



South St. Paul School Board Meeting

Monday, March 31, 2025 6:00 PM

CITY HALL, 125 THIRD AVENUE NORTH, South St Paul, Minnesota 55075

I. ROLL CALL and PLEDGE OF ALLEGIANCE

II. APPROVAL OF MEETING AGENDA/MINUTES

II.A. School Board Meeting Agenda, March 31, 2025

II.B. Work Session and Regular Meeting Minutes, February 24, 2025, and March 10, 2025, Work Session.

III. QUALITY-IN-ACTION and REPORTS

III.A. **Quality-in-Action:** SSP High School is in the second year of the Personal Learning Lab program. The program was designed to give students the opportunity to re-capture credits during the school day, which allows the student to stay on track for graduation. We will be sharing with the board what we have learned in the last two years; the successes and our growth areas. (C. Ochocki)

III.B. **Student School Board Representative Report:** Amal and Jackson will provide an update on recent events, activities and other informational items. (A. Fickak and J. Schultz)

III.C. **Report:** Chair Kim Humann will highlight the Stakeholder Comments to the Board submissions. (K. Humann)

III.D. **Report:** School Board members will highlight items from the Board's Work Sessions. (Board)

III.E. **Report:** Amy Winter, Executive Director of Educational Services, will provide highlights from around the District. (A Winter)

IV. CONSENT ITEMS

IV.A. Financial Claims: Bills Payable

IV.B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

V. POLICY REVIEW

V.A. **Approval:** The following policies are on their third and final review:

V.A.1.#627- Academic Honesty

V.A.2.#307 - Emergency Closing Procedures

V.A.3.#401 - Equal Employment Opportunity

V.A.4.#404 - Employment Background Check Policy

V.A.5.#536 - Student Information Technology Acceptable Use Policy

V.A.6.#101.1 - Name of the School District

V.A.7.101 - Legal Status of the School District

V.A.8.#103 - Complaints - Students, Employees, Parents, Other
Persons

V.A.9.#501 - School Weapons Policy

V.A.10. #502 - Search of Student Lockers, Desks, Personal
Possessions, and Student's Person

V.A.11. #505 - Distribution of Non-School Sponsored Materials
on School Premises by Students and Employees

V.A.12. #512 - School-Sponsored Student Publications and
Activities

V.A.13. #526 - Hazing Prohibition

V.A.14. #528 - Student Parental, Family and Marital Status
NonDiscrimination

V.A.15. #801.1 - Naming of District Facilities

V.A.16. #903 - Visitors to School District Properties and
Facilities

VI. BUSINESS ITEMS

VI.A. Approval, for the South St. Paul School Board to approve a
Special Work Session with TeamWorks on April 22, 2025. (L.
Brandecker)

VI.B. Approval, for the South St. Paul School Board to approve a
Special meeting on Monday, April 14, 2025. (L. Brandecker)

VI.C. Approval, for the South St. Paul School Board to approve the
2025-26 School Year Calendar. (A. Winter)

VI.D. Approval, for the South St. Paul School Board to approve the
agreement with International Union of Operating Engineers, Local
No. 70 Collective Bargaining Agreement, for the contract period of
July 1, 2024 to June 30, 2026. (J. Milteer)

VII. INFORMATIONAL ITEMS

VII.A. **Board Members' Reports/Committee Updates/Where Have
You Seen a Passion:** Board members will report on recent
educational activities/events in which they have participated as
well as other informational items.

VIII. CLOSED SESSION

VIII.A. Closed Session per the Open Meeting Law (Minn. Stat. § 13D.03) for Office and Professional Employees negotiations. (J. Milteer/R. Chhoth)

VIII.B. Adjourn the Closed Session

IX. ADJOURNMENT



SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

Work Session - February 24, 2025

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the City Hall Conference Room on Monday, February 24, 2025. Chair Kim Humann called the meeting to order at 5:00 PM with six Board members present: Claflin, Cumings, T. Felton, W. Felton, Humann, and Weber. Director Duffy arrived at 5:20 PM. Superintendent Dr. Brian Zambreno and several staff members were also present.

Department Overview

Human Resources Director Joel Milteer, Finance Director Ra Chhoth, and Technology Director Tina Moses provided an overview of their departments work.

Public Relations and Community Engagement

Will discuss and review during the regular business meeting this evening.

Committee Updates

Will discuss and review during the regular business meeting this evening.

Adjourn

The South St. Paul School Board adjourned their February 24, 2025 work session at 5:45 PM.

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

FEBRUARY 24, 2025

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the city hall council chambers on Monday, February 24, 2025. Chair Kim Humann called the meeting to order at 6:01 PM with seven Board members present for roll call: W. Felton, Claflin, Cumings, T. Felton, Duffy, Weber and Humann. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Director Claflin

Seconded by Director Weber

That the South St. Paul School Board approves the February 24, 2025, School Board meeting agenda as well as minutes from the January 27, 2025, Work Session and Regular meetings, Special Work Session Minutes, February 3, 2025; and the February 10, 2025, Work session.

Motion carried (7-0)

QUALITY-IN-ACTION AND REPORTS

Quality-in-Action - Athletic and Activities Director Brady Krueger along with winter season coaches and advisors, showcased their teams and groups, celebrating the amazing accomplishments of our students.

Report - There were two submissions at the February 10 Stakeholder Comments to the Board session. The first session was an online submission expressing appreciation and relief at the district's continued commitment to creating a great learning environment, fostering a strong sense of community, and ensuring all students feel welcome. A second submission, shared in person, raised concerns about the Board's meeting structure, processes, and engagement.

Work Session Report - Highlights were provided of the School Board's discussion at their work session meeting this evening.

Superintendent Report - Superintendent Zambreno provided highlights from around the district.

CONSENT ITEMS

By Director Weber

Seconded by Director Claflin

A. Financial Claims - Bills Payable

B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

Motion Carried (6-0) - Director Duffy abstained

Policy Review

Review - The following policies are on their second of three reviews:

- #627- Academic Honesty
 - #307 - Emergency Closing Procedures
 - #401 - Equal Employment Opportunity
 - #404 - Employment Background Check Policy
 - #536 - Student Information Technology Acceptable Use Policy
 - #101.1 - Name of the School District
 - #101 - Legal Status of the School District
 - #103 - Complaints - Students, Employees, Parents, Other Persons
 - #501 - School Weapons Policy
 - #502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Person
 - #505 - Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
 - #512 - School-Sponsored Student Publications and Activities
 - #526 - Hazing Prohibition
 - #528 - Student Parental, Family and Marital Status Non-Discrimination
 - #801.1 - Naming of District Facilities
 - #903 - Visitors to School District Properties and Facilities
-

BUSINESS ITEMS

By Director Claflin

Seconded by Director Weber

Approval, for the South St. Paul School Board to approve the girls' hockey cooperative agreement between South St. Paul Public Schools and New Life Academy beginning with the 2025-26 school year.

Motion carried (7-0)

By Director Claflin

Seconded by Director Weber

Approval, for the South St. Paul School Board to accept the Native American Parent Advisory Committee's (NAPACs) vote of non-concurrence.

Motion carried (7-0)

By Director Weber

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the Joint Powers Agreement for School Wellness Between the County of Dakota and Special School District 6.

Motion carried (7-0)

By Director W. Felton

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the Resolution Approving Employment of the School Board Member as a Coach and Substitute in a Certified Position in the School District.

Motion carried 7 yeas - Claflin, Cumings, T. Felton, Duffy, Weber, W. Felton, Humann
0 nays

By Director Weber

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the Resolution Directing Administration to Make Recommendations for Reductions in Programs and/or Positions and Reasons Therefore.

Motion carried 7 yeas - T. Felton, Duffy, Weber, W. Felton, Claflin, Cumings, Humann
0 nays

INFORMATIONAL ITEMS

Student School Board Representative Report: Student School Board Representative Jackson provided an update on their work as well upcoming events, activities, and other informational items.

Board Members' Reports/Committee Updates/Where Have You Seen a Passion: Board members reported on recent educational activities/events in which they have participated, as well as other informational items.

CLOSED SESSION

By Director Weber

Seconded by Director T. Felton

Approval for the School Board to move to a closed session per the Open Meeting Law (Minn. Stat. § 13D.05 subdivision 3(b)) for the confidential discussions of the clerical and maintenance negotiations.

Closed Session officially began at 8:00 PM.

Motion carried (7-0)

Members present: Directors Weber, W. Felton, Claflin, Cumings, Duffy, T. Felton and Humann as well as Supt. Brian Zambreno, Human Resource Director Joel Milteer, and Finance Director Ra Chhoth.

ADJOURN

By Director Weber

Seconded by Director T. Felton

The School Board moved to open the closed session and adjourn the Feb. 24, 2025, meeting at 8:23 PM.

Motion carried (7-0)

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

Work Session - March 10, 2025

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the District Office Conference Room on Monday, March 10, 2025. Chair Kim Humann called the work session to order at 5:00 PM with six Board members present: Claflin, Cumings, Humann, T. Felton, W. Felton, and Weber. Director Duffy was absent. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

2024-25 Budget Revisions

Finance Director Ra Chhoth reviewed the revisions to the 2024-25 budget. These revisions reflect the prior year's audit results, updated enrollment figures, and revised assumptions for revenue and expenditures.

2025-26 Budget Guiding Change Document

The Board discussed and developed a **Guiding Change Document**, a tool designed to establish clear project parameters while allowing district and school leaders to engage in the budget development process. The Finance, Facilities, and Long-Range Planning Committee met prior to tonight's work session to collaborate on drafting the **2025-26 Budget Guiding Change Document**, which will outline key budget development parameters.

A draft of the document was then discussed with the full Board at the work session. This discussion led into the Board's conversation on compensatory funding challenges and their impact on the district's financial planning.

- **Compensatory Funding Discussion**

The Board engaged in discussion with district leadership regarding an unintended \$1.5 million reduction in compensatory funding for South St. Paul Public Schools (SSPPS) due to recent legislative changes. Similar funding reductions are impacting districts across the state. This loss is equivalent to the funding required for approximately 15 teachers or 30 Educational Support Professionals and directly affects small class sizes, academic interventions, and student mental health support.

To address the immediate shortfall, the Board made the difficult but strategic decision to utilize the district's fund balance for the 2025-26 school year, thereby avoiding immediate reductions to staff and student supports. However, Board members acknowledged that this is a short-term solution. If legislative action does not restore the funding in the current session, the district will be required to implement reductions in the 2026-27 school year.

The Board also discussed launching a campaign to advocate for a legislative fix, engaging

both staff and families in the effort. Lisa Brandecker, Manager of Administrative Services and Communications, will develop and launch a postcard campaign this week to urge lawmakers to address the funding shortfall.

