardians, 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 contents, please talk with the school principal.

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

Thank you for choosing Big Lake Schools!

Sincerely,

Tim Truebenbach
Superintendent

Big Lake Schools



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Health & Safety

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KIM JOHNSON

District Office Administrative Assistant

763-262-5218

ki.johnson@biglakeschools.org

SCHOOL CONTACT INFORMATION & HOURS

LIBERTY ELEMENTARY SCHOOL

School Hours	7:40 AM - 2:25 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
Assistant Principal	Casey Young c.young@biglakeschools.org

INDEPENDENCE ELEMENTARY STEM SCHOOL

School Hours	7:30 AM - 2:15 PM
Attendance Line	763-262-2537 press 2
Address	701 Minnesota Avenue
Main Phone	763-262-2537
Principal	Jona Deavel j.deavel@biglakeschools.org
Assistant Principal	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	Cindi Patten c.patten@biglakeschools.org
Dean of Students	Andrea Roth a.roth@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 SCHEDULE

MIDDLE SCHOOL

Advisory: M/W/F WIN: T/TH	Period 1	Period 2	Period 3 Lunch A - 11:14 - 12:00 B - 10:40 - 11:26 C - 10:40 - 11:26 Period 4 Lunch A - 12:04 - 12:50 B - 12:04 - 12:50 C - 11:30 - 12:16 Period 5 Lunch 12:54 - 1:40	Period 6	Period 7
8:30 - 8:56	9:00 - 9:46	9:50 - 10:36	10:44-1:40 includes a 30 minute lunch and two 4 minute passing times	1:44 - 2:30	2:34 - 3:20

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 five 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 five 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

Middle 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/GUARDIAN/STUDENT ONLINE ACCESS

Parents/guardians 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 set up an account, contact the main office of your child's school for an access key.

SCHOOL CLOSINGS

If school is canceled, 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/guardians 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. In the event that school closes for inclement weather, students may be expected to 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 canceled 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/guardians will receive report cards at the end of each trimester through Infinite Campus Parent Portal. Parents/guardians can also contact the school to request a printed report card.

REVISION NOTICE

This student handbook may be modified at any time 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

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 aimed 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 [Food and Nutritional Services FAQs](#)

MEAL ACCOUNT

Students will still have a meal account and will go through the lunch line and enter their pin number or scan their finger each day. Parents/guardians 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

701 Minnesota Ave

Big Lake MN 55309

ATTENDANCE

Big Lake Schools 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.

Middle School Attendance Line 763-262-2567 or email ms.attendance@biglakeschools.org

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 pre-approved 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/guardian 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. Parents/Guardians are encouraged to inform the school of any extended planned absences by contacting the school's attendance office either by phone or email. This ensures proper record-keeping and facilitates effective communication.

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.

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

2. Referred to County Attendance Review Board

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

3. Petition to Court

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

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.

Middle School: 262-2567 or ms.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/guardians and students who are 18 years of age or older certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Big Lake Schools receives a request for access.
- The right to request the amendment of the student's education records that the parent 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 NOTICE

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/guardian 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
- 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/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Big Lake Schools 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. Parents/Guardians can also reach Vision about concerns happening on the bus by filling out the [Student & Parent Misconduct](#) form and returning it to the school office.

PROCEDURES

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. 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 buses 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 that give permission to ride other buses will not be accepted. If there is an emergency requiring a student to ride a different bus, please call Vision Transportation to make arrangements.

WRIGHT CHOICE

Any students attending classes at Wright Choice 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 littering or throwing of any object(s)
- No possession or use of illegal substances is allowed 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

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+ Incidents
Minors	Verbal Warning, Bus Driver has conversation with Student	Bus Driver has conversation with Student & Vision contacts Parents/guardians	Bus Driver has conversation with Student, Vision contacts Parents/guardians (notifying next incident may result in suspension from the bus), & Assigned Seat	Bus Driver has conversation with Student, Vision contacts Parents/guardians, 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/guardians, 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/guardians, 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/guardians, 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/guardians, 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, after school activities, in school 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 Administration 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.

HEALTH & 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 "Health & Safety"
- Medication will be administered by designated personnel.

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/guardians if a head injury occurs during school. We ask parents/guardians and students to make sure to notify their school's health office if a head injury occurs outside of school so that we can monitor the student for concussion signs.

SECTION 504 PLANS

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

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

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

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

COUNSELING/SOCIAL WORK SERVICES

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

MEDICAL CLEARANCE

With a parent's/guardian'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/guardians 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-AWARE 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.

LOCKERS

Middle 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. Big Lake Schools is not responsible for lost or stolen items.

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 locking device. Big Lake Schools is not responsible for lost or stolen items.

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 allowed to have water in non-spillable containers with secure lids during the school day. Open cups, mugs without lids, or containers that can easily spill are not permitted.

All other beverages and food items must remain unopened and stored in a lunch bag or backpack until they can be consumed in the cafeteria, the Hive, or approved by building administration. There should be no open food items in lockers. This helps maintain a clean, safe, and focused learning environment for everyone.

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. Students cannot use personal technology devices such as tablets, computers, and cell phones at school. Teachers also have students use Internet-based technologies owned by the district. With the use of 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 PRIDE. All district technologies are intended to be used for educational purposes only. This includes activity while on school grounds, at school-sponsored activities, and in school-supplied vehicles. Additionally, unacceptable use of technologies while off school grounds may be subject to disciplinary action if the activity disrupts the educational environment, or negatively affects another student or school staff member. Students cannot change their school email account name or profile picture.

Parents/guardians and students are required to sign a technology use agreement upon enrollment and annually.

