



"The mission of the Ada-Borup School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

**REGULAR MEETING - VIRTUAL
ADA-BORUP SCHOOL DISTRICT NO. 2854
INDEPENDENT SCHOOL DISTRICT NO. 2854
604 WEST THORPE AVENUE
July 14, 2020 – 7:00 AM**

Online Link - meet.google.com/itk-xfgx-wdy

- I. **Chairperson - Call to order by Chairperson _____ at _____ and declaration of a quorum.**
- II. **Attendance:**
- III. **Pledge of Allegiance**
- IV. **Consideration/Approval of district invoices**
- V. **Public Input**
- VI. **School Board Member Comments**
- VII. **Budget Report**
- VIII. **Administrative Reports**
 - A. **Superintendent or Business Manager Report**
 - B. High School Principal
 - C. Elementary Principal & District Assessment Coordinator
 - D. **Activities Director**
 - E. **Committees**
 - I. Building & Grounds
 - II. Negotiations
 - III. Health & Safety
- IX. **Adoption of Agenda**
- X. **Old or Unfinished Business**
- XI. **New Business**
 - A. Consent Agenda (A)
 - I. Accept Donations
 - II. Approve minutes from the June 9, 2020 Regular Meeting
 - III. Handbooks
 - a. Coaches Handbook
 - b. High School Student Handbook
 - IV. Approve the 2020-21 Price List and Admissions Schedule
 - V. Approve the 2020-21 activity rates of pay
 - B. Approve the Letter of Agreement with Education Minnesota Ada-Borup addressing compensation of coaches and advisors during the 2020-21 school year (A)
 - C. Personnel
 - I. Lane Change Requests
 - a. Approve lane change request for Samantha Kaste from BA-20 to MA (A)
 - b. Approve the lane change request for Kelsey Zieske from BA-20 to MA (A)
 - II. Fall Coaches
 - a. Approve the following Cross Country Coaches (A)
 - Head - Spencer Ruebke
 - b. Approve the following Volleyball Coaches (A)
 - Head - Jim Lee
 - Assistant - Janna Engel

This institution is an equal opportunity provider and employer.

Assistant - Kyli Altepeter
Junior High - TBD
Junior High - Jordan Johnson

c. Approve the following Football Coaches (A)

Head - Paul Tinjum
Assistant - Nate McCraven
Assistant - Kenley Wahlin
Assistant - Dan Jorgenson
Junior High - Kevin Lindell
Junior High - Jeremy Peterson
Volunteer - Rodney McCollum

III. Contracts

- a. Approve the 2020-2022 Elementary Principal and District Assessment Coordinator Contract (A)
- b. Approve purchasing a .5 FTE Music purchases from Norman County West (A)

IV. Resignations

- a. Accept the resignation of Wendy Vesledahl as a paraprofessional (A)
- b. Accept the resignation on Mckeag Borne (A)

D. Approve the Ada-Borup E-Learning Plan (A)

E. Approve the proposal from the Northwest Service Cooperative for Environmental/Occupational Health & Safety Management (A)

F. Bids

- I. Approve the 2020-21 Fuel Bid from Petro Serve USA & Ada Country Store
- II. Approve the 2020-21 milk bid from Praire Farms (Formerly Dean Foods)
- III. Approve the 2020-21 bread bid from Pan-O-Gold Baking Company

G. Long-Term Facilities Maintenance Resolution (R)

H. Close the meeting for Evaluations (A)

- I. Winter Coaches
- II. Principals

XII. Adjourn

Next Regular School Board Meeting **Date:** _____ **Time:** _____

Ada-Borup Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$100,567.61
02	Food Service	\$8,124.59
04	Community Service	\$17,790.00
06	Building Construction	\$49,557.70
21	Student Activities	\$16,149.31
28	Payroll	\$6,353.99
Report Total		\$198,543.20

Ada-Borup Public Schools
Detail Payment Register By Wire
Fund Summary

Fund	Description	Total
01	General Fund	\$1,798.84
28	Payroll	\$257,317.45
Report Total		\$259,116.29