- **Enrollment and Staffing Adjustments**

The Board also discussed the impact of declining enrollment on staffing levels. While separate from the compensatory funding issue, the district must align staffing with projected student numbers. These adjustments will not be covered by the fund balance solution. District leadership is currently reviewing the implications and will provide additional updates in the coming weeks.

COMMITTEE UPDATES

Board members provided updates on the various committees in which they serve.

PUBLIC RELATIONS AND COMMUNITY ENGAGEMENT

Board members discussed events and opportunities to be engaged with our community as well as the recently attended MSBA/MASA Joint Day at the Capitol.

STAKEHOLDER COMMENTS TO THE BOARD

There were no submissions or attendees for the Stakeholder Comments to the Board session.

CABINET UPDATES

Cabinet members provided brief updates on their respective departments.

ADJOURN

The March 10, 2025 work session adjourned at 7:23 PM.

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: Stakeholder Comments to the Board

Presenter(s): Board Chair

At the Work Session and Regular Business Meeting, the Board Chair will provide an overview of the Stakeholder Comments to the Board submissions.

The South St. Paul School Board provides the following opportunities for community members to address the board:

- **In-Person** on the first meeting date of each month according to the schedule listed on the [district's website](#). Stakeholder Comments to the Board sessions are held at the District Office (104 - 5th Avenue South) beginning at 6:30PM.
- **Electronic form Submissions** are accepted on all meeting dates listed on the [district's website](#). Click [here](#) to submit a Stakeholder Comment tot the Board.
 - Form submissions will be acknowledged by the Board Chair and/or Superintendent on-air during the regular business meeting. The Board Chair and/or Superintendent will also follow-up personally with the individuals submitting a Stakeholder Comment to the Board form.

Passionate Learners Positively Changing Our World



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Work Session Meeting Update
Presenter(s): Board
Background: School Board members will highlight items from the Work Session meeting.
Recommendation: N/A
Alternatives: N/A

Passionate Learners Positively Changing Our World



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: District Update
Presenter(s): Amy Winter, Executive Director of Educational Services
Background: Amy Winter, Executive Director of Educational Services will provide highlights from around the District.
Recommendation: N/A
Alternatives: N/A

Passionate Learners Positively Changing Our World



Meeting Date: March 31, 2025

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Financials – Bills Payable

Topic: Financials – Bills Payable
Presenter(s): Chair
Background: It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.
Recommendation: Administration recommends the approval of the attached financial statement.
Alternatives: N/A

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NUMBER	TYP	AMOUNT	DATE	VENDOR
207994	R	250.00	02/19/2025	HILGERS, MICHELLE
207995	R	120.00	02/19/2025	MINNESOTA SECRETARY OF STATE - NOTARY
207996	R	3,674.93	02/21/2025	CANON FINANCIAL SERVICES
207997	R	2,605.00	02/21/2025	CESO FINANCE LLC
207998	R	4,091.19	02/21/2025	CESO HR LLC
207999	R	65.00	02/21/2025	CITICARGO & STORAGE
208000	R	17,389.33	02/21/2025	CITY OF SOUTH ST PAUL
208001	R	1,413.14	02/21/2025	DAKOTA COUNTY PT&R
208002	R	1,250.00	02/21/2025	EHLERS & ASSOCIATES
208003	R	3,163.65	02/21/2025	GRAPHIC EDGE DBA GAME ONE
208004	R	239,270.26	02/21/2025	IND SCHOOL DISTRICT 197/COMMUNITY ED
208005	R	71,937.47	02/21/2025	IND SCHOOL DISTRICT 199/COMMUNITY ED
208006	R	162.00	02/21/2025	INTERNATIONAL BACCALAUREATE ORGANIZATION
208007	R	1,249.26	02/21/2025	LOFFLER COMPANIES
208008	R	2,833.45	02/21/2025	METROPOLITAN STATE UNIVERSITY
208009	R	30.00	02/21/2025	MN DEPT OF LABOR & INDUSTRY
208010	R	542.56	02/21/2025	OFFICE OF MN IT SERVICES
208011	R	2,285.08	02/21/2025	PITNEY BOWES INC PURCHASE POWER
208012	R	176.65	02/21/2025	PROFESSIONAL WIRELESS COMMUNICATIONS
208013	R	3,625.00	02/21/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA
208014	R	18.60	02/21/2025	THAO, XENG
208015	R	6,133.17	02/21/2025	XCEL ENERGY
208016	R	57,053.50	02/26/2025	360 COMMUNITIES
208017	R	1,172.76	02/26/2025	CARPER, ROBERT
208018	R	226.08	02/26/2025	CONVERGINT TECHNOLOGIES LLC
208019	R	500.00	02/26/2025	MESPA
208020	R	1,180.00	02/26/2025	PEARSON
208021	R	116.00	02/26/2025	PERA
208022	R	2,763.00	02/26/2025	REGION 3AA
208023	R	1,075.72	02/26/2025	SQUIRES WALDSPURGER & MACE PA
208024	R	19,838.50	02/26/2025	STANDARD INSURANCE COMPANY
208025	R	3,909.80	02/26/2025	TRANSPORTATION & DELIVERY INC
208026	R	438.50	02/28/2025	LOCAL #70
208027	R	1,030.00	02/28/2025	MINNESOTA CHILD SUPPORT PAYMENT CENTER
208028	R	96.00	02/28/2025	NCPERS GROUP LIFE INS
208029	R	183.00	02/28/2025	OFFICE AND PROF EMPLOYEES UNION
208030	R	12,830.20	02/28/2025	SOUTH ST PAUL TEACHER'S ASSOCIATION
208031	R	5.00	02/28/2025	SOUTH ST PAUL OPEN FOUNDATION
208032	R	60.00	02/28/2025	SOUTH ST PAUL EDUCATION FOUNDATION
208033	R	1,419.65	02/28/2025	SSP EASRP
208034	R	12.50	02/28/2025	WI SCTF
208035	R	2,700.00	03/06/2025	ANDERSON, CONRAD
208036	R	8,467.31	03/12/2025	ALLSTREAM
208037	R	3,008.00	03/12/2025	ARTHUR J. GALLAGHER RISK MGMT
208038	R	1,927.76	03/12/2025	BIMBO BAKERIES USA
208039	R	2,556.06	03/12/2025	BIX PRODUCE COMPANY
208040	R	1,587.49	03/12/2025	CATALYST SOURCING SOLUTIONS
208041	R	5,850.00	03/12/2025	CESO FINANCE LLC
208042	R	1,425.12	03/12/2025	CINTAS
208043	R	425.14	03/12/2025	EDUCATORS BENEFIT CONSULTANTS LLC
208044	R	197,271.09	03/12/2025	IND SCHOOL DISTRICT 197/COMMUNITY ED
208045	R	53,959.21	03/12/2025	IND SCHOOL DISTRICT 199/COMMUNITY ED
208046	R	1,070.43	03/12/2025	KWIK TRIP EXTENDED NETWORK
208047	R	1,026.50	03/12/2025	MUSKEGON HEIGHTS SOLAR LLC
208048	R	76.46	03/12/2025	PITNEY BOWES INC PURCHASE POWER
208049	R	8,454.17	03/12/2025	ST PAUL BEVERAGE SOLUTIONS

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NUMBER	TYP	AMOUNT	DATE	VENDOR
208050	R	1,295.94	03/12/2025	T-MOBILE
208051	R	5,942.40	03/12/2025	TRIO SUPPLY CO
208052	R	51,894.78	03/12/2025	UPPER LAKES FOODS
208053	R	113,504.35	03/12/2025	XCEL ENERGY
208054	R	335.00	03/14/2025	A+ DRIVING SCHOOL
208055	R	4.40	03/14/2025	ACE HARDWARE & PAINT
208056	R	540.00	03/14/2025	ADWEAR SPECIALTIES INC
208057	R	16,237.90	03/14/2025	AMERGIS HEALTHCARE STAFFING INC
208058	R	8,500.00	03/14/2025	AMERICAN INDIAN FAMILY CENTER
208059	R	35,479.65	03/14/2025	AMPERSAND THERAPY LLC
208060	R	18.90	03/14/2025	AVENSON, BRUCE
208061	R	750.00	03/14/2025	BACKUPIFY
208062	R	500.00	03/14/2025	BEMIDJI WRESTLING CLUB
208063	R	77.60	03/14/2025	BLICK ART MATERIALS
208064	R	165.00	03/14/2025	BURGESSON, NANCY
208065	R	402.05	03/14/2025	CAPITAL ONE TRADE CREDIT
208066	R	38.98	03/14/2025	CDW GOVERNMENT INC
208067	R	65.00	03/14/2025	CITICARGO & STORAGE
208068	R	3,173.48	03/14/2025	CITY OF SOUTH ST PAUL - UTILITIES
208069	R	42,377.66	03/14/2025	CITY OF SOUTH ST PAUL
208070	R	29.22	03/14/2025	CLASSEN, GLORIA
208071	R	527.20	03/14/2025	CONQUER NINJA GYMS
208072	R	1,387.20	03/14/2025	CONTINENTAL CLAY CO
208073	R	707.00	03/14/2025	CONVERGINT TECHNOLOGIES LLC
208074	R	99.80	03/14/2025	CULLIGAN-MILBERT COMPANY
208075	R	900.69	03/14/2025	CUMMINS INC
208076	R	800.00	03/14/2025	DEWALD, RINA
208077	R	30.00	03/14/2025	DOODY, STEPHEN
208078	R	1,125.72	03/14/2025	ECSI
208079	R	121.41	03/14/2025	ENABLING DEVICES
208080	R	21.00	03/14/2025	FARMINGTON PUBLIC SCHOOLS
208081	R	73.25	03/14/2025	FLINN SCIENTIFIC INC
208082	R	416.71	03/14/2025	GENERAL PARTS INC
208083	R	4,800.00	03/14/2025	GOAL GETTERS ACADEMY
208084	R	631.84	03/14/2025	GRAINGER INC
208085	R	7,299.43	03/14/2025	GRAPHIC EDGE DBA GAME ONE
208086	R	8,100.00	03/14/2025	GREAT MINDS PBC
208087	R	77.00	03/14/2025	GROTH MUSIC CO
208088	R	420.00	03/14/2025	GUTZMAN, DEBRA
208089	R	6,600.00	03/14/2025	HRM HELPS LLC
208090	R	21.40	03/14/2025	HUESER, DARLENE
208091	R	169.00	03/14/2025	HUSSEIN, HAFIT
208092	R	2,149.18	03/14/2025	INDIANHEAD FOODSERVICE DISTRIBUTOR INC
208093	R	487.50	03/14/2025	INFINITE HEALTH COLLABORATIVE
208094	R	137.22	03/14/2025	INNOVATIVE OFFICE SOLUTIONS LLC
208095	R	5,541.40	03/14/2025	INTERMEDIATE DISTRICT #917
208096	R	150.00	03/14/2025	JAKACKI, DOUG
208097	R	80.00	03/14/2025	JODI KAY MONSON
208098	R	14.00	03/14/2025	JOHN MARSHALL SPEECH TEAM
208099	R	1,763.50	03/14/2025	LINDENMEYR MUNROE
208100	R	72.00	03/14/2025	MADAUS, KRISTEN
208101	R	637.20	03/14/2025	MATH LEARNING CENTER
208102	R	299.00	03/14/2025	MCEA EXECUTIVE OFFICE
208103	R	112.59	03/14/2025	MCMASTER-CARR SUPPLY COMPANY
208104	R	825.00	03/14/2025	MED-COMPASS
208105	R	1,530.00	03/14/2025	MEDICINE LAKE TOURS