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

ILLEGAL SUBSTANCE VIOLATIONS

Use, possession, sales, distribution, exchange, and/or physical contact with illegal substances are prohibited on school grounds, at school-sponsored events and in district supplied vehicles. This includes any look-alikes or accessories/equipment that can be used to hold or ingest a substance. 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 enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

The school district expects students to dress appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

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

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

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

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, with the exception of hoods, are permitted, provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Students may wear headgear for a medical or religious reason.
6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists

Students clothing:

1. Students may not wear inappropriate clothing. Extremely brief garments and see through garments may not be worn. Clothing with rips, holes, mesh or see through garments must not be worn without appropriate coverage underneath to meet minimum dress code requirements. Tops must have straps. Clothing must cover areas from one armpit across to the other armpit. Bottoms must be at least 3 to 4 inches in length on the upper thighs.
2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

The intention of the school dress code is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

See [School Board Policy 504](#) for more information.

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](#)

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:

- Skill Building or Behavioral Intervention
- Student conference with teacher, principal, counselor or other school district personnel and/or verbal warning
- Parent/Guardian contact or conference
- Removal from class
- Dismissal from school
- In-school suspension/monitoring in an alternative learning space
- Suspension from extracurricular activities
- Detention outside of the school day
- Loss of school privileges e.g.: hall passes, media center passes
- Referral to in-school support services, community resources or outside agency services
- Restorative measures, including financial, symbolic, or other means of restitution
- Referral to police, other law enforcement agencies, or other appropriate authorities
- A request for a petition to be filed in district court for juvenile delinquency decision
- Out-of-school suspension
- Expulsion under the Pupil Fair Dismissal Act. “Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled
- Exclusion under the Pupil Fair Dismissal Act. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year

Parents/guardians 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/guardians 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/GUARDIANS RIGHT TO REQUEST

Parents/guardians 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.

THERAPY DOGS

To support student well-being, our school occasionally invites certified therapy dogs on campus. These dogs, accompanied by trained handlers, provide comfort and emotional support in a safe, supervised environment. Participation is entirely voluntary. If you prefer your student not to interact with therapy dogs, please notify the school office.

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.

TECHNOLOGY 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 buses, unless directed by staff for instructional purposes.
- 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.
- Students are not permitted to wear wired or wireless headphones (i.e. earbuds) that limit their ability to hear in the hallways during passing time unless building administration has given prior approval for use

If a student fails to follow the above expectations, the following consequences will be implemented for phones/smart devices and/or headphones:

- 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.

OUTERWEAR

To support a safe and distraction-free learning environment, outerwear such as, but not limited to, coats, sunglasses, and blankets are to remain in lockers during the academic school day. This ensures that classrooms remain focused spaces for learning and that hallways stay safe and clear.

BEVERAGES

Students are allowed to have water in non-spillable containers with secure lids during the school day. Open cups, mugs without lids, or containers that can easily spill are not permitted.

All other beverages and food items must remain unopened and stored in a lunch bag or backpack until they can be consumed in the cafeteria, the Hive, or approved by building administration. There should be no open food items in lockers. This helps maintain a clean, safe, and focused learning environment for everyone.

BEHAVIOR & SCHOOL RULES AT:

School Dances/Activity Nights

- Outside food and/or beverages are not allowed
- If a student is dismissed or 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](#).

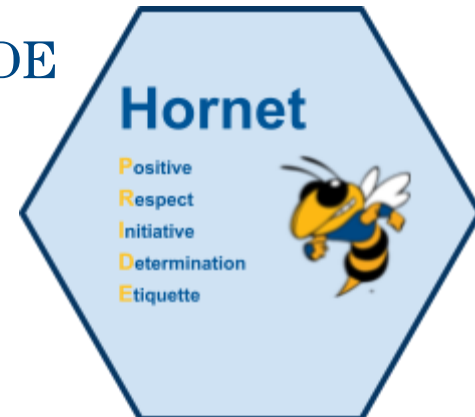
VISITORS TO SCHOOL BUILDINGS

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 HORNET PRIDE

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	Be friendly Be ready to learn Accept feedback -Respond in an acceptable manner	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	Be on time Be prepared with materials Record assignments in planner Engage in productive work Actively participate in class	Complete and turn in work on time Work toward improvement Give your best effort Keep going even when something is difficult	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/LOCKER S/LOCKER ROOMS	Smile and say, "Hello" Be helpful and courteous to all staff and students	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	Carry planner at all times Return to class quickly Pick up litter Help those who need assistance Take care of restroom needs	Plan ahead for the day Gather necessary materials Make every effort to be on time	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	Make others feel welcome Be helpful and courteous to all staff and students Be open-minded about food options	Thank staff for food and service Keep hands and feet to self Stand in line in original spot	Invite people to sit at your lunch table Clean messes that don't necessarily belong to you Ask permission for restroom	Keep food on trays Keep food in cafeteria Clean up own space Return trays and stack neatly	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	Keep conversation positive Be a good example	Respect privacy of others Be considerate of others' property Flush toilet completely Wash hands	Return to class quickly Use during passing time Encourage others to make good choices	Report vandalism Keep area clean	Use appropriate volume and vocabulary Leave phone in classroom Technology free zone
ASSEMBLIES, FIELD TRIPS, CONCERTS, BUS, STUDENT CENTER, OUTSIDE ACTIVITIES	Keep conversation positive Respond in an acceptable manner Be a good example Be helpful and courteous to all	Give your full attention Listen to others Be polite and use manners Keep hands and feet to self Remain under staff supervision	Help those who need assistance Clean messes that don't necessarily belong to you Encourage others to make good choices Participate appropriately	Give your best effort Plan ahead for the day Make every effort to be on time Keep area clean	Give everyone a chance to learn Enter and exit calmly Use appropriate volume and vocabulary Use technology following school expectations