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	CFB	55748	210677		AM. FAMILY LIFE ASSURANCE CO.		Check		
				B 28 215 006	American Family			\$2,650.23	
				B 28 215 006	Adjustment			\$12.02	
PO#:	Voucher #:	44850	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$2,662.25	
							Check Amount:	\$2,662.25	
2854	CFB	55749	8560		Dentegra Ins. Co (Delta Dental)		Check		
				B 28 215 036	Dental			\$146.96	
PO#:	Voucher #:	44855	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$146.96	
							Check Amount:	\$146.96	
2854	CFB	55750	8445		HORACE MANN AUTO		Check		
				B 28 215 028	HORACE MANN AUTO			\$1,577.18	
				B 28 215 028	Adjustment			(\$71.04)	
PO#:	Voucher #:	44852	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$1,506.14	
							Check Amount:	\$1,506.14	
2854	CFB	55751	8729		Horace Mann Life Insurance Company		Check		
				B 28 215 030	Mcl Life Insurance			\$1,206.56	
PO#:	Voucher #:	44856	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$1,206.56	
							Check Amount:	\$1,206.56	
2854	CFB	55752	8530		MADISON NATIONAL LIFE		Check		
				B 28 215 030	Mcl Life Insurance			\$288.30	
				B 28 215 030	Adjustment			(\$3.00)	
PO#:	Voucher #:	44853	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$285.30	
				B 28 215 032	Long Term Disability			\$498.78	
PO#:	Voucher #:	44854	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$498.78	
							Check Amount:	\$784.08	
2854	CFB	55753	8396		NCPERS Group Life Insurance		Check		
				B 28 215 026	PERA Life			\$54.40	
				B 28 215 026	Adjustment			(\$6.40)	
PO#:	Voucher #:	44851	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$48.00	
							Check Amount:	\$48.00	
2854	RAM	59148	1656		ADA AUTO VALUE		Check		
				E 01 005 760 720 401 000	Gen Supplies			\$209.60	
PO#:	Voucher #:	44782	Invoice	Invoice No:	63135171-631135779	6/11/2020	Paid Amt:	\$209.60	
							Check Amount:	\$209.60	
2854	RAM	59149	1413		ADA BORUP FCCLA		Check		
				E 01 005 640 316 366 000	Travel	5		\$115.00	
PO#:	Voucher #:	44785	Invoice	Invoice No:	06102002	6/11/2020	Paid Amt:	\$115.00	
							Check Amount:	\$115.00	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59150	2143		ADA BUILDING CENTER		Check		
				E 01	005 810 000 401 000 Custodial Supplies			\$943.92	
	PO#:	Voucher #:	44784	Invoice	Invoice No: 125502-126629	6/11/2020	Paid Amt:	\$943.92	
							Check Amount:	\$943.92	
2854	RAM	59151	2511		ADA FELTON COUNTRY STORE		Check		
				E 01	005 760 720 440 000 Fuel			\$172.68	
	PO#:	Voucher #:	44783	Invoice	Invoice No: 06112001	6/11/2020	Paid Amt:	\$172.68	
							Check Amount:	\$172.68	
2854	RAM	59152	10989		AL'S DISPOSAL		Check		
				E 01	005 810 000 330 000 Utility Services			\$91.55	
	PO#:	Voucher #:	44786	Invoice	Invoice No: 06112003	6/11/2020	Paid Amt:	\$91.55	
							Check Amount:	\$91.55	
2854	RAM	59153	8546		AMAZON		Check		
				E 01	100 203 000 430 000 Inst Supplies			\$150.86	
	PO#:	Voucher #:	44773	Invoice	Invoice No: 1lqy-mgdl-ynqd	6/11/2020	Paid Amt:	\$150.86	
				E 01	005 850 302 555 000 Technology Equipment			\$7.06	
	PO#:	Voucher #:	44774	Invoice	Invoice No: 1yp1-jyg4-4vqk	6/11/2020	Paid Amt:	\$7.06	
				E 01	005 850 302 555 000 Technology Equipment			\$193.53	
	PO#:	Voucher #:	44775	Invoice	Invoice No: 1l37-vmjm-7h6h	6/11/2020	Paid Amt:	\$193.53	
				E 01	200 720 000 401 222 Health Aide Supplies - COVID 19			\$329.95	
	PO#:	Voucher #:	44776	Invoice	Invoice No: 1w6p-nnjv-7hlp	6/11/2020	Paid Amt:	\$329.95	
				E 01	005 850 302 555 000 Technology Equipment			\$30.99	
	PO#:	Voucher #:	44777	Invoice	Invoice No: 1rlr-tdqw-jjtm	6/11/2020	Paid Amt:	\$30.99	
				E 01	200 407 740 433 000 Bus Ed Supp			\$219.35	
	PO#:	Voucher #:	44778	Invoice	Invoice No: 1RXq-6nyf-3c9r	6/11/2020	Paid Amt:	\$219.35	
				E 01	005 850 302 555 000 Technology Equipment			\$326.95	
	PO#:	Voucher #:	44779	Invoice	Invoice No: 1tqj-3gnx-39m6	6/11/2020	Paid Amt:	\$326.95	
				E 01	100 203 000 430 000 Inst Supplies			\$195.47	
	PO#:	Voucher #:	44780	Invoice	Invoice No: 1Q96-XVF6-3f9h	6/11/2020	Paid Amt:	\$195.47	
				E 01	100 203 000 430 000 Inst Supplies			\$140.43	
	PO#:	Voucher #:	44781	Invoice	Invoice No: 114q-k3xc-dgnp	6/11/2020	Paid Amt:	\$140.43	
							Check Amount:	\$1,594.59	
2854	RAM	59154	2552		AREA SPECIAL EDUCATION COOP #997		Check		
				E 01	200 405 740 305 000 Consulting Fees/Fees			\$180.00	
	PO#:	Voucher #:	44787	Invoice	Invoice No: 202004	6/11/2020	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
2854	RAM	59155	2389		BANC OF AMERICA LEASING & CAPI		Check		
				E 01	005 920 000 730 000 Energy Loan Payment			\$3,058.40	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59155	2389		BANC OF AMERICA LEASING & CAPI		Check		
				E 01	005 920 000 740 000	Energy Loan Interest		\$348.98	
	PO#:	Voucher #:	44788	Invoice	Invoice No: R75728	6/11/2020	Paid Amt:	\$3,407.38	
							Check Amount:	\$3,407.38	
2854	RAM	59156	8976		Bierschbach Equipment & Supply		Check		
				E 01	005 850 302 530 000	Equipment Purchases		\$14,700.00	
	PO#:	Voucher #:	44789	Invoice	Invoice No: 04567611	6/11/2020	Paid Amt:	\$14,700.00	
							Check Amount:	\$14,700.00	
2854	RAM	59157	10017		CITY OF ADA		Check		
				E 01	005 810 000 330 000	Utility Services		\$2,186.84	
	PO#:	Voucher #:	44790	Invoice	Invoice No: 0400002227012	6/11/2020	Paid Amt:	\$2,186.84	
				E 01	005 810 000 330 000	Utility Services		\$47.84	
	PO#:	Voucher #:	44791	Invoice	Invoice No: 0400002227070	6/11/2020	Paid Amt:	\$47.84	
				E 01	005 810 000 330 000	Utility Services		\$3,253.76	
	PO#:	Voucher #:	44792	Invoice	Invoice No: 0400002227148	6/11/2020	Paid Amt:	\$3,253.76	
				E 01	005 810 000 330 000	Utility Services		\$386.10	
	PO#:	Voucher #:	44793	Invoice	Invoice No: 0400002227041	6/11/2020	Paid Amt:	\$386.10	
				E 01	005 810 000 330 000	Utility Services		\$3,295.98	
	PO#:	Voucher #:	44794	Invoice	Invoice No: 0400002227122	6/11/2020	Paid Amt:	\$3,295.98	
							Check Amount:	\$9,170.52	
2854	RAM	59158	8481		DSI		Check		
				E 01	005 810 000 401 000	Custodial Supplies		\$136.00	
	PO#:	Voucher #:	44795	Invoice	Invoice No: 13082988	6/11/2020	Paid Amt:	\$136.00	
				E 01	005 810 000 401 000	Custodial Supplies		\$146.25	
	PO#:	Voucher #:	44796	Invoice	Invoice No: 13083128	6/11/2020	Paid Amt:	\$146.25	
							Check Amount:	\$282.25	
2854	RAM	59159	8977		East Side Jersey Dairy, Inc		Check		
				E 02	005 770 709 495 222	Milk - COVID 19		\$1,832.49	
	PO#:	Voucher #:	44797	Invoice	Invoice No: 17810088-17810185	6/11/2020	Paid Amt:	\$1,832.49	
							Check Amount:	\$1,832.49	
2854	RAM	59160	8978		Fransen & Olson Plastering, LLC		Check		
				E 01	005 865 368 350 000	Repair & Maint Svc - LTFM Build. Envelope		\$6,200.00	
	PO#:	Voucher #:	44798	Invoice	Invoice No: 2009	6/11/2020	Paid Amt:	\$6,200.00	
							Check Amount:	\$6,200.00	
2854	RAM	59161	1565		HB SOUND & LIGHT		Check		
				E 01	005 110 000 401 000	Gen Supplies		\$65.00	
	PO#:	Voucher #:	44799	Invoice	Invoice No: 20-0454	6/11/2020	Paid Amt:	\$65.00	
							Check Amount:	\$65.00	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59162	8526		INNOVATIVE OFFICE SOLUTIONS LLC		Check		
				E 01 005 110 000 401 000	Gen Supplies			\$12.55	
	PO#:	Voucher #:	44800	Invoice	Invoice No: IN2976557	6/11/2020	Paid Amt:		\$12.55
				E 01 005 110 000 401 000	Gen Supplies			\$17.63	
	PO#:	Voucher #:	44801	Invoice	Invoice No: IN2985162	6/11/2020	Paid Amt:		\$17.63
							Check Amount:		\$30.18
2854	RAM	59163	8835		Johnson Controls		Check		
				E 01 005 865 363 305 000	Consulting Fees/Fees - LTFM Fire Safety			\$439.00	
	PO#:	Voucher #:	44802	Invoice	Invoice No: 41379943	6/11/2020	Paid Amt:		\$439.00
							Check Amount:		\$439.00
2854	RAM	59164	10153		JOSTEN'S, INC		Check		
				E 01 005 110 000 401 000	Gen Supplies			\$19.66	
	PO#:	Voucher #:	44803	Invoice	Invoice No: 24628837	6/11/2020	Paid Amt:		\$19.66
							Check Amount:		\$19.66
2854	RAM	59165	10681		KRJB		Check		
				E 01 005 110 000 305 000	Consulting Fees/Fees			\$2,145.00	
	PO#:	Voucher #:	44804	Invoice	Invoice No: krjb0315200578556	6/11/2020	Paid Amt:		\$2,145.00
							Check Amount:		\$2,145.00
2854	RAM	59166	2243		LAUGHING EARTH GARDEN & GIFT C		Check		
				E 01 005 110 000 401 000	Gen Supplies			\$250.00	
	PO#:	Voucher #:	44805	Invoice	Invoice No: 128	6/11/2020	Paid Amt:		\$250.00
							Check Amount:		\$250.00
2854	RAM	59167	2105		MARCO INC		Check		
				E 01 005 850 302 370 000	Facilities Lease			\$3,145.93	
	PO#:	Voucher #:	44806	Invoice	Invoice No: 415484484	6/11/2020	Paid Amt:		\$3,145.93
							Check Amount:		\$3,145.93
2854	RAM	59168	1632		MCCOLLUM HARDWARE, INC.		Check		
				E 01 005 110 000 401 000	Gen Supplies			\$49.97	
				E 01 005 110 000 401 000	Gen Supplies			\$1,924.00	
				E 01 005 810 000 401 000	Custodial Supplies			\$473.90	
	PO#:	Voucher #:	44807	Invoice	Invoice No: 123992-126615	6/11/2020	Paid Amt:		\$2,447.87
							Check Amount:		\$2,447.87
2854	RAM	59169	10373		MIDWAY MOTORS		Check		
				E 01 005 810 000 350 000	Repair & Maint Svc			\$296.90	
	PO#:	Voucher #:	44808	Invoice	Invoice No: 06112005	6/11/2020	Paid Amt:		\$296.90
							Check Amount:		\$296.90