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NUMBER	TYP	AMOUNT	DATE	VENDOR
208106	R	2,880.00	03/14/2025	MERIDIAN CONSULTING/DAVID SLOMKOWSKI
208107	R	169.99	03/14/2025	MINNESOTA GLOVE INC
208108	R	16,115.64	03/14/2025	MINNESOTA PETROLEUM SERVICE INC
208109	R	440.00	03/14/2025	MN SCHOOL BOARDS ASSOCIATION
208110	R	105.00	03/14/2025	MN STATE HIGH SCHOOL LEAGUE
208111	R	303.00	03/14/2025	MOORE, KEON
208112	R	950.00	03/14/2025	MRI SOFTWARE LLC
208113	R	46,780.00	03/14/2025	NASSEFF MECHANICAL CONTRACTORS
208114	R	360.40	03/14/2025	NCS PEARSON EDUCATION
208115	R	1,121.17	03/14/2025	NEO ELECTRIC SOLUTIONS
208116	R	237.13	03/14/2025	NETWORK SERVICES COMPANY
208117	R	5,529.34	03/14/2025	NITTI SANITATION
208118	R	28,059.53	03/14/2025	NORTHLINE TRANSPORTATION
208119	R	60.00	03/14/2025	NOVAK, JANICE
208120	R	1,375.00	03/14/2025	NSPRA
208121	R	54.67	03/14/2025	OXYGEN SERVICE CO INC
208122	R	3,062.50	03/14/2025	PAIGE PSYCHOLOGICAL CONSULTING LLC
208123	R	22.26	03/14/2025	PIEKARSKI, DIAN
208124	R	251.14	03/14/2025	PITNEY BOWES INC PURCHASE POWER
208125	R	330.26	03/14/2025	PLUNKETT'S PEST CONTROL
208126	R	5,000.00	03/14/2025	POSTMASTER, SOUTH ST PAUL
208127	R	20.00	03/14/2025	PRC-SALTILLO
208128	R	5,137.40	03/14/2025	PROFESSIONAL WIRELESS COMMUNICATIONS
208129	R	27.38	03/14/2025	PROPIO LS LLC
208130	R	1,476.00	03/14/2025	REGION 3AA
208131	R	90.00	03/14/2025	REPKE, JOSETTE
208132	R	199.50	03/14/2025	RINALDI, LINDA
208133	R	37.50	03/14/2025	RWHS SPEECH TEAM
208134	R	92,631.00	03/14/2025	SAFEWAY BUS COMPANY
208135	R	100.00	03/14/2025	SCHNEIDER, NANCY
208136	R	246.92	03/14/2025	SCHOOL SPECIALTY LLC
208137	R	846.00	03/14/2025	SCIENCE MUSEUM OF MINNESOTA
208138	R	2,900.00	03/14/2025	SETHURAJU, RAJ
208139	R	150.00	03/14/2025	SEVERSON, LAUREL
208140	R	50.00	03/14/2025	SKWIRA, PETER
208141	R	80.00	03/14/2025	SPEECHWIRE TOURNAMENT SERVICES
208142	R	35.00	03/14/2025	ST ANTHONY VILLAGE HIGH SCHOOL
208143	R	59.40	03/14/2025	ST PAUL PIONEER PRESS
208144	R	141.90	03/14/2025	STACK-JOHNSON, SUSAN
208145	R	640.26	03/14/2025	STATE SUPPLY COMPANY INC
208146	R	1,158.50	03/14/2025	STRAUSS SKATES & BICYCLES
208147	R	20,699.25	03/14/2025	SUNBELT STAFFING
208148	R	200.00	03/14/2025	TARTAN BOYS BASKETBALL
208149	R	400.00	03/14/2025	TEACHER'S DISCOVERY
208150	R	55,665.39	03/14/2025	TEACHERS ON CALL
208151	R	3,047.80	03/14/2025	TEAMWORKS INTERNATIONAL INC
208152	R	357.08	03/14/2025	TRAFERA HOLDINGS LLC
208153	R	1,742.43	03/14/2025	TWIN CITY JANITOR SUPPLY INC
208154	R	150.00	03/14/2025	TWO RIVERS HS ACTIVITIES
208155	R	960.00	03/14/2025	VIC'S CRANE & HEAVY HAUL INC
208156	R	3,380.36	03/14/2025	ZEN EDUCATE
208157	R	438.50	03/14/2025	LOCAL #70
208158	R	1,030.00	03/14/2025	MINNESOTA CHILD SUPPORT PAYMENT CENTER
208159	R	183.00	03/14/2025	OFFICE AND PROF EMPLOYEES UNION
208160	R	12,887.91	03/14/2025	SOUTH ST PAUL TEACHER'S ASSOCIATION
208161	R	5.00	03/14/2025	SOUTH ST PAUL OPEN FOUNDATION

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
208162	R	60.00	03/14/2025	SOUTH ST PAUL EDUCATION FOUNDATION
208163	R	1,397.90	03/14/2025	SSP EASRP
208164	R	12.50	03/14/2025	WI SCTF
208165	R	5,013.24	03/19/2025	AMAZON CAPITAL SERVICES
202400324	W	-41.77	02/14/2025	MINNESOTA PAYROLL TAXES
202400325	W	-313.43	02/14/2025	FEDERAL PAYROLL TAXES
202400326	W	-246.40	02/14/2025	PERA
202400327	W	41.77	02/20/2025	MINNESOTA PAYROLL TAXES
202400328	W	341.73	02/20/2025	FEDERAL PAYROLL TAXES
202400329	W	272.31	02/20/2025	PERA
202400330	W	47,753.50	02/28/2025	MINNESOTA PAYROLL TAXES
202400331	W	287,856.55	02/28/2025	FEDERAL PAYROLL TAXES
202400332	W	791.54	02/28/2025	MN DEPT OF REVENUE
202400333	W	50,253.13	02/28/2025	PERA
202400334	W	56,108.28	02/28/2025	TSA/ACH DEDUCTION
202400335	W	149,406.59	02/28/2025	TEACHER RETIREMENT ASSOCIATION
202400336	W	0.00	02/28/2025	MINNESOTA PAYROLL TAXES
202400337	W	0.00	02/28/2025	FEDERAL PAYROLL TAXES
202400339	W	1,134.00	03/09/2025	MEDSURETY
202400340	W	48,002.68	03/14/2025	MINNESOTA PAYROLL TAXES
202400341	W	285,533.19	03/14/2025	FEDERAL PAYROLL TAXES
202400342	W	796.90	03/14/2025	MN DEPT OF REVENUE
202400343	W	50,396.32	03/14/2025	PERA
202400344	W	56,674.41	03/14/2025	TSA/ACH DEDUCTION
202400345	W	150,136.09	03/14/2025	TEACHER RETIREMENT ASSOCIATION
202400346	W	0.00	03/14/2025	MINNESOTA PAYROLL TAXES
202400347	W	0.00	03/14/2025	FEDERAL PAYROLL TAXES
202400348	W	20.90	03/18/2025	MINNESOTA PAYROLL TAXES
202400349	W	194.40	03/18/2025	FEDERAL PAYROLL TAXES
202400350	W	177.90	03/18/2025	PERA
202400351	W	132.10	03/19/2025	PERA
242500350	A	159.17	02/19/2025	EBERT, LORI
242500351	A	28.56	02/19/2025	EMERY, HEATHER
242500352	A	44.92	02/19/2025	GORMAN, LISA
242500353	A	97.88	02/19/2025	GREFE, TYNE
242500354	A	42.22	02/19/2025	HARRISON, ANDREW
242500355	A	816.87	02/19/2025	HOLSEN, ERIC
242500356	A	66.71	02/19/2025	JOHNSON, BRENDA
242500357	A	15.99	02/19/2025	KAUFMAN, LISA
242500358	A	58.94	02/19/2025	THERRES, HEIDI
242500359	A	90.00	03/03/2025	AHSENMACHER WINTER, AMY
242500360	A	90.00	03/03/2025	ANDERSON, CHAD
242500361	A	90.00	03/03/2025	BARTER, ANDREW
242500362	A	90.00	03/03/2025	BERCHTOLD, JAMIE
242500363	A	90.00	03/03/2025	BOURG, LEAH
242500364	A	90.00	03/03/2025	BRANDECKER, LISA
242500365	A	90.00	03/03/2025	BRETOI, TERRENCE
242500366	A	90.00	03/03/2025	BURCKHARDT, CANDACE
242500367	A	90.00	03/03/2025	CHILDS, DANETTE
242500368	A	90.00	03/03/2025	DANIELSON, JENNIFER
242500369	A	90.00	03/03/2025	FENTON, MARK
242500370	A	90.00	03/03/2025	GAMEZ, LESLY
242500371	A	90.00	03/03/2025	HANSEN, JODY
242500372	A	45.00	03/03/2025	JACOBS-BUSE, LINDA
242500373	A	90.00	03/03/2025	KRUEGER, BRADY
242500374	A	45.00	03/03/2025	LENTSCH, PETER

CHECK CHE		CHECK		
NUMBER	TYP	AMOUNT	DATE	VENDOR
242500375	A	45.00	03/03/2025	LOUGH, LAWRENCE
242500376	A	90.00	03/03/2025	MILTEER, JOEL
242500377	A	90.00	03/03/2025	MOSES, CHRISTINA
242500378	A	90.00	03/03/2025	OCHOCKI, CHARLES
242500379	A	45.00	03/03/2025	OSTER, PATRICK
242500380	A	45.00	03/03/2025	PENMAN, MICHELLE
242500381	A	90.00	03/03/2025	PETERSON, LORI
242500382	A	90.00	03/03/2025	SCHWAB, ROBIN
242500383	A	90.00	03/03/2025	SEXAUER, JENNIFER
242500384	A	90.00	03/03/2025	TAYLOR MINER, MELANEE
242500385	A	45.00	03/03/2025	VANDERBILT, TONY
242500386	A	90.00	03/03/2025	WELLS, TRAVIS
242500387	A	90.00	03/03/2025	ZAMBRENO, BRIAN
242500388	A	90.00	03/03/2025	ZEHNDER, JEAN
2,601,508.34		Totals for checks		