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59170	3751		NETWORK SERVICES CO		Check		
				E 01	005 810 000 401 000	Custodial Supplies		\$91.13	
	PO#:	Voucher #:	44811	Invoice	Invoice No: 24866	6/11/2020	Paid Amt:	\$91.13	
							Check Amount:	\$91.13	
2854	RAM	59171	2402		NETWORKING SPECIALISTS		Check		
				E 01	005 850 302 555 000	Technology Equipment		\$804.00	
	PO#:	Voucher #:	44809	Invoice	Invoice No: 20202806	6/11/2020	Paid Amt:	\$804.00	
				E 01	005 850 302 305 000	Consulting Fees/Fees		\$2,573.00	
	PO#:	Voucher #:	44810	Invoice	Invoice No: NSPC-2840	6/11/2020	Paid Amt:	\$2,573.00	
							Check Amount:	\$3,377.00	
2854	RAM	59172	10068		NORMAN COUNTY IMPLEMENT		Check		
				E 01	005 810 000 401 000	Custodial Supplies		\$219.31	
	PO#:	Voucher #:	44812	Invoice	Invoice No: 17836-19161	6/11/2020	Paid Amt:	\$219.31	
							Check Amount:	\$219.31	
2854	RAM	59173	10069		NORMAN COUNTY INDEX		Check		
				E 01	005 110 000 305 000	Consulting Fees/Fees		\$338.50	
	PO#:	Voucher #:	44813	Invoice	Invoice No: 06112006	6/11/2020	Paid Amt:	\$338.50	
							Check Amount:	\$338.50	
2854	RAM	59174	10521		NORTH CENTRAL TRUCK EQUIPMENT		Check		
				E 01	005 760 720 401 000	Gen Supplies		\$200.00	
	PO#:	Voucher #:	44814	Invoice	Invoice No: 89714	6/11/2020	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
2854	RAM	59175	10244		OFFICE SUPPLIES PLUS		Check		
				E 01	005 850 302 555 000	Technology Equipment		\$119.99	
	PO#:	Voucher #:	44815	Invoice	Invoice No: 36581	6/11/2020	Paid Amt:	\$119.99	
				E 01	005 110 000 401 000	Gen Supplies		\$4.99	
	PO#:	Voucher #:	44816	Invoice	Invoice No: 36647	6/11/2020	Paid Amt:	\$4.99	
							Check Amount:	\$124.98	
2854	RAM	59176	3612		PRODUCTIVITY PLUS ACCOUNT		Check		
				E 01	005 760 720 401 000	Gen Supplies		\$23.54	
	PO#:	Voucher #:	44817	Invoice	Invoice No: 6035180007001114	6/11/2020	Paid Amt:	\$23.54	
							Check Amount:	\$23.54	
2854	RAM	59177	10314		RED RIVER PROMOTER (THE)		Check		
				E 01	005 110 000 305 000	Consulting Fees/Fees		\$20.00	
	PO#:	Voucher #:	44818	Invoice	Invoice No: 24888	6/11/2020	Paid Amt:	\$20.00	
							Check Amount:	\$20.00	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59178	3586		RICHARDS OIL & PROPANE		Check		
				E 01	005 810 000 440 000	Fuel For Bldgs		\$1,015.31	
	PO#:	Voucher #:	44819	Invoice	Invoice No: 60426-60479	6/11/2020	Paid Amt:	\$1,015.31	
							Check Amount:	\$1,015.31	
2854	RAM	59179	8880		SHI International Corp		Check		
				E 01	005 850 302 555 000	Technology Equipment		\$2,452.00	
	PO#:	Voucher #:	44820	Invoice	Invoice No: B11777168	6/11/2020	Paid Amt:	\$2,452.00	
							Check Amount:	\$2,452.00	
2854	RAM	59180	1843		SUN-FLOWERS		Check		
				E 01	005 110 000 401 000	Gen Supplies		\$35.00	
	PO#:	Voucher #:	44821	Invoice	Invoice No: 874832	6/11/2020	Paid Amt:	\$35.00	
							Check Amount:	\$35.00	
2854	RAM	59181	8845		SUPERMARKET FOODS		Check		
				E 02	005 770 709 490 222	Food - SFSP		\$115.88	
	PO#:	Voucher #:	44822	Invoice	Invoice No: 03689978	6/11/2020	Paid Amt:	\$115.88	
							Check Amount:	\$115.88	
2854	RAM	59182	8485		Trophies Plus, INC		Check		
				E 01	300 258 000 441 000	Vocal Music Supp		\$70.00	
	PO#:	Voucher #:	44823	Invoice	Invoice No: 367721	6/11/2020	Paid Amt:	\$70.00	
							Check Amount:	\$70.00	
2854	RAM	59184	8333		WFO Enterprises		Check		
				E 01	005 850 302 305 000	Consulting Fees/Fees		\$1,050.00	
	PO#:	Voucher #:	44826	Invoice	Invoice No: 54	6/11/2020	Paid Amt:	\$1,050.00	
							Check Amount:	\$1,050.00	
2854	RAM	59185	2570		US FOODS		Check		
				E 02	005 770 707 490 000	Food		\$257.64	
				E 02	005 770 709 490 222	Food - SFSP		\$4,539.91	
	PO#:	Voucher #:	44825	Invoice	Invoice No: 4672999-4813319	6/11/2020	Paid Amt:	\$4,797.55	
							Check Amount:	\$4,797.55	
2854	RAM	59186	2570		US FOODS		Check		
				E 02	005 770 709 490 222	Food - SFSP		\$196.47	
	PO#:	Voucher #:	44824	Invoice	Invoice No: 4672998-4949183	6/11/2020	Paid Amt:	\$196.47	
							Check Amount:	\$196.47	
2854	RAM	59187	8997		BOOTH CAILIE		Check		
				R 02	005 770 701 601 000	Student Food Service Sales		\$42.20	
	PO#:	Voucher #:	44849	Invoice	Invoice No: 06152023	10 6/15/2020	Paid Amt:	\$42.20	
							Check Amount:	\$42.20	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59188	8979		BRAINARD JOSEPH		Check		
				R 02	005 770 701 601 000	Student Food Service Sales		\$179.50	
	PO#:	Voucher #:	44827	Invoice	Invoice No: 06152001	6/15/2020	Paid Amt:	\$179.50	
							Check Amount:	\$179.50	
2854	RAM	59189	8980		BROMMENSCHENKEL DANIELLE		Check		
				R 02	005 770 701 601 000	Student Food Service Sales		\$68.35	
	PO#:	Voucher #:	44829	Invoice	Invoice No: 06152003	6/15/2020	Paid Amt:	\$68.35	
							Check Amount:	\$68.35	
2854	RAM	59190	8968		BROMMENSCHENKEL DIANNE		Check		
				R 02	005 770 701 601 000	Student Food Service Sales		\$18.65	
	PO#:	Voucher #:	44828	Invoice	Invoice No: 06152002	6/15/2020	Paid Amt:	\$18.65	
							Check Amount:	\$18.65	
2854	RAM	59191	8982		CARLSON DEBORAH		Check		
				R 02	005 770 701 601 000	Student Food Service Sales		\$136.95	
	PO#:	Voucher #:	44831	Invoice	Invoice No: 06152005	6/15/2020	Paid Amt:	\$136.95	
							Check Amount:	\$136.95	
2854	RAM	59192	8992		CASTILLO EDGARTO		Check		
				R 02	005 770 701 601 000	Student Food Service Sales		\$1.20	
	PO#:	Voucher #:	44843	Invoice	Invoice No: 06152017	6/15/2020	Paid Amt:	\$1.20	
							Check Amount:	\$1.20	
2854	RAM	59193	8983		ERICKSON JASON		Check		
				R 02	005 770 701 601 000	Student Food Service Sales		\$4.80	
	PO#:	Voucher #:	44832	Invoice	Invoice No: 06152006	6/15/2020	Paid Amt:	\$4.80	
							Check Amount:	\$4.80	
2854	RAM	59194	8984		GREEN ERIC		Check		
				R 02	005 770 701 601 000	Student Food Service Sales		\$73.05	
	PO#:	Voucher #:	44833	Invoice	Invoice No: 06152007	6/15/2020	Paid Amt:	\$73.05	
							Check Amount:	\$73.05	
2854	RAM	59195	8995		HABECK GREG		Check		
				R 02	005 770 701 601 000	Student Food Service Sales		\$3.00	
	PO#:	Voucher #:	44847	Invoice	Invoice No: 06152021	6/15/2020	Paid Amt:	\$3.00	
							Check Amount:	\$3.00	
2854	RAM	59196	8744		JACOBSON KATHLEEN		Check		
				R 02	005 770 701 601 000	Student Food Service Sales		\$52.45	
	PO#:	Voucher #:	44835	Invoice	Invoice No: 06152009	6/15/2020	Paid Amt:	\$52.45	
							Check Amount:	\$52.45	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59197	2096		KAPPES, TOD		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$5.00	
	PO#:	Voucher #:	44846	Invoice	Invoice No: 06152020	6/15/2020	Paid Amt:	\$5.00	
							Check Amount:	\$5.00	
2854	RAM	59198	8986		KAWLEWSKI MICHELLE		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$10.95	
	PO#:	Voucher #:	44836	Invoice	Invoice No: 06152010	6/15/2020	Paid Amt:	\$10.95	
							Check Amount:	\$10.95	
2854	RAM	59199	8987		LESMEISTER CAROLYN		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$51.75	
	PO#:	Voucher #:	44837	Invoice	Invoice No: 06152011	6/15/2020	Paid Amt:	\$51.75	
							Check Amount:	\$51.75	
2854	RAM	59200	8988		LOE CHERYL		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$29.35	
	PO#:	Voucher #:	44838	Invoice	Invoice No: 06152012	6/15/2020	Paid Amt:	\$29.35	
							Check Amount:	\$29.35	
2854	RAM	59201	8989		MAY ROB		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$20.20	
	PO#:	Voucher #:	44839	Invoice	Invoice No: 06152013	6/15/2020	Paid Amt:	\$20.20	
							Check Amount:	\$20.20	
2854	RAM	59202	8996		MELIN VAL		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$1.60	
	PO#:	Voucher #:	44848	Invoice	Invoice No: 06152022	6/15/2020	Paid Amt:	\$1.60	
							Check Amount:	\$1.60	
2854	RAM	59203	8654		NORD MICHAEL		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$1.40	
	PO#:	Voucher #:	44840	Invoice	Invoice No: 06152014	6/15/2020	Paid Amt:	\$1.40	
							Check Amount:	\$1.40	
2854	RAM	59204	8981		OLSON ALICIA		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$52.80	
	PO#:	Voucher #:	44830	Invoice	Invoice No: 06152004	6/15/2020	Paid Amt:	\$52.80	
							Check Amount:	\$52.80	
2854	RAM	59205	8985		PETERSON REBECCA		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$3.00	
	PO#:	Voucher #:	44834	Invoice	Invoice No: 06152008	6/15/2020	Paid Amt:	\$3.00	
							Check Amount:	\$3.00	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59206	8990		PETRIK DAVID		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$23.30	
PO#:	Voucher #:	44841	Invoice	Invoice No:	06152015	6/15/2020	Paid Amt:	\$23.30	
							Check Amount:	\$23.30	
2854	RAM	59207	8993		SWENSON NICOLE		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$9.95	
PO#:	Voucher #:	44844	Invoice	Invoice No:	06152018	6/15/2020	Paid Amt:	\$9.95	
							Check Amount:	\$9.95	
2854	RAM	59208	8991		WAMSTAD KYLIE		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$15.80	
PO#:	Voucher #:	44842	Invoice	Invoice No:	06152016	6/15/2020	Paid Amt:	\$15.80	
							Check Amount:	\$15.80	
2854	RAM	59209	8994		WILLS JIM		Check		
				R 02 005 770 701 601 000	Student Food Service Sales			\$75.20	
PO#:	Voucher #:	44845	Invoice	Invoice No:	06152019	6/15/2020	Paid Amt:	\$75.20	
							Check Amount:	\$75.20	
2854	RAM	59210	2511		ADA FELTON COUNTRY STORE		Check		
				E 01 005 760 720 440 000	Fuel			\$590.16	
PO#:	Voucher #:	44927	Invoice	Invoice No:	7341-6808	6/25/2020	Paid Amt:	\$590.16	
							Check Amount:	\$590.16	
2854	RAM	59211	2074		ALL STAR TROPHY & AWARDS INC.		Check		
				E 01 005 110 000 401 000	Gen Supplies			\$102.00	
PO#:	Voucher #:	44928	Invoice	Invoice No:	52921	6/25/2020	Paid Amt:	\$102.00	
							Check Amount:	\$102.00	
2854	RAM	59212	8546		AMAZON		Check		
				E 01 005 850 302 555 000	Technology Equipment			\$278.16	
PO#:	Voucher #:	44929	Invoice	Invoice No:	13CP-MDY4-7XMT	6/25/2020	Paid Amt:	\$278.16	
				E 01 100 203 000 430 000	Inst Supplies			\$37.86	
PO#:	Voucher #:	44930	Invoice	Invoice No:	IRTC-FT7R-3KTN	6/25/2020	Paid Amt:	\$37.86	
				E 01 100 203 000 430 000	Inst Supplies			\$32.47	
PO#:	Voucher #:	44931	Invoice	Invoice No:	1RJM-LCVW-7J6R	6/25/2020	Paid Amt:	\$32.47	
				E 01 300 256 000 430 000	Inst Supplies			\$186.48	
PO#:	Voucher #:	44932	Invoice	Invoice No:	1DHM-C7PG-WXMY	6/25/2020	Paid Amt:	\$186.48	
				E 01 005 760 720 401 000	Gen Supplies			\$187.92	
PO#:	Voucher #:	44933	Invoice	Invoice No:	1HLG-6XXT-TW6K	6/25/2020	Paid Amt:	\$187.92	
				E 01 300 294 000 401 106	Gen Supplies - Baseball			\$277.90	
PO#:	Voucher #:	44934	Invoice	Invoice No:	11MV-FCHM-VX6J	6/25/2020	Paid Amt:	\$277.90	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59212	8546		AMAZON		Check		
				E 01	300 256 000 430 000			Inst Supplies	\$20.94
PO#:	Voucher #:	44935		Invoice	Invoice No: 1WXQ-7Q1W-GM1D	6/25/2020	Paid Amt:		\$20.94
							Check Amount:		\$1,021.73
2854	RAM	59213	2381		ARVIG COMMUNICATION SYSTEMS		Check		
				E 01	005 810 000 320 000			Telephone	\$650.58
PO#:	Voucher #:	44936		Invoice	Invoice No: 00025843300011	6/25/2020	Paid Amt:		\$650.58
				E 01	005 810 000 320 000			Telephone	\$85.36
PO#:	Voucher #:	44937		Invoice	Invoice No: 00025843290014	6/25/2020	Paid Amt:		\$85.36
				E 01	005 810 000 320 000			Telephone	\$59.70
PO#:	Voucher #:	44938		Invoice	Invoice No: 00025843280015	6/25/2020	Paid Amt:		\$59.70
				E 01	005 810 000 320 000			Telephone	\$43.08
PO#:	Voucher #:	44939		Invoice	Invoice No: 00025783560014	6/25/2020	Paid Amt:		\$43.08
							Check Amount:		\$838.72
2854	RAM	59214	8998		BALLARD & TIGHE, Publishers		Check		
				E 01	300 211 302 460 000			Secondary Capital	\$2,219.88
PO#:	Voucher #:	44940		Invoice	Invoice No: 0162475-IN	6/25/2020	Paid Amt:		\$2,219.88
							Check Amount:		\$2,219.88
2854	RAM	59215	10466		CITY OF ADA REC DEPT		Check		
				E 04	005 505 321 305 208			Consulting Fees/Fees	\$17,000.00
PO#:	Voucher #:	44973		Invoice	Invoice No: 06252006	6/25/2020	Paid Amt:		\$17,000.00
							Check Amount:		\$17,000.00
2854	RAM	59216	2047		CULLIGAN WATER CONDITIONING		Check		
				E 01	005 760 720 401 000			Gen Supplies	\$12.00
PO#:	Voucher #:	44941		Invoice	Invoice No: 245-00026922-6	6/25/2020	Paid Amt:		\$12.00
							Check Amount:		\$12.00
2854	RAM	59217	2641		ECOLAB PEST ELIMINATION DIVISION		Check		
				E 01	005 865 347 305 000			Consulting Fees/Fees - LTFM Physical Hazarc	\$238.10
PO#:	Voucher #:	44942		Invoice	Invoice No: 9470600	6/25/2020	Paid Amt:		\$238.10
							Check Amount:		\$238.10
2854	RAM	59218	10437		ELECTRO WATCHMAN, INC		Check		
				E 01	005 865 363 305 000			Consulting Fees/Fees - LTFM Fire Safety	\$144.00
PO#:	Voucher #:	44943		Invoice	Invoice No: 349270	6/25/2020	Paid Amt:		\$144.00
							Check Amount:		\$144.00
2854	RAM	59219	8413		Foss Architecture & Interiors		Check		
				E 06	005 870 000 305 000			Gen Obligation Contracted Services	\$49,000.20
PO#:	Voucher #:	44944		Invoice	Invoice No: 06252001	6/25/2020	Paid Amt:		\$49,000.20
							Check Amount:		\$49,000.20