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	1,163,093.81	4,239.00	605,347.59	1,772,680.40
02	FOOD SERVICE	20,866.11	18.60	75,938.94	96,823.65
04	COMMUNITY EDUCATION	613,068.38	0.00	5,990.01	619,058.39
05	CAPITAL	1,650.36	0.00	105,875.76	107,526.12
07	DEBT RETIREMENT	0.00	0.00	1,250.00	1,250.00
50	ACTIVITY ACCOUNT	4,169.78	0.00	0.00	4,169.78
***	Fund Summary Totals ***	1,802,848.44	4,257.60	794,402.30	2,601,508.34

***** End of report *****

CHECKRUNS

FUND		DESCRIPTION		February 16, 2025- March 27,2025	
1		GENERAL		\$	1,772,680.40
2		FOOD SERVICE			96,823.65
4		COMMUNITY EDUCATION			619,058.39
5		CAPITAL			107,526.12
7		DEBT SERVICE			1,250.00
20		INTERNAL SERVICE			-
50		ACTIVITY ACCOUNTS			4,169.78
		TOTAL		\$	2,601,508.34

PAYROLL		2/28/25, 3/14/25, 3/28/25	
Payroll Direct Deposit	900113615 - 900114334	\$	2,494,158.71



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: March 31, 2025

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Staffing

Topic: Staffing
Presenter(s): Chair
Background: The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments and Leaves being recommended to the School Board for approval.
Recommendation: Administration recommends approval of the proposed staffing and supplemental staffing as presented.
Alternatives: Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for next steps.

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Certified

A. Appointments/Reassignments

B. Resignations/Retirements/Leaves/Reductions/Other

1. Darii Wohlers - Leave of Absence, B-2 Teacher, District Office, Intermittent (as needed)
Effective February 1, 2025 through June 13, 2025
2. Lauren Ryan - Leave of Absence, TOSA - Equity and Instruction, effective for the
2025-2026 school year.
3. Shaylin Theisen - Leave of Absence, Occupational Therapist, effective for the 2025-2026
school year.
4. Margaret Palumbo - Retirement, Phy Ed/DAPE Teacher, Middle School, effective June 13,
2025
5. Kris Weinfurtner - Retirement, Math Teacher, High School, effective June 13, 2025
6. Lavonne Francis - Retirement, Grade 1 Teacher, Lincoln Center, effective June 13, 2025

ECA ACTIVITIES 2024-25

MS Spring Production Costumer	Lori Ebert	\$1200.00 (Booster Paid)
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ATHLETICS 2024-25

Golf Boys Head Coach	Tyler LaRose	\$3,739.00
Tennis Boys Head Coach (100%)	Nina Riesselman	\$4150.00
Tennis Boys Head Coach (100%)	Jesse Rock	\$2538.00
Varsity Football Assist Coach	Mark Draper	\$4321.00
MS Track and Field Coach	Emilee Fremsted	\$2237.00
MS Track and Field Coach	Andrew Harrison	\$2237.00
Girls Flag Football Head Coach	Don Nihart	\$3000.00
Baseball Sophomore Coach	Darren Edwards	\$3668.00
Trap Team	Wiik, Jennifer	Volunteer
Trap Team	Wiik, Paul	Volunteer
Trap Team	Hammarsten, Pat	Volunteer
Trap Team	Koich, Stan	Volunteer
Trap Team	Ross, Larry	Volunteer
Trap Team	Eckstrom, Spencer	Volunteer
Trap Team	Summer, Greg	Volunteer
Basketball Boys Assist Coach	Deonte Roberts	\$3,775.00 (Flex)
Golf Boys Assist Coach	Christian Rocha	\$2237.00
Girls Flag Football Assist Coach	Matthew Teigland	\$2600.00

**VII.A.2 Staff Appointments, Resignations, Retirements, Terminations
and Leaves (Joel Milteer)**

03/24/2025

Classified

A. Appointments/Reassignments

1. Alan Lance - Special Education Assistant, Lincoln Center, \$24.62 an hour, 6.5 hours per day, effective March 10, 2025
2. Nicholas Lovdahl - Special Education Assistant, Middle School, \$24.62 an hour, 6.5 hours per day, effective March 31, 2025
3. Catherine Becker - Special Education Assistant, Middle School, \$24.62 an hour, 6.5 hours per day, effective March 31, 2025
4. Ashley Espinoza - Student Kids Choice Worker, Kaposia, \$15 an hour, effective March 24, 2025
5. Sandra Vazquez - PT Cleaner, District Office, \$19.39 an hour, 3 hours per day, effective March 19, 2025
6. Nora Tumberg - Kid's Choice Program Assistant, Lincoln Center, \$23.03 an hour, 5.25 hours per day, effective March 18, 2025
7. Niizhoogabaw Wahpepah - Cultural Liaison, District Office, \$30.46 an hour, 8 hours per day, effective March 14 2025
8. Lisa Boelter - Early Learning Assistant Substitute, District Wide, \$17.00 an hour, effective March 18, 2025
9. Ryan Palm - Student Supervisor, Kaposia, \$17.60 an hour, effective March 18 ,2025
10. Terry Koehn - PT Cleaner, Lincoln Center, \$19.39 an hour, 4 hours per day, effective March 21. 2025
11. Kevin Kirk - Night Supervisor/Engineer, Lincoln Center, \$26.61 an hour, effective March 30, 2025
12. Joanne Woods - Extended School Year Para, Secondary, \$24.62 an hour, effective July 7 - 24, 2025
13. Audriana Ware - Summer Kids Choice Assistant, Lincoln Center, \$24.62 an hour, effective June 2 - August 22, 2025
14. Zuly Sanchez Luna - Summer Kids Choice Assistant, Lincoln Center, \$24.62 an hour, effective June 2 - August 22, 2025

15. Ashley Young - Summer Kids Choice Assistant, Lincoln Center, \$24.62 an hour, effective June 13 - August 22, 2025
16. Abigail Brundieck - Summer Kids Choice Assistant, Lincoln Center, \$24.62 an hour, effective June 2 - August 22, 2025
17. Martha Therres - Extended School Year Para, Secondary, \$24.62 an hour, effective July 7 - 24, 2025
18. Chrys Andrae - Extended School Year Para, Secondary, \$24.62 an hour, effective July 7 - 24, 2025
19. Kristy Warn - Extended School Year Para, Secondary, \$24.62 an hour, effective July 7 - 24, 2025
20. Alan Lance - Extended School Year Para, Lincoln Center, \$24.62 an hour, effective July 7 - 24, 2025
21. Brenda Miller - Extended School Year Sped Para, Lincoln Center, \$24.62 an hour, effective July 7 - 24, 2025
22. Sydney Skipper - Extended School Year Para, Lincoln Center, \$24.62 an hour, effective July 7 - 24, 2025
23. Thomas Umhoefer - Adult Basic Education Coordinator, Central Square, **\$32.00 an hour, effective March 26, 2025**
24. Mark Tourville - PT Cleaner, Secondary, \$19.39 an hour, 4 hours per day, effective April 3, 2025
25. Maria Torrens - EL Assistant, Kaposia, \$22.63 an hour, 7 hours per day, effective March 26, 2025

B. Resignations/Retirements/Leaves/Reductions/Other

1. Carolyn Plasch -Resignation, Early Learning Assistant, Kaposia, effective March 14, 2025
2. Yvette Vanderbilt - Leave of Absence, PT Cleaner, Secondary, effective February 28, 2025 through April 1, 2025
3. Anthony Baggett -Resignation, Student/Security Monitor & Basketball Coach, Secondary, effective February 28, 2025
4. John Fries - Leave of Absence, Custodian, Kaposia, effective February 18, 2025 through April 29, 2025

5. Karen Sevlie -Resignation, PT Cleaner, Lincoln Center, effective February 28, 2025
6. Teresa Ortiz -Resignation, PT Cleaner, Lincoln Center, effective February 28, 2025
7. Christina Moses -Resignation, Director of Technology, District Office, effective March 31, 2025
8. Claudia Carmona Gonzalez -Resignation, PT Cleaner, Secondary, effective March 7, 2025
9. Faith Tuttle -Resignation, Girls Wrestling Coach, Secondary, effective March 6, 2025
10. Teresa Coen-Tonda -Resignation, MS Track Coach, Secondary, effective March 13, 2025
11. Noe Cuenca -Resignation, Varsity Boys Soccer Coach , Secondary, effective March 3, 2025
12. Patrick Bookler -Resignation, Assistant Varsity Track Coach, Secondary, effective February 4, 2025
13. Dale Lundgren -Resignation, Nutrition Assistant, Secondary, effective March 18, 2025
14. Lucas Laska -Resignation, Sophomore Baseball Coach, Secondary, effective March 19, 2025
15. Aaron Roddis-Resignation, Girls Wrestling Coach, Secondary, effective March 7, 2025



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: March 31, 2025

Place on Agenda: Regular Business Meeting Agenda

Action Requested: Approval

Attachment: 627, 307, 401, 404, 536, 101.1, 101, 103, 501, 502, 505, 512, 526, 528, 801.1, 903

Topic: Policy Review – Final Reading and Approval
Presenter(s): Board Chair
Background: School district policy #208 requires policies under review to be placed on two consecutive meeting agendas for review and comment by board members, staff, and community members. At the third and subsequent meeting, the policies then go before the School Board for approval. The policies listed above were reviewed by the Board policy committee on February 5, 2025. These policies remained on the February 24, 2025, board agendas for review and comment. The policies are now in their third and final reading and up for approval at the Monday, March 31, 2025, Board meeting.
Recommendation: Approval
Alternatives: N/A

Passionate Learners Positively Changing Our World

Adopted: January 23, 2012

Revised: March 31, 2025

627 ACADEMIC HONESTY

I. PURPOSE

Academic Honesty promotes personal integrity and good practice in teaching, learning, and assessment. Academic honesty shall be expected of all students, and teachers should be role models of this trait. Academic honesty is supported by several of the attributes of the IB learner profile, which encourages students to be:

- A. Communicators: Expressing ideas and information confidently.
- B. Principled: Acting with integrity and honesty, taking responsibility for their own actions.
- C. Caring: Having respect for the needs and feelings of others.
- D. Knowledgeable: Acquiring knowledge and developing understanding.

Guidance for this policy and definitions of terms come from International Baccalaureate Organization.