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59220	8751		FURTHER		Check		
				E 01	005 110 000 305 000			Consulting Fees/Fees	\$238.95
	PO#:	Voucher #:	44945	Invoice	Invoice No: 15484872	6/25/2020	Paid Amt:	\$238.95	
							Check Amount:	\$238.95	
2854	RAM	59221	2414		HILDI INC.		Check		
				E 01	005 110 000 305 000			Consulting Fees/Fees	\$3,150.00
	PO#:	Voucher #:	44946	Invoice	Invoice No: 10834	6/25/2020	Paid Amt:	\$3,150.00	
							Check Amount:	\$3,150.00	
2854	RAM	59222	8999		Hiller Commercial Floors		Check		
				E 01	005 865 379 350 000			Repair & Maint - LTFM Interior Surfaces	\$24,307.25
	PO#:	Voucher #:	44947	Invoice	Invoice No: 2113147	6/25/2020	Paid Amt:	\$24,307.25	
							Check Amount:	\$24,307.25	
2854	RAM	59223	1992		HILLYARD/HUTCHINSON		Check		
				E 01	005 810 000 401 000			Custodial Supplies	\$346.35
	PO#:	Voucher #:	44948	Invoice	Invoice No: 700427279	6/25/2020	Paid Amt:	\$346.35	
							Check Amount:	\$346.35	
2854	RAM	59224	9000		Lake Region Babe Ruth		Check		
				E 04	005 505 321 305 208			Consulting Fees/Fees	\$400.00
	PO#:	Voucher #:	44949	Invoice	Invoice No: 06252002	6/25/2020	Paid Amt:	\$400.00	
							Check Amount:	\$400.00	
2854	RAM	59225	8535		MENARDS		Check		
				E 01	300 361 000 430 000			Inst Supplies	\$108.00
	PO#:	Voucher #:	44950	Invoice	Invoice No: 1727	6/25/2020	Paid Amt:	\$108.00	
							Check Amount:	\$108.00	
2854	RAM	59226	1840		MINNESOTA ENERGY		Check		
				E 01	005 810 000 330 000			Utility Services	\$60.82
	PO#:	Voucher #:	44951	Invoice	Invoice No: 0502755022-00001	6/25/2020	Paid Amt:	\$60.82	
				E 01	005 810 000 330 000			Utility Services	\$112.45
	PO#:	Voucher #:	44952	Invoice	Invoice No: 0504407860-00001	6/25/2020	Paid Amt:	\$112.45	
				E 01	005 810 000 330 000			Utility Services	\$263.99
	PO#:	Voucher #:	44953	Invoice	Invoice No: 0506903733-00001	6/25/2020	Paid Amt:	\$263.99	
							Check Amount:	\$437.26	
2854	RAM	59227	3751		NETWORK SERVICES CO		Check		
				E 01	005 810 000 401 000			Custodial Supplies	\$70.86
	PO#:	Voucher #:	44954	Invoice	Invoice No: 38230	6/25/2020	Paid Amt:	\$70.86	
							Check Amount:	\$70.86	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59228	8940		NORTHERN TECHNOLOGIES INC		Check		
				E 06	005 870 000 305 000	Gen Obligation Contracted Services		\$557.50	
	PO#:	Voucher #:	44955	Invoice	Invoice No: 35035	6/25/2020	Paid Amt:	\$557.50	
							Check Amount:	\$557.50	
2854	RAM	59229	10244		OFFICE SUPPLIES PLUS		Check		
				E 01	300 256 000 430 000	Inst Supplies		\$41.39	
	PO#:	Voucher #:	44956	Invoice	Invoice No: 36792	6/25/2020	Paid Amt:	\$41.39	
				E 01	300 296 000 401 104	Gen Supplies - GBB		\$37.20	
	PO#:	Voucher #:	44957	Invoice	Invoice No: 37031	6/25/2020	Paid Amt:	\$37.20	
							Check Amount:	\$78.59	
2854	RAM	59230	8680		PAN O GOLD BAKING CO		Check		
				E 02	005 770 709 490 222	Food - SFSP		\$301.75	
	PO#:	Voucher #:	44958	Invoice	Invoice No: 688308	6/25/2020	Paid Amt:	\$301.75	
							Check Amount:	\$301.75	
2854	RAM	59231	8719		PEMBERTON, SORLIE, RUFER & KERSHNER PLLP		Check		
				E 01	005 110 000 305 000	Consulting Fees/Fees		\$155.50	
	PO#:	Voucher #:	44959	Invoice	Invoice No: 30	6/25/2020	Paid Amt:	\$155.50	
							Check Amount:	\$155.50	
2854	RAM	59232	8759		PETRO SERVE USA		Check		
				E 01	005 760 720 440 000	Fuel		\$393.96	
	PO#:	Voucher #:	44960	Invoice	Invoice No: 7170-2567	6/25/2020	Paid Amt:	\$393.96	
							Check Amount:	\$393.96	
2854	RAM	59233	8667		PIONEER PEAT, INC		Check		
				E 01	005 810 000 401 000	Custodial Supplies		\$2,203.00	
	PO#:	Voucher #:	44961	Invoice	Invoice No: 13319	6/25/2020	Paid Amt:	\$2,203.00	
							Check Amount:	\$2,203.00	
2854	RAM	59234	1814		PRAXAIR DISTRIBUTION INC		Check		
				E 01	300 361 000 430 000	Inst Supplies		\$1,128.02	
	PO#:	Voucher #:	44962	Invoice	Invoice No: 96968884	6/25/2020	Paid Amt:	\$1,128.02	
							Check Amount:	\$1,128.02	
2854	RAM	59235	2483		PROTECTION SYSTEMS INC		Check		
				E 01	005 865 363 305 000	Consulting Fees/Fees - LTFM Fire Safety		\$3,822.00	
	PO#:	Voucher #:	44963	Invoice	Invoice No: 48832	6/25/2020	Paid Amt:	\$3,822.00	
							Check Amount:	\$3,822.00	
2854	RAM	59236	10314		RED RIVER PROMOTER (THE)		Check		
				E 01	005 110 000 305 000	Consulting Fees/Fees		\$20.00	
	PO#:	Voucher #:	44964	Invoice	Invoice No: 24972	6/25/2020	Paid Amt:	\$20.00	
							Check Amount:	\$20.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59237	2090		RUEBKE, SPENCER		Check		
				R 01	300 292 000 050 000	Participation Fees		\$300.00	
	PO#:	Voucher #:	44965	Invoice	Invoice No: 06252003	6/25/2020	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
2854	RAM	59238	2233		VERIZON WIRELESS		Check		
				E 01	005 810 000 320 000	Telephone		\$71.31	
	PO#:	Voucher #:	44966	Invoice	Invoice No: 9855723573	6/25/2020	Paid Amt:	\$71.31	
							Check Amount:	\$71.31	
2854	RAM	59239	9001		Vernier Software & Technology		Check		
				E 01	300 260 000 430 000	Science Supplies		\$1,086.24	
	PO#:	Voucher #:	44967	Invoice	Invoice No: 5368783	6/25/2020	Paid Amt:	\$1,086.24	
							Check Amount:	\$1,086.24	
2854	RAM	59240	10631		VISSER TRENCHING		Check		
				E 01	005 810 000 330 000	Utility Services		\$1,225.00	
	PO#:	Voucher #:	44968	Invoice	Invoice No: 9247	6/25/2020	Paid Amt:	\$1,225.00	
				E 01	005 865 384 350 000	Repair & Maint - LTFM Site Projects		\$798.48	
	PO#:	Voucher #:	44969	Invoice	Invoice No: 9354	6/25/2020	Paid Amt:	\$798.48	
							Check Amount:	\$2,023.48	
2854	RAM	59241	2516		WEST CENTRAL AG		Check		
				E 01	005 810 000 401 000	Custodial Supplies		\$145.72	
	PO#:	Voucher #:	44970	Invoice	Invoice No: 20219782	6/25/2020	Paid Amt:	\$145.72	
							Check Amount:	\$145.72	
2854	RAM	59242	10809		WEST MAIN PIZZA		Check		
				E 01	005 640 316 401 000	Gen Supplies		\$389.00	
	PO#:	Voucher #:	44971	Invoice	Invoice No: 06252005	6/25/2020	Paid Amt:	\$389.00	
							Check Amount:	\$389.00	
2854	RAM	59243	2706		WEX BANK		Check		
				E 01	005 760 720 440 000	Fuel		\$1.73	
	PO#:	Voucher #:	44972	Invoice	Invoice No: 65775017	6/25/2020	Paid Amt:	\$1.73	
							Check Amount:	\$1.73	
2854	RAM	59244	8770		BUCHHOLZ CHASE		Check		
				E 04	005 505 321 305 208	Consulting Fees/Fees		\$60.00	
	PO#:	Voucher #:	44975	Invoice	Invoice No: 06292002	6/29/2020	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
2854	RAM	59245	1056		GULLINGSRUD, MIKE		Check		
				E 04	005 505 321 305 208	Consulting Fees/Fees		\$150.00	
	PO#:	Voucher #:	44977	Invoice	Invoice No: 06292004	6/29/2020	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59246	8409		POEHLER TIM		Check		
				E 04	005 505 321 305 208		Consulting Fees/Fees	\$120.00	
	PO#:	Voucher #:	44976	Invoice	Invoice No: 06292003	6/29/2020		Paid Amt:	\$120.00
								Check Amount:	\$120.00
2854	RAM	59247	8866		RESNICK RILEY		Check		
				E 04	005 505 321 305 208		Consulting Fees/Fees	\$60.00	
	PO#:	Voucher #:	44974	Invoice	Invoice No: 06292001	6/29/2020		Paid Amt:	\$60.00
								Check Amount:	\$60.00
2854	STAC	11460	10577		NATIONAL FFA ORGANIZATION		Check		
				E 21	300 298 301 899 714		SA - FFA Exp	\$202.98	
	PO#:	Voucher #:	44765	Invoice	Invoice No: 06022001	6/2/2020		Paid Amt:	\$202.98
								Check Amount:	\$202.98
2854	STAC	11461	8975		504 HOME DECOR AND MORE		Check		
				E 21	300 298 301 899 713		SA - FCCLA Exp	\$90.00	
	PO#:	Voucher #:	44768	Invoice	Invoice No: 06102003	6/10/2020		Paid Amt:	\$90.00
								Check Amount:	\$90.00
2854	STAC	11462	1741		ADA BORUP SCHOOL		Check		
				E 21	300 298 301 899 713		SA - FCCLA Exp	\$155.00	
	PO#:	Voucher #:	44766	Invoice	Invoice No: 06102001	6/10/2020		Paid Amt:	\$155.00
				E 21	300 298 301 899 705		SA - Class of 2020 Exp	\$354.00	
	PO#:	Voucher #:	44770	Invoice	Invoice No: 06102005	6/10/2020		Paid Amt:	\$354.00
				E 21	300 298 301 899 712		SA - Concessions Exp	\$4,000.00	
	PO#:	Voucher #:	44771	Invoice	Invoice No: 06102006	6/10/2020		Paid Amt:	\$4,000.00
				E 21	300 298 301 899 712		SA - Concessions Exp	\$9,398.06	
	PO#:	Voucher #:	44772	Invoice	Invoice No: 06102007	6/10/2020		Paid Amt:	\$9,398.06
								Check Amount:	\$13,907.06
2854	STAC	11463	10687		SPILDE, BARBARA		Check		
				E 21	300 298 301 899 713		SA - FCCLA Exp	\$1,589.27	
	PO#:	Voucher #:	44767	Invoice	Invoice No: 06102002	6/10/2020		Paid Amt:	\$1,589.27
								Check Amount:	\$1,589.27
2854	STAC	11464	1843		SUN-FLOWERS		Check		
				E 21	300 298 301 899 705		SA - Class of 2020 Exp	\$360.00	
	PO#:	Voucher #:	44769	Invoice	Invoice No: 06102004	6/10/2020		Paid Amt:	\$360.00
								Check Amount:	\$360.00
								Report Total:	\$198,543.20

Ada-Borup Public Schools Detail Payment Register By Wire

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	CFB	201995			SELECTACCOUNT		Wire		
			B 28 215 022		New York Life TSA Co			\$15,548.94	
PO#:	Voucher #:	44857	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$15,548.94	
			B 28 215 021		VEBA			\$8,016.12	
PO#:	Voucher #:	44858	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$8,016.12	
							Check Amount:	\$23,565.06	
2854	CFB	203564			THE OMNI GROUP		Wire		
			B 28 215 005		TSA Valic			\$291.67	
PO#:	Voucher #:	44859	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$291.67	
			B 28 215 005		TSA Valic			\$3,183.28	
PO#:	Voucher #:	44860	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$3,183.28	
			B 28 215 005		TSA Valic			\$3,610.59	
PO#:	Voucher #:	44861	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$3,610.59	
			B 28 215 005		TSA Valic			\$2,283.38	
PO#:	Voucher #:	44862	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$2,283.38	
							Check Amount:	\$9,368.92	
2854	CFB	210361			MN CHILD SUPPORT PAYMENT CTR.		Wire		
			B 28 215 050		Child Support			\$876.00	
PO#:	Voucher #:	44863	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$876.00	
							Check Amount:	\$876.00	
2854	CFB	210605			MN DEPT OF REVENUE		Wire		
			B 28 215 013		MN Tax			\$13,066.30	
PO#:	Voucher #:	44864	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$13,066.30	
							Check Amount:	\$13,066.30	
2854	CFB	210675			BLUE CROSS BLUE SHEILD/NW Serv Co-op School		Wire		
			B 28 215 025		Blue Cross			\$60,090.46	
			B 28 215 025		Retiree/Cobra			\$13,019.54	
PO#:	Voucher #:	44865	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$73,110.00	
							Check Amount:	\$73,110.00	
2854	CFB	210684			PUBLIC EMPLOYEES RETIREMENT AS		Wire		
			B 28 215 017		PERA			\$11,401.53	
PO#:	Voucher #:	44866	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$11,401.53	
							Check Amount:	\$11,401.53	
2854	CFB	210685			TEACHERS RETIREMENT ASSOCIATIO		Wire		
			B 28 215 018		TRA			\$43,051.06	
PO#:	Voucher #:	44867	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt:	\$43,051.06	
							Check Amount:	\$43,051.06	

Ada-Borup Public Schools Detail Payment Register By Wire

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2854	CFB	21589			IRS		Wire
				B 28 215 010	FICA	\$55,642.44	
				B 28 215 011	Fed Tax	\$26,950.66	
PO#:	Voucher #:	44868	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt: \$82,593.10
							Check Amount: \$82,593.10
2854	CFB	8561			Vision Service Plan BC/BS		Wire
				B 28 215 025	Blue Cross	\$262.62	
				B 28 215 025	Adjustment	\$22.86	
PO#:	Voucher #:	44869	Invoice	Invoice No:	M2020120	6/25/2020	Paid Amt: \$285.48
							Check Amount: \$285.48
2854	RAM	8816			Cardmember Service		Wire
				E 01 300 211 000 430 222	Health Aide Supplies - COVID 19	\$92.77	
				E 01 300 211 302 460 000	Secondary Capital	\$1,150.00	
				E 01 300 258 000 441 000	Vocal Music Supp	\$50.71	
				E 01 300 258 000 441 000	Vocal Music Supp	\$257.31	
				E 01 005 110 000 422 000	FLEX FUND	\$78.85	
				E 01 005 110 000 422 000	FLEX FUND	\$59.20	
				E 01 005 110 000 820 000	Dues Membership	\$110.00	
PO#:	Voucher #:	44981	Invoice	Invoice No:	06102001	6/30/2020	Paid Amt: \$1,798.84
							Check Amount: \$1,798.84
							Report Total: \$259,116.29

Student Activity Account Balances - As of 6/30/2020

Account	6/30/2020 Balance
Bank Accounts	
SA-6th Grade Trip	0.00
SA-Band	0.00
SA-Baseball	2,519.50
SA-Boys Basketball	0.00
SA-Class of 2020	0.00
SA-Class of 2021	2,037.29
SA-Class of 2022	164.19
SA-Class of 2023	573.63
SA-Class of 2024	449.87
SA-Class of 2025	1,951.66
SA-Class of 2026	9,222.49
SA-Close Up	23,315.19
SA-Concessions	0.00
SA-Dungeons & Dragons	50.00
SA-FCCLA	5,065.28
SA-FFA	11,414.54
SA-Football	14.14
SA-General	2,000.00
SA-Girls Basketball	664.57
SA-Golf	5,124.25
SA-Interest	0.00
SA-SADD-FOR Club	2,036.73
SA-Science Club	1,699.96
SA-Student Council	5,162.59
SA-Track	254.83
SA-Volleyball	1,134.65
SA-Voltz	1,110.09
TOTAL Bank Accounts	75,965.45
OVERALL TOTAL	75,965.45

INDEPENDENT SCHOOL DISTRICT #2854
 ADA, MINNESOTA 56510
 TREASURER'S REPORT TO SCHOOL BOARD

Date of Report 7/6/2020

For the Month of June 2020

FUNDS	Beginning Balance	Debits	Credits	Ending Balance	Adjustments	Ending Balance	Prior year Balance
General Fund							
Cash	\$709,832.27	\$1,496,475.26	\$1,206,783.25	\$999,524.28	\$0.00	\$999,524.28	\$369,952.71
Investments	\$2,096,418.45	\$3.07	\$178,662.35	\$1,917,759.17	\$0.00	\$1,917,759.17	\$1,411,125.38
Food Service Fund	\$1,210.06	\$37,965.76	\$22,117.10	\$17,058.72	\$0.00	\$17,058.72	\$30,956.42
Payroll	-\$33,803.86	\$584,451.81	\$594,488.91	-\$43,840.96	\$0.00	-\$43,840.96	\$ (35,176.71)
Community Service	\$58,203.78	\$40,666.44	\$31,672.46	\$67,197.76	\$0.00	\$67,197.76	\$ 80,697.38
Building Construction							
Cash	-\$291,322.03		\$49,557.70	-\$340,879.73	\$0.00	-\$340,879.73	\$ -
Investments	\$9,002,561.69	\$588.06		\$9,003,149.75	\$0.00	\$9,003,149.75	\$ -
Cash Debt Redemption	-\$55,832.50	\$349,920.91		\$294,088.41	\$0.00	\$294,088.41	\$ 94,796.87
TOTALS	\$11,487,267.86	\$2,510,071.31	\$2,083,281.77	\$11,914,057.40	\$0.00	\$11,914,057.40	\$1,952,352.05

DESCRIPTION	Bank Stmt Balance	O/S Checks	O/S Deposits	Other Reconciling Items	Book Balance
Bank of the West	\$144,213.37	\$106,021.45		\$0.00	\$38,191.92
Frandsen Bank & Trust	\$845,985.43	\$82,125.87	\$0.00	\$0.00	\$763,859.56
Frandsen Bank & Trust- MM	\$158,051.91				\$158,051.91
Bank of the West - MM	\$19,341.80				\$19,341.80
Bank of the West/Flex	\$8,603.29				\$8,603.29
American Federal Bank	\$0.00				\$0.00
MSDLAF	\$1,894,683.41				\$1,894,683.41
MN Trust/PMA	\$9,026,225.51				\$9,026,225.51
Petty Cash	\$3,500.00				\$3,500.00
Cash on Hand	\$100.00				\$100.00
Imprest Cash	\$1,500.00				\$1,500.00
Balance Per Books					\$11,914,057.40
OPERATING FUNDS					
General Cash 01	\$999,524.28				
Total 01	\$2,917,283.45				
Checking 02	\$17,058.72				
Payroll 28	-\$43,840.96				
Checking 04	\$67,197.76				
Total Operating	\$2,957,698.97				
Building Construction	\$8,662,270.02				
Debt Redemption	\$294,088.41				
Total All Funds	\$11,914,057.40				

Ada-Borup ISD 2854

EXPENDITURES (Through June)

FUND	FY20 Exp	FY20 Budget	FY20 %	FY19 Exp	FY19 Budget	FY19 %	FY18 exp	FY18 Budget	FY18%
General	\$ 7,676,762	\$ 7,797,489	98%	\$ 8,635,588	\$ 8,527,388	101%	\$ 6,712,605	\$ 6,723,626	100%
Food Service	\$ 433,098	\$ 445,990	97%	\$ 416,644	\$ 420,278	99%	\$ 375,379	\$ 343,026	109%
Community Service	\$ 117,848	\$ 137,920	85%	\$ 118,428	\$ 135,323	88%	\$ 121,178	\$ 132,636	91%
Debt Service	\$ 522,543	\$ 521,043	100%	\$ 524,827	\$ 517,442	101%	\$ 514,993	\$ 513,643	100%
TOTAL	\$ 8,750,251	\$ 8,902,442	98%	\$ 9,695,487	\$ 9,600,431	101%	\$ 7,724,155	\$ 7,712,931	100%

REVENUES (Through June)