II. GENERAL STATEMENT OF POLICY

Academic honesty is a set of values that promotes personal integrity and good practice in learning and assessment. Academic honesty is influenced by factors that include peer pressure, culture, parental expectations, role modeling and taught skills. Academic honesty can be demonstrated through the dynamic relationship between personal, social and technical skills

- A. Personal skills: discussions on integrity, confidence in one's own work, willingness to work independently, being principled, self-evaluation skills.
- B. Social skills: discussions on how to work collaboratively, how to contribute to a team, how to acknowledge work by other team members, and peer-evaluation skills.
- C. Technical skills: recognition of when others' ideas should be acknowledged, which sources of information should be acknowledged, understanding plagiarism, how to construct a bibliography, how to reference correctly, familiarity with academic conventions.

III. RESPONSIBILITIES

South St Paul High School Administration will:



- A. Support teachers and staff in the development and application of consistent academic misconduct policies and procedures.
- B. Inform stakeholders of the academic honesty policy, the penalties for infractions, and appeal procedures available to students.
- C. Apply penalties consistently and fairly when infractions occur, in accordance with the established scope and sequence of the South St Paul high School Academic Honesty Practice.
- D. Maintain records of infractions and communicate with appropriate staff as necessary.

South St Paul High School Teachers will:

- A. Teach Students the tools for academic honesty, including MLA (Modern Language Association) citations, in-text citations, preparing bibliographies, maintaining research record, etc.
- B. Support students as they develop these practices with lessons that reflect students' increasing knowledge and skills over time.
- C. Inform students of penalties for infractions of the practice through course syllabi and oral communication.
- D. Maintain records of infratons and communicate with staff and parents as necessary.
- E. Regularly use district provided vehicle for assessment submission, self, and peer assessment of work, and as a tool for ensuring academic integrity of student work.

South St Paul High School Parents/Guardians will:

- A. Support their students' coursework.
- B. Expect their students' work to be the result of their own effort.
- C. Encourage students to discuss their assignments and the ways they have applied their knowledge of proper attribution in their work.
- D. Communicate their concerns and questions with staff as necessary.

South St Paul High School Students will:

- A. Acknowledge that academic honesty is an integral part of their education and preparation to be lifelong learners.
- B. Act with honesty and integrity by refusing to participate in any form of academic misconduct.
- C. Practice appropriate skills, including citations, bibliographies, and other research record keeping as necessary.
- D. Accept the consequences of their actions when infractions occur.

- E. If required, personally upload all required assessment components.
- F. Be responsible for ensuring that all work submitted is authentic, with the work and ideas of others fully and correctly acknowledged.
- G. Diploma Program candidates are required to provide their signature on all work submitted to the International Baccalaureate for assessment to confirm that the work is authentic.

IV. ACADEMIC MISCONDUCT

The IB defines academic misconduct as behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.

Academic misconduct includes:

- A. *Plagiarism*: the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.
- B. *Collusion*: supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.
- C. *Duplication of work*: the presentation of the same work for different assessment components.
- D. Any other behaviour that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections).

Cheating and Plagiarism:

Students are expected to do their own work and to provide proper citations and attributions when their work references materials created by others. Cheating occurs when a student represents another individual's work as their own, obtains data or answers through acts of deception or dishonesty, or uses tools or resources that are not authorized by a teacher when completing an assignment. Plagiarism involves copying the work of others or copying portions of books, magazines, research materials, or Internet sources without using proper citations or attributions. Cheating and plagiarism also could involve distributing academic materials or other information to other students, either hand-to-hand or through the use of technology, to facilitate cheating or plagiarism. (From Student Rights and Responsibilities Handbook 2021-22)

- A. Receiving or providing information during a test or from a test given in an earlier period.

- B. Using material, electronic devices, etc. on tests when the teacher has not given permission to do so.
- C. Violating the teacher's testing rules and procedures.
- D. Using somebody else's writing (friend, book, internet, magazine) and saying it is your own. This is Plagiarism.
- E. Using somebody else's ideas, saying they are your own and not giving credit.
- F. Having a friend or parent rewrite portions of your work rather than point out areas that need corrections.
- G. Using or copying another student's assignment to turn in as your own work.
- H. A.I. is not a substitute for schoolwork that requires original thought. Students may not claim A.I. generated content as their own work. The use of A.I. to take tests, complete assignments, create Multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of A.I. for these purposes constitutes cheating or plagiarism.
- I. Allowing other students to use your work on assignments with the exception of specific group, lab, or collaborative projects.

V. POTENTIAL CONSEQUENCES OF ACADEMIC DISHONESTY

All academic honesty infractions will be recorded. One small "slip" in academic honesty will not necessarily devastate a student's academic record; however, the record can be used to demonstrate overall patterns. Students should avoid having "a demonstrable track record" of dishonesty that could impact their college prospects, scholarships, etc.

The following are consequences that could apply to academic dishonesty in any class. They are determined and applied at the discretion of the teacher and administration and are per course, per trimester. Please note that the academic dishonesty infractions will be noted and will remain as part of their record throughout their time at South St Paul High School.

A. Level One Offenses

1. OFFENSES: Cheating or plagiarizing involving regular class work, homework, or quizzes.
2. CONSEQUENCES MAY INCLUDE: Students are expected to make up the work on the next W.I.N. Wednesday for partial credit (no more than 75%) on the assignment; parents are contacted by the teacher.

B. Level Two Offenses



1. OFFENSES:
 - a. Cheating or plagiarizing involving unit tests or large projects that significantly impact the grade.
 - b. A repeat of a level one offense.
2. CONSEQUENCES MAY INCLUDE: Students are expected to make up the work on the next W.I.N. Wednesday for partial credit (no more than 50%) on the assignment; student meets with teacher, parent, and assistant principal.

C. Level Three Offenses

1. OFFENSES:
 - a. Cheating or plagiarizing involving final exams.
 - b. Theft or aiding in the theft of a test or other teaching materials.
 - c. Tampering with grade books or teacher keys in any way.
 - d. The third time a student is caught engaging in any academic dishonesty.
 - e. Two level two offenses in the same class and in the same trimester.
2. CONSEQUENCES MAY INCLUDE: Students may receive a “NC” (no credit) For the grading period in the class in which the offense is committed; student meets with the teacher, parent, and principal.

VI. REFERENCES MYP: From Principles into Practice, September 2014, International Baccalaureate District Policy, Central high School Academic Honesty Policy Writing/Revision Committee, and Santa Cruz High School.

Adopted: January 24, 1984

*Revised: 5/19/92, 5/24/04; 2/9/09; 3/26/12; 11/25/13; 10/27/14; 7/25/16;
6/26/17; 9/10/18; 6/24/19; 7/27/20; 9/27/21; 6/27/22; 6/26/23
4/22/24; 12/9/24; 3/31/25*

307 EMERGENCY CLOSING OF SCHOOLS

I. PURPOSE

The purpose of this policy is to clarify the procedures and public notifications for closing of school district facilities due to hazardous weather or other emergency conditions.

II. GENERAL STATEMENT OF POLICY

The superintendent or designee is empowered to close any or all school district facilities or to alter the start or ending time of a school or program in the event of hazardous weather or conditions that threaten the health and safety of students or district employees.

III. GENERAL FACTORS

A. Emergency Closing Definitions

1. Emergency Closing: Non-Instructional Day
2. Weather Related Closing
 - a) Day 1: Non-Instructional Day
 - b) Days 2-6: E-Learning Days

B. Factors to be considered in the decision to close a facility or to alter the start or ending time of a school or program include:

1. Existing and predicted weather conditions.
2. Advice of the transportation contractors concerning driving, drivers, traffic, and parking conditions affecting all transportation, public and private.
3. Actual occurrence or imminent possibility of any emergency condition that would make programs or facilities operation difficult or dangerous.
4. Inability of employees to report to duty, which might result in inadequate operation of district facilities, or deficient supervision or instruction of students.
5. Discussion with neighboring school districts experiencing similar weather or emergency conditions.

IV. NOTIFICATION

- A. Emergency closing, e-learning, late start, and early release (“emergency closing”) procedures will be published each school year, and actual emergency closings will be announced through school district communication mediums and local media outlets.
- B. Whenever possible, the decision to close school for the day will be made by 5:30 a.m. and notification to students and families will occur at least two hours prior to normal K-12 school start time. In the event of a school delay or early dismissal, decisions will be made as soon as possible to provide appropriate notification to staff and families.
- C. If a student e-learning day is declared, it will be included in the communication to families, and staff.
- D. Student and/or staff make-up days may be declared as needed.
- E. When an emergency closing occurs, employees will observe the terms of their respective contracts and/or Appendix I of this policy concerning reporting for work.
- F. Each school or district facility will develop a facility plan detailing procedures for facility-specific emergency closing. The facility plan will be in accordance with overall district procedures and guidelines.

V. EMERGENCY CLOSING IMPLEMENTATION

- A. Late start
 - 1. If a late start is declared (i.e. two-hour delay), staff, students, and parents should continue to monitor media reports and/or district website for additional announcements, change in status or possible closing.
 - 2. When a late start is declared:
 - a) All morning Adult Basic Education (ABE) classes are canceled.
 - b) Kids’ Choice will start late, in accordance with the emergency announcement (e.g. two hours late).
 - c) Central Square Community Center/Community Education will start late, in accordance with the emergency announcement (e.g. two hours late).
 - d) All morning Early Childhood (ECSE and ECFE) and Community Preschool classes are canceled.
 - e) After-school and evening activities, including ABE, ECFE, Kids’ Choice, and Central Square Community Center/Community Education activities will take place as scheduled.

B. School Cancellation

1. When conditions are so adverse that travel and normal school operations are difficult, if not impossible, or other emergencies occur, the schools will be closed for the entire day per section III.A of this policy.
2. In general, all student and public activities in the district buildings will be canceled when schools are closed. Exceptions are to be cleared by the Superintendent of Schools (see Appendix II).

C. Early dismissal:

1. Whenever possible, the District will avoid calling for an early dismissal that results in sending students home from school early (either by bus or foot), recognizing the additional challenge or burden such a decision can place on families.
2. If it is determined by the Superintendent of Schools that it is a prudent decision to send students home early, it will be done by the advancement of all building dismissal and bus schedules on an hourly time basis.
3. When early dismissal is declared, the following programs are as noted:
 - a) Afternoon and evening Adult Basic Education (ABE) classes may be canceled
 - b) Afternoon and evening ECFE and preschool programs may be canceled
 - c) After-school Kids' Choice will be canceled.

Adopted: December 8, 1997

MSBA/MASA Model Policy 401

Orig. 1995

Revised: 6/14/04, 6/26/06; 11/23/09; 4/25/11
3/13/17; 2/26/17; 3/12/18; 3/31/25

Rev. 2022

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having any questions regarding this policy should discuss it with the Director of Human Resources.
- F. The school district may require employees and potential employees to undergo a physical examination.
- G. The school district supports and desires to be in compliance with the Minnesota Employee Right-To-Know Act.