FUND	FY20 Rev	FY20 Budget	FY20 %	FY19 Rev	FY19 Budget	FY19 %	FY18 Rev	FY18 Budget	FY18%
General	\$ 7,832,586	\$ 8,369,955	94%	\$ 7,117,214	\$ 7,944,766	90%	\$ 5,906,771	\$ 6,787,718	87%
Food Service	\$ 420,685	\$ 442,950	95%	\$ 429,114	\$ 414,200	104%	\$ 385,830	\$ 341,150	113%
Community Service	\$ 101,126	\$ 142,843	71%	\$ 136,678	\$ 136,388	100%	\$ 116,036	\$ 143,058	81%
Debt Service	\$ 701,531	\$ 547,455	128%	\$ 519,659	\$ 543,313	96%	\$ 354,502	\$ 378,142	94%
TOTAL	\$ 9,055,928	\$ 9,503,203	95%	\$ 8,202,665	\$ 9,038,667	91%	\$ 6,763,139	\$ 7,650,068	88%

Ada-Borup Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
4215	2854	STAC														
Yudu, FCCLA Shirts, Shock & Aw			14215	Credit	A	06/10/20	145	Check	1	C1	Misc					
			2854	R	21	300	298	301	099	713	SA - FCCLA Rev				545.08	0.00
														Receipt Total:	\$545.08	\$0.00
														Deposit Total:	\$545.08	\$0.00
4216	2854	STAC														
Reimb fr Distict FCCLA Camp			14216	Credit	A	06/15/20	146	Check	1	C1	Misc					
			2854	R	21	300	298	301	099	713	SA - FCCLA Rev				115.00	0.00
														Receipt Total:	\$115.00	\$0.00
														Deposit Total:	\$115.00	\$0.00
4217	2854	RAM														
Mn Dept of Ed			14217	Credit	A	06/20/20		Check	1	C1	Misc					
			2854	R	01	005	000	000	211	000	General Ed Aid				64,780.04	0.00
			2854	R	01	200	420	000	360	000	State Aid Spec Ed				195,438.68	0.00
			2854	R	04	005	580	325	300	000	State Aids/Grants				591.44	0.00
			2854	R	04	005	582	344	300	000	School Readiness State Aid				8,441.00	0.00
			2854	R	04	005	583	354	249	000	Preschool Screening State A				364.50	0.00
			2854	R	01	005	865	000	317	000	LTFM State Aid				3,094.41	0.00
			2854	R	04	005	580	328	300	000	Home Visiting State Aids/Gra				14.76	0.00
														Receipt Total:	\$272,724.83	\$0.00
														Deposit Total:	\$272,724.83	\$0.00
4218	2854	RAM														
CLICS			14218	Credit	A	06/09/20		Check	1	C1	Misc					
			2854	R	02	005	770	709	479	000	Summer Food Svc Prog				3,315.73	0.00
			2854	R	02	005	770	709	479	000	Summer Food Svc Prog				32,311.36	0.00
														Receipt Total:	\$35,627.09	\$0.00
														Deposit Total:	\$35,627.09	\$0.00
4219	2854	RAM														
SERVS			14219	Credit	A	06/16/20		Check	1	C1	Misc					
			2854	R	01	200	216	401	401	000	Title I				37,490.38	0.00
														Receipt Total:	\$37,490.38	\$0.00
														Deposit Total:	\$37,490.38	\$0.00

Ada-Borup Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
4220	2854	RAM														
MA Billing			14220	Credit	A	06/20/20		Check	1	C1	Misc					
			2854	R	01	200	420	372	071	000	Dept of Human Services Per:				2,017.77	0.00
														Receipt Total:	\$2,017.77	\$0.00
														Deposit Total:	\$2,017.77	\$0.00
4221	2854	RAM														
Norman Co warrant			14221	Credit	A	06/05/20		Check	1	C1	Misc					
			2854	R	07	005	910	000	001	000	Local Levy				333,725.25	0.00
														Receipt Total:	\$333,725.25	\$0.00
														Deposit Total:	\$333,725.25	\$0.00
4222	2854	RAM														
Norman Co Warrant			14222	Credit	A	06/15/20		Check	1	C1	Misc					
			2854	R	01	005	000	000	001	000	Local Levy				304,235.52	0.00
			2854	R	04	005	505	321	001	000	Local Levy				23,327.07	0.00
			2854	R	07	005	910	000	001	000	Local Levy				6,162.66	0.00
			2854	R	01	005	000	000	010	000	Co App				2,101.09	0.00
														Receipt Total:	\$335,826.34	\$0.00
														Deposit Total:	\$335,826.34	\$0.00
4223	2854	RAM														
District Deposit			14223	Credit	A	06/15/20		Check	1	C1	Misc					
			2854	B	28	215	025				Blue Cross				1,421.00	0.00
			2854	B	28	215	025				Blue Cross				532.00	0.00
			2854	B	28	215	025				Blue Cross				716.00	0.00
			2854	R	01	005	000	000	096	000	Gifts And Bequests				62,500.00	0.00
			2854	R	01	005	000	000	099	000	Misc Revenue				1,000.00	0.00
			2854	R	01	300	292	000	099	000	Misc Revenue/Concessions				13,398.06	0.00
			2854	R	01	300	298	000	050	002	Fees from Student Activity Ac				509.00	0.00
			2854	E	01	005	110	000	401	000	Gen Supplies				1,930.00	0.00
			2854	R	01	300	292	000	050	000	Participation Fees				130.00	0.00
			2854	R	01	300	292	000	050	000	Participation Fees				65.00	0.00
			2854	R	02	005	770	701	601	000	Student Food Service Sales				78.00	0.00
			2854	R	02	005	770	701	601	000	Student Food Service Sales				170.60	0.00
			2854	R	02	005	770	707	601	000	Ala Carte Sales				37.64	0.00
			2854	R	02	005	770	707	601	000	Ala Carte Sales				579.40	0.00

Ada-Borup Public Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
4223	2854	RAM														
District Deposit			14223	Credit	A	06/15/20		Check	1	C1			Misc			
						2854	R 04 005 505 321 050 206			Drivers Ed Fees					1,000.00	0.00
						2854	R 04 005 505 321 050 208			Summer Rec Fees					225.00	0.00
						2854	R 04 005 505 321 050 208			Summer Rec Fees					1,365.00	0.00
						2854	R 04 005 505 321 050 208			Summer Rec Fees					105.00	0.00
						2854	R 04 005 505 321 050 208			Summer Rec Fees					105.00	0.00
						2854	R 01 005 000 000 099 000			Misc Revenue					263.83	0.00
Receipt Total:														\$86,130.53	\$0.00	
Deposit Total:														\$86,130.53	\$0.00	
4224	2854	RAM														
District Deposit			14224	Credit	A	06/30/20		Check	1	C1			Misc			
						2854	R 01 005 000 000 050 000			iPad Fees					180.00	0.00
						2854	R 01 005 000 000 096 000			Gifts And Bequests					500.00	0.00
						2854	R 01 005 000 000 099 000			Misc Revenue					110.72	0.00
						2854	R 01 005 000 000 099 000			Misc Revenue					2,000.00	0.00
						2854	R 01 005 000 000 099 000			Misc Revenue					125.00	0.00
						2854	R 01 300 292 000 050 000			Participation Fees					200.00	0.00
						2854	R 02 005 770 701 601 000			Student Food Service Sales					28.00	0.00
						2854	R 04 005 505 321 050 206			Drivers Ed Fees					500.00	0.00
						2854	R 04 005 505 321 050 208			Summer Rec Fees					300.00	0.00
						2854	R 04 005 505 321 050 208			Summer Rec Fees					75.00	0.00
Receipt Total:														\$4,018.72	\$0.00	
Deposit Total:														\$4,018.72	\$0.00	
4225	2854	RAM														
Clay County Warrant			14225	Credit	A	06/05/20		Check	1	C1			Misc			
						2854	R 01 005 000 000 001 000			Local Levy					10,033.00	0.00
						2854	R 07 005 910 000 001 000			Local Levy					10,033.00	0.00
Receipt Total:														\$20,066.00	\$0.00	
Deposit Total:														\$20,066.00	\$0.00	
Report Total:														\$1,128,286.99	\$0.00	

Ada-Borup Public Schools
Receipt Listing Report with Detail by Deposit
Fund Summary

Fund	Total
01	\$702,102.50
02	\$36,520.73
04	\$36,413.77
07	\$349,920.91
21	\$660.08
28	\$2,669.00
Report Total	\$1,128,286.99



"The mission of the Ada-Borup School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

7/10/2020

July 2020 School Board Meeting

1. Building Project
 - a. Received feedback from state review week of June 29.
 - i. Items that needed to be reviewed were submitted with changes on 7/9
 - b. Elementary remodel has been allowed to continue while state reviews overall project
 2. CARES Act
 - a. CARES committee met and we will be offering the following summer programming in August
 - i. Literacy Camp
 - ii. Transition Back to School Program
 3. Summer Programming
 - a. Summer Rec
 - i. Youth sports have been allowed to play games and scrimmages.
 - b. Extended School year
 - i. Modified our hybrid model to accommodate student with greater needs
 - c. Northstar
 - i. Program through NWMHC to help children diagnosed with a mental health issue began July 6.
 - d. MSHSL summer coaching
 - i. Allowed to start on June 15
 4. Return to school Planning
 - a. 3 scenarios – distance learning, Hybrid, All kids in School
 - b. State will release which plan week of July 27
 - c. We will have plans in place for all 3
 - i. Group and Meep meetings week of July 20
 1. Community Health group to review plans
 5. E-Learning Plan
 - a. The leadership team finalized the E-learning plan for approval
 - b. Will allow snow days to be converted to E-Learning Days
 6. Coaches pay
 - a. MOU with union, developed by MSBA, allowing school to pay pro-rated salaries if seasons are shortened due to the pandemic
 7. Shared Contract with NCW
 - a. NCW has agreed to allow us to purchase the contract of a .5 FTE music teacher
 8. School Board filing dates
 - a. Anyone wishing to run for school board will need to file by 5:00pm on August 11
 - b. 3 openings this year
 9. Facility Use
 - a. Discussion
 10. Other
 - a. Bids – Same as previous year
-

This institution is an equal opportunity provider and employer.