- H. Background Checks: An offer of employment from South St. Paul Public Schools to an applicant for a position will be conditioned upon a determination by the district that applicant's background does not preclude the application from employment with the district.

The district will inform applicants that they will be asked to give their informed consent for a background check as described in the Minnesota Child Protection Background Check Act, MN SS 299C.60 et.seq., or other background checks as required by law.

The district specifically reserves any and all rights it may have to conduct background checks regarding current employees and applicants.

The district reserves the right and, unless there are compelling circumstances, will exercise the right to hire individuals or to terminate individuals who have been convicted of a background check crime as defined in MN SS 299C.60 et.seq. and enumerated in the district's Informed Consent Form or other crimes.

Legal References:

- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
- 29 U.S.C. § 2615 (Family and Medical Leave Act)
- 38 U.S.C. § 4301 *et seq.* (Employment and Training of Veterans)
- 38 U.S.C. § 4211 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
- 42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
- 42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References:

- MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
- MSBA/MASA Model Policy 405 (Veteran's Preference)
- MSBA/MASA Model Policy 413 (Harassment and Violence)

Adopted: April 28, 1997

MSBA/MASA Model Policy 404

*Revised: 6/14/04; 4/25/11, 12/11/17, 8/13/18
5/26/20; 6/14/21; 6/27/22; 6/26/23;
5/28/24; 3/31/25*

Orig. 1995

Rev. 2022

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for individuals who receive an offer of employment with the school district, athletic or academic coaches regardless of whether compensation is paid, volunteers, independent contractors and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

- A. Normally an individual will not commence employment or provide service until the school district receives the results of the criminal history background check. The school district may conditionally hire an individual pending completion of the background check, but shall notify the individual that the individual's employment may be terminated based on the result of the background check. Background checks will be performed by a third party vendor that includes

Minnesota Bureau of Criminal Apprehension (BCA) report and meets and/or exceeds Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services (paid or volunteer) to the school district, or to volunteer for the district, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check. The employee will pay an amount for the criminal history background check that does not exceed the actual cost of the service. An employee who accepts employment will be responsible for paying the cost of the criminal background check with the amount deducted out of one of the first paychecks the employee receives or paid by the employee at the time the criminal background check is completed. School or program volunteer criminal background checks may be paid by the district.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board (PELSB) or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment due to PELSB performing background checks for new applications and renewal applications for teacher licensure.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the applicant for employment.
- E. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- F. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from

the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

- G. Copies of this policy shall be available on the school district's website and will be distributed to applicants for employment school/program volunteers and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching or services, upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. Criminal Background Screening Standards are included with this policy.
- J. If the criminal history background check precludes employment with the school district, the applicant will be so advised.
- K. The school district may apply these procedures to volunteers, independent contractors or adult student employees.
- L. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions that are subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 1387, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Checks)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

Criminal Background Screening Standards

The South St. Paul School District seeks to maintain a safe and healthy educational environment that promotes the physical, social and psychological well-being of all students. All new employees and volunteers must receive a criminal background check prior to starting employment or a volunteer assignment with the School District. An individual will be disqualified and prohibited from serving as an employee or volunteer if that individual has been found guilty or entered a plea of non-contender (no contest), regardless of the adjudication for any of the following disqualifying offenses:

1. Sex Offenses

- a. All Sex offenses - regardless of the amount of time since the offense

Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, possession or distribution of child pornography etc.

2. Felonies

- a. All Violent Felony offenses - regardless of the amount of time since the offense

Examples: Murder, manslaughter, rape, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

- b. Any other Felony offenses within the past ten (10) years.

Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.

3. Misdemeanors

- a. All Violent Misdemeanor offenses, including those involving probation or open cases, within the past five (5) years, or multiple offenses within the past seven (7) years.

Examples: Simple drug possession, drunk and disorderly conduct, public intoxication, possession of drug paraphernalia, etc.

- b. Any other Misdemeanor offense, including those involving probation or open cases, within the past five (5) years that would be considered a potential danger to children, or is directly related to the functions of that employee or volunteer.

Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft (if person is handling monies), etc.

The district reserves the discretion to consider factors and information, including whether the nature of the offense implicates a behavior that is contradictory to an individual's job description, when making employment decisions.

Adopted: October 23, 2000

MSBA/MASA Model Policy 528

*Revised: 6/28/04; 3/12/07; 10/27/08; 1/11/10; 8/24/15
7/25/16; 4/24/17; 8/13/18; 6/10/19; 5/26/20
6/14/21; 6/27/22; 6/26/23; 5/28/24; 3/31/25*

536 STUDENT INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for student access to district and school information technology, known in this document as “District Information Technology,” including but not limited to district computers, devices, printers and other accessories, networks, Internet access, electronic communications, and third-party systems the district licenses and makes available to employees and students.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and staff access to District Information Technology, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables the school community 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 District Information Technology throughout the curriculum and will provide guidance and instruction to students in their use.

III. PURPOSE LIMITED TO EDUCATION

The school district provides students with access to District Information Technology. District Information Technology has a limited educational purpose, which includes use of the system for classroom activities, educational research and professional or career development. Students are expected to use the district system to further educational goals consistent with the school district’s mission, strategic plan and 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 DISTRICT TECHNOLOGY RESOURCES IS A PRIVILEGE

The use of District Information Technology and its access to 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 District Information Technology or the Internet may result in one or more of the following consequences: suspension, cancellation or restriction of use or access privileges, payments for damages and repairs, discipline under other appropriate school district policies, including suspension or expulsion of students, or civil or criminal liability under other applicable laws.



V. BRING YOUR OWN DEVICE (BYOD)

- A. A student's personal device may be connected to the District's network or systems if it complies with district standards and is compatible with the district systems. All BYOD devices attached or connected to the district network are subject to the same policies and procedures established for the use of district owned equipment.
- B. All use of BYOD devices must adhere to the district STUDENT INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY (AUP). The student and parent/guardian must have signed and returned the AUP prior to using the device and accessing the district network.
- C. District technicians will not service, repair, or maintain BYOD devices. The District will not provide software for installation on BYOD devices. District will not be held liable or responsible for physical damage, loss or theft of the device, loss of personal content stored on the device, or charges incurred during use of the device.
- D. Student use of BYOD must support classroom instructional activities and adhere to all instructions given by staff.
- E. Students are prohibited from using any personal device as a hotspot to circumvent the district wireless network and content filters.
- F. The district reserves the right to limit Wi-Fi connectivity for personal devices that are not approved for BYOD use.

VI. ACCEPTABLE USE GUIDELINES FOR DISTRICT INFORMATION TECHNOLOGY

- A. Users must respect and protect the privacy of others by:
 - 1. Using only accounts assigned to them.
 - 2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
 - 3. Refraining from distributing private information about others or themselves.
- B. Users must respect and protect the integrity, availability, and security of all electronic resources by:
 - 1. Observing all district Internet filters and posted network security practices.
 - 2. Reporting security risks or violations to a teacher or network administrator.
 - 3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - 4. Conserving, protecting, and sharing these resources with other users.
 - 5. Notifying a staff member or administrator of computer or network malfunctions.

- C. Users must respect and protect the intellectual property of others by:
 - 1. Following copyright laws (not making illegal copies of music, games, or movies).
 - 2. Citing sources when using others' work (not plagiarizing).
- D. Users must respect and practice the principles of community by:
 - 1. Communicating only in ways that are kind and respectful.
 - 2. Reporting threatening, offensive or discomforting materials to a staff member or administrator.
 - 3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, defamatory or meant to harass or bully).
 - 4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - 5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
 - 6. Avoiding spam, chain letters, or other mass unsolicited mailings.
 - 7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- E. Students may, if in accord with district policies and under direction of staff:
 - 1. Design and post web pages and other material from school resources.
 - 2. Communicate electronically via tools such as email, chat, text, or videoconferencing.
 - 3. Install or download software, in conformity with laws and licenses.
 - 4. Use technology resources for educational purposes.
- F. Consequences for Violation
 - 1. Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's digital resources. Further discipline may be imposed in accordance with district policies up to and including suspension or expulsion depending on the degree and severity of the violation.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the District Information Technology 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 District Information Technology, 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 for content they store 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 a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review content their child has stored on the district system to the extent possible without compromising other students' privacy. Parents have the right to request the suspension of their child's individual account at any time.
- E. Students 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 (the 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. STUDENT INFORMATION TECHNOLOGY ACCEPTABLE USE AGREEMENT

- A. The proper use of District Information Technology systems, including the Internet, and the educational value to be gained from proper 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 Student Information Technology Acceptable Use Agreement must be read and signed by the user and a parent or guardian prior to the student being granted access to the district system. Signed agreements will be retained by the district. The district may require students to re-sign the agreement periodically thereafter as Technology changes require. The content of this agreement shall be included in each school's student/parent handbook as an annual review.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of District Information Technology 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 storage media or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries 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 District Information Technology 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 storage media, 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 the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - 5. 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.
 - 6. 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 or the student's parents.
 - 7. Notification that should a student violate the school district's Acceptable Use Policy, the student's access privileges may be revoked, 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. PARENT 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 are herein 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 in writing alternative activities not requiring Internet access.

XIII. IMPLEMENTATION AND POLICY REVIEW

- A. The school district administration will develop appropriate user notification forms, guidelines and procedures necessary to implement this policy.
- B. This policy will be reviewed annually and the administration will recommend changes as necessary.
- C. The school district Internet policies and procedures are available for review by all parent/guardian, staff and members of the community.

XIV. CONTENT FILTERING

- 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, 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 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 school district will educate students about appropriate online behavior, including interaction with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- F. Although student use of the Internet at school is subject to content filtering and is supervised by staff, we cannot guarantee that students will not gain access to inappropriate materials. We encourage parents to have a discussion with their children about values and how those beliefs should guide student activities while using the Internet.

XV: CELL PHONE USE

- A. Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
- 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 search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
- C. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)



R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)

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

S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012) *Kowalski v. Berkeley County Sch.*, 652 F.3d 565 (4th Cir. 2011)

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

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

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

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 (Student Sex Nondiscrimination)

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)



Adopted: April 17, 1996

MSBA/MASA Model Policy 101.1

Orig. 1998

*Revised: 5/24/04; 11/13/06; 4/13/15; 3/27/17
4/13/20; 3/31/25*

Rev. 1999

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Special School District No. 6. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be South St. Paul Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Special School District No. 6 (South St. Paul Public Schools), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:



Adopted: April 17, 1996

MSBA/MASA Model Policy 101

Orig. 1995

*Revised: 5/24/04, 6/14/05; 4/13/15
3/27/17; 4/13/20; 3/31/25*

Rev. 2022

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinated with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds



1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.
2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minnesota Statutes chapter 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts



1. The school district is empowered to enter into contracts in the manner provided by law.
 2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statutes section 465.71 or other applicable law.
 3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
 4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.
- E. Textbooks, Educational Materials, and Studies
1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
 2. The school district shall establish and apply the school curriculum.
- F. Actions and Suits
1. The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School District Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Public Corporation, Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.64 (Rights, Powers, Duties; Municipalities)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)



Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966) *Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of School Board)
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 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin “F” (Contract and Bidding Procedures)

Adopted: August 26, 1996

MSBA/MASA Model Policy 103

Orig. 1995

Revised: 5/24/04, 6/26/06; 4/13/15; 3/27/17
4/13/20; 3/31/25

Rev. 2022

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond to the complaining party concerning the outcome of the investigation or follow up. The superintendent shall be notified and consulted in advance of the response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) or other law.

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

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: June 30, 1997

MSBA/MASA Model Policy 501

Orig. 1995

Rev. 2021

Revised: 4/26/04; 8/14/06; 10/27/08; 9/9/13
3/14/16; 5/22/17; 6/10/19; 5/26/20; 6/14/21
6/27/22; 6/26/23; 5/28/24; 3/31/25

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. “Weapon”

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict -injury to self or others including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or

events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, “flammable liquid” means any liquid having a flashpoint below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, “combustible liquid” is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 - 3. persons authorized to carry a pistol under Minnesota Statutes section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statute sections 624.714 or 624.715, or other firearms in accordance with Minnesota Statutes, section § 97B.045;
 - a) Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”



- b) Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with sections 624.714 and 624.715.
- 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
- 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
- 7. a gun or knife show held on school property;
- 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
- 9. persons who are on property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use or distribution of weapons by students, or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minnesota Statutes section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Legal References:

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 12.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 97B.045 (Transporting of Firearms)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 833 N.W.2d 251 (Minn. 2016)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: February 9, 1998

MSBA/MASA Model Policy 502

Orig. 1995

Revised: 10/25/04; 3/14/16; 5/22/17; 6/10/19; 5/26/20
6/14/21; 6/27/22; 6/26/23; 5/28/24; 3/31/25

Rev. 1999

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

- D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic



beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.

- B. “Personal possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: UU. S. Const., amend. IV
Minn. Const., art. I, § 10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Minn. Stat. § 121A.72 (School Locker Policy)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Circ.2013)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: October 28, 1996

MSBA/MASA Model Policy 505

Orig. 1995

Rev. 2022

*Revised: 10/25/04; 10/27/08; 4/25/11; 5/9/16
7/25/16; 8/14/17; 3/12/18; 1/14/19; 6/10/19; 5/26/20
6/14/21; 6/27/22; 6/26/23; 5/28/24; 3/31/25*

505 DISTRIBUTION OF NON SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non school sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out or offering materials or copies of materials ("materials"), selling or offering materials for sale, accepting donations for materials, posting or displaying materials, placing materials in internal staff or student mailboxes, or staff, student or parent emails.
- B. "Non-school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects and websites, blogs, wikis, podcasts or other online resources.
- C. "Obscene to minors" means:



1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption, which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 3. Where the normal activity uses the district's electronic technologies, "material and substantial disruption" is defined as deliberately attempting to disrupt the computer network and/or destroying data by spreading computer viruses or malware.
 4. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, fine arts concerts, presentations and productions, in-school lunch periods, school and teacher websites, blogs, wikis, podcasts or school-sponsored online resources.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES



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- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location, or via digital or electronic manner, so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 6. whether distribution would require that nonschool persons be present on the school grounds;
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7. whether the materials are a solicitation for goods or services not requested by the recipients.
8. whether or not the distribution of the materials takes advantage of the district's communication system for personal gain;
9. unless otherwise provided by law, announcements and informational materials regarding school or youth-related activities, organizations and agencies are clearly known to be non-sectarian devoted to community interests or child welfare, non-discriminatory and totally committed to equal opportunity, and generally recognized as owning their existence to serving the broad public and general interests.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the district site and parking lots. Distribution shall not impede entrance to or exit from district premises in any way.
- C. No one shall coerce a student or staff member to accept any material.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.
- E. Distribution that results in a "spamming" or disruption of staff, student or parent email services is prohibited.

VI. PROCEDURES

- A. All requests for distribution of materials in or through the schools by non-school persons or organizations must be submitted for approval at least five days in advance of desired distribution date, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. To whom the distribution is intended (i.e. students, grade level, or school, etc.)
- B. All requests for materials distribution are to be screened individually as follows:
 1. All requests for district-wide distribution must be approved by the Superintendent's Office.
 2. All requests for distribution for an individual school or classroom must be approved by the building principal and by the Superintendent's Office.



3. In any instance of serious question as to appropriateness of distribution, final determination is to be made by the Superintendent of Schools.
 4. At all levels, a continuing log of distribution approvals and denials is to be maintained.
 5. Distribution of materials may be limited to the district's digital and electronic management system accessible by parents, students and district employees, or as copies made available at school and district offices, or for students and parents to take home.
 6. Employee mailboxes and the School District's internal mail systems are reserved for school district related business and the facilitation of internal communication of school related matters to school district employees.
 7. Employee mailboxes and the District's internal electronic communication and mail systems shall be open to the exclusive representatives of the School District employees on matters within the scope of the official representational duties of school district employees.
- C. The front of all non-school sponsored materials must include a prominent disclaimer indicating, "The activities, viewpoints, or events promoted in these materials are not sponsored, endorsed, approved or disapproved by the South St. Paul Public Schools."
- D. In the event permission to distribute the materials is denied or limited, the persons submitting the request shall be informed of the reasons for the denial or limitation. Permission or denial does not imply approval or disapproval of its contents by the school, administration, the school board, or the individual reviewing the material submitted.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for review. Such guidelines and procedures shall be an addendum to this policy.

- Legal References:**
- U. S. Const., amend. I
 - Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
 - Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)
 - Tinker V. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
 - Bystrom v. Fridley High School*, 822 F.2d 747 (8th Cir. 1987)
 - Roark v. South Iron R-1 School District.*, 573 F.3d 556 (8th Cir. 2009)
 - Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8th Cir. 2011), cert. denied _U.S._132 S.Ct. 592 (2011)
- Cross References:**
- MSBA/MASA Model Policy 506 (Student Discipline)
 - MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
 - MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)
 - Appendix to District Policy 904 (Distribution Process of Materials by Nondistrict Sponsored Persons and Organizations)



Adopted: October 28, 1996

MSBA/MASA Model Policy 512

Orig. 1995

Revised: 11/22/04; 5/26/09; 4/25/11; 7/25/16
8/14/17; 1/13/20; 6/14/21; 6/27/22; 6/26/23
5/28/24, 3/31/25

Rev. 202402

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school-sponsored publications and activities while at the same time balancing the school district's role in supervising student publications and the district's mission.

II. GENERAL STATEMENT OF POLICY

~~A. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.~~

~~B. A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.~~

~~C. B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy or views. Faculty advisors shall supervise student writers and producers to ensure compliance with the law and school district policies.~~

~~D. C. Students who believe their right to free expression has been unreasonably restricted in an official student school-sponsored media publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.~~

~~E. 1. Students producing official school school-sponsored media publications and activities shall be under the supervision of a faculty advisor and the school principal. School-sponsored media Official publications and activities shall be subject to the guidelines set forth below.~~

~~2. Official school publications School-sponsored media may be distributed at reasonable times and locations.~~

III. DEFINITIONS

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes. ~~or through electronic distribution.~~



~~B. "Official school publications" means material intended for distribution from print or electronic sources including, but not limited to school newspapers, yearbooks or material produced in classes as a part of the curriculum, or school-sponsored activities.~~

B. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption, which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

C. "Minor" means any person under the age of eighteen (18).

D. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

E. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, media activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, music concerts, fine arts presentations and productions, and in-school lunch periods.

~~F. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.~~

F. "School-sponsored media" means material that is:

1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;

2. distributed or generally made available to students in the school; and
3. prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

- G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

IV. GUIDELINES

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.
- B. Student expression in ~~an official school publication~~ school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
 2. ~~is libelous or slanderous~~ is defamatory;
 3. is profane, harassing, threatening, or intimidating;
 4. constitutes an unwarranted invasion of privacy;
 5. violates federal or state law;
 6. causes a material and substantial disruption of school activities;
 7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;



8. advertises or promotes any product or service not permitted for minors by law;
9. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities; expresses or advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place and manner regulations.

C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.

D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.

E. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These professional standards may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;
2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
3. assuring that the views of the individual speaker are not erroneously attributed to the school;
4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

E. Time, Place and Manner of Distribution

Students shall be permitted to distribute publications at school as follows:

1. Time: Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.
2. Place: Publications may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entryways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner: No one shall induce or coerce a student or staff member to accept a student publication.

V. POSTING

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

- Legal References:**
- U. S. Const., amend. I
 - Morse v. Frederick*, 551 U.S. 393, 127 S. Ct. 2618, 168 L.Ed. 2d 290 (2007)
 - Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed. 2d 592 (1988)
 - Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F.2d 747 (8th Cir. 1987)
 - Minn. Stat. § 121A.03 (Model Policy)*
 - Minn. Stat. § 121A.031 (School Student Bullying Policy)*
 - Minn. Stat. § 121A.80 (Student Journalism; Student Expression)*
- Cross References:**
- MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)
 - MSBA/MASA Model Policy 505 (Distribution of Non School-Sponsored Materials on School Premises by Students and Employees)
 - MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: February 1998

MSBA/MASA Model Policy 526

Orig. 1997

Rev. 2014

Revised: 4/26/04; 9/9/13; 7/25/16; 6/26/17
6/10/19; 5/26/20; 6/14/21; 6/27/22; 6/26/23
5/28/24; 3/31/25

526 HAZING PROHIBITION

I. PURPOSE

- A. The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing 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, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspensions and/or expulsion

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

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



- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. “Hazing” means committing an act against a student and/or staff member, or coercing a student and/or staff member into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Immediately” means as soon as possible but in no event, longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approve for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district

does not represent that it will provide supervision or assume liability at these locations and events.

- D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. “Student” means a student enrolled in a public school or charter school.
- F. “Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing 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 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.

The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing 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.

The building report taker shall ensure that this policy and procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school district employees shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.



- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. 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.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited in this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing 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 the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a report and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to hazing 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) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted

to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.
- B. The school district will develop a method for discussing this policy with students.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Adopted: January 24, 2005

MSBA/MASA Model Policy 528

Revised: 6/26/06; 8/14/17; 6/14/21; 6/27/22; 6/26/23
5/28/24; 3/31/25

Orig. 1999

Rev. 2022

528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery there from, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school district's Title IX Coordinator is:

Title IX Coordinator
Human Resource Director
104 – 5th Avenue South, South St. Paul, MN 55075
(651) 457-9473

This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522.

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

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Adopted: August 27, 2018

Revised: 5/26/20; 6/14/21; 6/27/22; 6/26/23; 3/31/25

801.1 NAMING OF DISTRICT FACILITIES

I. PURPOSE

The purpose of this policy is to establish the authority for naming or renaming any building, property or portion of property owned by the South St. Paul Public Schools, Special School District 6.

II. GENERAL STATEMENT OF POLICY

The School District recognizes the importance and significance of naming school district facilities and educational programs. The District will follow policy procedures when reviewing and acting upon all nominations. Facilities are district-owned buildings and properties and include spaces within buildings as well as outdoor fields, streets and areas. Educational programs are district-approved learning opportunities that support a specific need or learning goal identified by the District.

It is the responsibility of the South St. Paul School Board to name or rename any facility owned by or educational program operated by the District.

III. PLANNING COMMITTEE

- A. If it is determined that a building, site, athletic and/or activity facility should be named or renamed, the superintendent of schools will establish a committee consisting of the following: communications director, building principal or director, two members of the staff, and if applicable, students and members of the community.
- B. When naming buildings, sites, athletic and/or activity facilities, or educational programs, the committee shall represent the entire school district.
- C. The committee shall research all necessary historical and community based information, to include available public records and data, to consider when naming facilities.
- D. The committee may solicit suggestions from the staff and as appropriate, students and members of the community for naming or renaming of a building, site, athletic and/or activity facility.
- E. The committee shall make a recommendation to the superintendent of schools, who will present it to the School Board on their behalf. The recommendation shall include the following: and include the following in their recommendation:
 1. A summary of the research of historical and community based information



2. A summary of the suggestions/comments received from staff and as appropriate, students and members of the community.
3. Examples of the guiding principles for character, contributions, achievements, and/or employment status that the recommended name exemplifies.

~~F. The Superintendent of Schools makes the final determination to bring forth the recommendation to the South St. Paul School Board.~~

IV. GUIDING PRINCIPLES FOR NAMING SCHOOL BUILDINGS AND FACILITIES

The following guiding principles will be applied when considering the naming of any school property after a person; the individual must embody one or more of the following categories:

A. Good Character

1. Be a positive role model for students and staff
2. Exhibit behavior worthy of student emulation and imitation
3. Demonstrates character, which exemplifies and is consistent with the Mission of the District.

B. Contribution

1. Have made significant contributions, above and beyond, which supports the education of students through the District's mission, and impacts numerous youth, the school district, the greater South St. Paul community, the state of Minnesota, and/or nation

C. Achievements

1. Have made significant achievements, above and beyond, which support the education of students through the District's Mission, and impacts numerous youth, the school district, the greater South St. Paul community, the state of Minnesota, and/or nation

V. RENAMING AND REVOCATION OF SCHOOL FACILITIES

A. Renaming

1. The School Board reserves the right to rename any asset of the school facility. Renamings shall be consistent with the review, guiding principles, and approval of process for naming in accordance with this policy.

B. Revocation

1. The School Board reserves the right to revoke a naming if for any reason it presents risk or harm to the reputation of the school district, or if the intent of a gift of terms of a sponsorship associated with the naming cannot be fulfilled.

VI. IMPLEMENTATION

A. Legal Review

1. The District's legal counsel must review all gift agreements or contracts involving a naming prior to school board approval.

B. Administration

1. The superintendent shall establish and maintain administrative policies and procedures to implement this policy.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
District Policy 905 (Advertising)

Adopted: January 10, 2005

MSBA/MASA Model Policy 903

Revised: 11/28/011; 1/14/19; 6/28/21; 3/31/25

Orig. 1995

Rev. 2022

903 VISITORS TO SCHOOL DISTRICT PROPERTIES AND FACILITIES

I. PURPOSE

The purpose of this policy is to establish rules and procedures governing visits to District properties and facilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options, student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 609.605, Subd. 4 (Trespass)

Cross References: None



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: March 31, 2025

Place on Agenda: Business Item

Action Requested: Approval

Attachment: None.

Topic: Special Work Session
Presenter(s): Lisa Brandecker, Manager of Administrative Services and Communications
Background: On Monday evening, the School Board will consider a motion to schedule a special work session on Tuesday, April 22, 2025, at 5:00 PM in the District Office Conference Room. This session will provide an opportunity for the Board to continue working with TeamWorks to refine and align the Superintendent and School Board goals and evaluation process with the district's new strategic plan.
Recommendation: The administration recommends the approval of a special work session on April 22.
Alternatives: Do not approve and direct administration with next steps.

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SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: March 31, 2025

Place on Agenda: Business Item

Action Requested: Approval

Attachment: None.

Topic: Special Board Meeting
Presenter(s): Lisa Brandecker, Manager of Administrative Services and Communications
Background: On Monday evening, the School Board will consider a motion to schedule a special meeting on Monday, April 14, 2025, in the District Office Conference Room. With the Board's newer structure of holding one business meeting per month, occasional special meetings are necessary during budget and staffing season to ensure compliance with contractual and legislative requirements. The April 14 special meeting will focus on advancing the 2025-26 budget and staffing process to meet these obligations.
Recommendation: The administration recommends the approval of a special board meeting on April 14.
Alternatives: Do not approve and direct administration with next steps.

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SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: March 31, 2025

Place on Agenda: Work Session and Business Item

Action Requested: Approval

Attachment: 2025-26 District Academic Calendar Draft

Topic: 2025-26 Academic Calendar
Presenter(s): Amy Winter
Background: This request asks the board to approve the draft of the 2025-26 academic calendar. This draft has been generated at the recommendations from the family advisory committee, calendar committee and the administrative team. Process: ● Jan 30: Family Advisory ● Feb 13: Staff Advisory ● Feb 27: Family Advisory ● March 6: Staff Advisory ● March 12: Staff Advisory Each rep sent out questionnaires to sites All bargaining unit reps were invited
Recommendation: The administration recommends the approval of the draft of the 2025-26 District Academic Calendar.
Alternatives: Do not approve and direct administration with next steps.

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SOUTH ST. PAUL PUBLIC SCHOOLS

2025-2026 Academic Calendar

- ▲ Noted Day- See List
- ✕ Non-Student Day
- 🟡 Staff Professional Time
- 🟢 Professional Development (PD)
- 🟠 Comp Time
- District Holiday
- 6-12 Conferences
- 📅 6-12 Trimesters
- K-5 Conferences
- 📅 K-5 Semesters

JULY 2025

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AUGUST 2025

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SEPTEMBER 2025

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OCTOBER 2025

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NOVEMBER 2025

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DECEMBER 2025

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CALENDAR ITEMS

Aug 25-29	Opening Days for Staff
Sept 1	District Holiday
Sept 2	1-6, 9, 12 First Day of School
Sept 3	K, 7-8, 10-11 First Day of School
Sept 4	PreK First Day of School
Oct 9	6-12, Evening Conf 4:00-8:00 pm +4 hrs flex conf (earns 8 hrs comp)
Oct 16-17	Pk-12, No School- MEA
Oct 31	Pk-12, No School- PD
Nov 24	6-12, Last Day of Trimester 1 Pk-5, Conf 4:00-8:00 pm (Earns 4 hrs comp time)
Nov 25	6-12, No School- PD/Grading Pk-5, No School- Conf 8:00 am-8:00 pm (Earns 4 hrs comp time)
Nov 26	Pk-12, No School- Comp day for Oct 9 and Nov 24-25 Conf
Nov 27-28	Pk-12, No School- District Holiday
Dec 1	6-12, First Day of Trimester 2
Dec 24-Jan 2	Pk-12, No School- Winter Break
Dec 24-25	District Holiday
Dec 31-Jan 1	District Holiday
Jan 2	6-12, No School- Comp day for Jan 22 Conf Pk-5, No School- PD
Jan 15	Pk-5, Last Day of Semester 1
Jan 16	Pk-5, No School- PD/Grading
Jan 19	Pk-12, No School- District Holiday
Jan 20	Pk-5, First Day of Semester 2
Jan 22	6-12, Evening Conf 4:00-8:00 pm +4 hrs flex conf (earns 8 hrs comp)
Feb 6	Pk-12, No School- PD
Feb 16	Pk-12, No School- District Holiday
Mar 6	6-12, Last Day of Trimester 2
Mar 9	Pk-5, No School- Conf 12:00-8:00 pm 6-12, No School- PD/Grading
Mar 10	Pk-5, No School- Conf 12:00-8:00 pm 6-12, No School- PD
Mar 11	6-12, First Day of Trimester 3
Mar 12	Pk-8 Normal school day Grades 9, 10, 12, No School Grade 11- In School A.M.- ACT testing 9-12 Staff 1/2 work day, 1/2 PD
Mar 30-Apr 3	Pk-12, No School- Spring Break
Apr 23	6-12, Evening Conf 4:00-8:00 pm +4 hrs flex conf (earns 8 hrs comp)
May 18	6-12, No School- Comp Day for 4/23 Pk-5, No School- PD
May 25	No School- District Holiday
May 29	Grade 12, Last Day of School
June 4	Pk-11, Last Day of School
June 5	Last Staff Day/Grading

JANUARY 2026

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FEBRUARY 2026

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MARCH 2026

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APRIL 2026

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MAY 2026

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JUNE 2026

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VIEW THE
CALENDAR ONLINE



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: Monday, March 31, 2025

Place on Agenda: Regular Agenda: Business Item

Action Requested: Approval

Attachment: None

Topic: 2024-2026 International Union of Operating Engineers, Local No. 70
Presenter(s): Human Resources Director Joel Milteer
Background: The school district has reached a tentative agreement with the International Union of Operating Engineers, Local No. 70, for the contract period of July 1, 2024, to June 30, 2026. Operating Engineers voted in favor of the proposed contract on Thursday, March 27, 2025. The proposed agreement is within the parameters established by the Board of Education. The components of the settlement have been provided to the School Board. The Agreement includes increases to base wages of 4% in year 1 and 3% in year 2, a change to the district's 403(b) contribution to a 2.5% district contribution for all members of the unit based on the individual employee's base salary, addition of a stipend for specific licenses required to operate various equipment, and a change to the pay structure for required weekend and holiday work.
Recommendation: Approve the agreement with International Union of Operating Engineers, Local No. 70 Collective Bargaining Agreement, for the contract period of July 1, 2024, to June 30, 2026.
Alternatives: Do not approve the contract and direct administration with next steps.

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