- b. H&S contract
 - i. Looking for approval to switch vendors
- c. Audit Dates – July 29 & 30

ADA-BORUP PUBLIC SCHOOLS

Independent School District No. 2854
604 West Thorpe Avenue
Ada, Minnesota 56510



High School: 218-784-5300 / Elementary: 218-784-5303

Aaron Cook, Superintendent
Josh Carlson, High School Principal
Bree Triplett, Elementary Principal

High School/Elementary Fax: 218-784-3475

"The mission of the Ada-Borup School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

7/14/20

High School Update:

1. Student Handbook
 - a. State Statute Code Change
 - b. Class Office
 - c. Noon Lunch Note
 - d. Schedule Change Timeline
 - e. Student Promotion
 - f. Commencement Speakers
2. Curriculum Review
 - a. Social Studies Textbooks
3. Staffing
 - a. Resignation: McKeag Borne
 - b. New Staff Welcome

This institution is an equal opportunity provider and employer.



Ada-Borup Elementary Principal/D.A.C.

School Board Notes: July 2020

- Enrollment Breakdown P-5
 - Pre-K = 39 up 3 (Full)
 - K = 30 up 1
 - 1 = 37
 - 2 = 40
 - 3 = 38
 - 4 = 34
 - 5 = 44 up 1

- Posting for paraprofessional positions
 - Waiting for end of July
 - 4 resignations that have not been filled

- Goals for 2020-2021
 - Common Assessments during PLC Time
 - PBIS (Positive Behavior Intervention System)
 - Book Study for Staff (Professional Development)
 - Tracking System
 - School Wide Expectations
 - Data Driven
 - Communication
 - Monthly Staff Meetings
 - Weekly Bulletins for Staff (Smore)
 - Monthly School Newsletters (Smore)

- Happenings
 - Literacy Camp
 - August 3-5 and 24-27th
 - Back to school screenings
 - August 24-27
 - Preschool Screening
 - August 12th-13th



Ada-Bonup
HS Principal/Activities Director

School Board Notes: July 2020

- **Fall Coaches need approval:**
 - **Football:**
 - **Paul Tinjum- Head**
 - **Nate McCraven- Assistant**
 - **Kenley Wahlin- Assistant**
 - **Dan Jorgenson- Assistant**
 - **Kevin Lindell- Junior High**
 - **Jeremy Peterson- Junior High**
 - **Rodney McCollum- Volunteer**
 - **Adrenaline Fundraiser**
 - **Volleyball:**
 - **Jim Lee- Head**
 - **Janna Engel- Assistant**
 - **Kyli Altepeter- Assistant**
 - **Still Looking for someone- 8th Grade**
 - **Jordan Johnson- 7th Grade**
 - **Cross Country:**
 - **Spencer Ruebke- Head**
 - **Depending on numbers may need another coach!**
 - **Virtual 5K fundraiser**

Thank you to the Booster Club for their approvals on equipment for various programs to help continue moving our district forward.



"The mission of the Ada-Borup School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

**Health & Safety Meeting
Minutes
June 24, 2020 @ 9:00 a.m.**

Present: A Cook, E Cakebread, S Roux, J Carlson, B Triplett, K Sterton

Approval of Agenda (Aaron/Josh)

1. Approval of Minutes from 1-27-20 Health & Safety Meeting (Josh/Bree)

2. Old Business

a. None

3. New Business

a. Health & Safety Services Contract

- Approval of contract with NWSC for health & safety services instead of Macneil (Elizabeth/Aaron)

b. Review Safety Concerns

- Fire Drills- 6 completed to date – 5 regular school year, 1 summer
- Lock Downs
 - 1 barricade in place lockdown, 2 soft lock downs completed during school year
-

c. Incident Review

- Parent fell in parking lot in March and broke arm

d. Other

- Return to School Protocols
 - A lengthy discussion was held on possible health protocols for return to school in scenario 1 and 2 from the MDE & MDE guidance.
 - Return to school committee will be meeting in Mid-Late July to finalize plans for all 3 scenarios

Next Meeting: TBD – Early August to discuss Return to school protocols under the scenario directed by MDE

Adjourned at 9:26 a.m. (Kris/Elizabeth)

Donations

From	For	Amount	Date
Jean E Herman Trust		\$62,500	6-15-2020
Ada-Borup Booster Club	Social Worker Chairs	\$1,175.08	6-24-20
Ada-Borup Booster Club	Elem Gym Wall Pads	\$2,800	6-24-20
Ada-Borup Booster Club	VPK	\$1,400	6-24-20
Ada-Borup Booster Club	1st Grade Materials	\$329.98	6-24-20
<u>American Crystal</u>	Cross Country	\$500	6-25-20

REGULAR VIRTUAL SCHOOL BOARD MEETING

The regular monthly meeting of the Independent School District #2854 was called to order at 7:00 a.m. on Tuesday, June 9, 2020, by Chairman Mick Thompson in the Ada-Borup High School Board Room, Ada, Minnesota. Chairman Mick Thompson declared a quorum.

Board members present: Dena Bishop(virtual), Janna Engel(virtual), Paul Johnson(virtual), Nancy Merkens(virtual), Gretchen Rockstad(virtual), Mick Thompson

Administration present: Aaron Cook, Josh Carlson, Bree Triplett, Sandy Gunderson

Citizens present: Jim Birkemeyer, Ruth Hayden, Pat Pfund

Pledge of Allegiance recited

Nancy Merkens made the motion to approve district invoices. Motion seconded by Mick Thompson. The following voted in favor thereof: Mick Thompson, Gretchen Rockstad, Janna Engel, Dena Bishop, Paul Johnson, and Nancy Merkens. Motion Carried.

Chairperson Mick Thompson called for public input: None

School Board Member Comments:

- Graduation went very well. Thank you to everyone that helped out.

Budget Report/Bookkeeper's Report given by Aaron Cook:

- General Fund: \$89,224.54
- Food Service: \$8,050.63
- Community Service: \$1,219.80
- Building Construction: \$93,007.20
- Student Activities: \$2,414.75
- Payroll: \$271,576.22

District Administrator Aaron Cook reported on:

- 1) Building Project
 - a. Nor-Son has begun work on the overall project.
 - b. Still waiting on state to review project. We have been approved to begin demolition and take project up to first inspection.
 - c. Final bids came in slightly lower than original proposed project budget. Balance has been added into contingency.
- 2) CARES Act
 - a. MDE released information on the CARES act funding. Available to Ada-Borup is \$89,941. More information to be released on allowable expenditures. Applications must be submitted by May 1, 2021.
- 3) Summer Programming
 - a. Summer Rec – We are allowing summer rec practices. Safety protocols are in place. Currently there are no games until the governor eases restrictions on youth sports.
 - b. Extended School Year – We have adopted the Hybrid model.
 - c. MSHSL Summer Coaching – Varsity and JV coaches can begin working with their teams on sport specific training on June 15.
- 4) 2019-20 Revised Budget – The original 2019-20 budget shows a surplus of just over \$582,000. The original budget for the year had a surplus of \$536,000.
- 5) Activities Director – Recommend approving Kenley Wahlin for hire as the Activities Director.
- 6) Other
 - a. Letters will be mailed out requesting bids for fuel, milk, and bread. Bids will be approved at the July meeting.
 - b. Online viewing of Events – The school district will partner with KRJB and Halstad Telephone Company to provide live broadcasts of home events.

High School Principal Josh Carlson reported on:

- 1) Commencement/Graduation Feedback – A huge thank you to everyone involved with commencement. Great feedback from the community. Graduates – 74 of 76 students graduated.
- 2) Distance Learning Review – A lot of good feedback from teachers and parents/guardians.
- 3) 2020-21 Registration is going well. Registrations should be completed this week.
- 4) Teacher Evaluations – Very good year overall despite distance learning.

Elementary Principal/District Assessment Coordinator Bree Triplett reported on:

- 1) Assessment Update
 - Access Early Access Reports are embargoed (North Star Report)
 - Ms. Shanon Syverson created an Language Instruction Education Program Plan
- 2) Professional Learning Communities (PLCs) Feedback
 - Focused on MN State Standards and implementing grading and assessing
 - Collaboration to unify student education
 - Staff survey
- 3) VPK
 - Report to MDE (TS Gold)
 - New Schedule for Next Year
 - M-TH and T-F Four Day Schedule
 - Screening in August
 - Letters mailed to homes in June
- 4) Extended School Year (ESY)
 - Ms. Tyelyn Pearson will be the director.
 - Hybrid Programming for the 2020 Summer
- 5) End of School Year Happenings
 - 5th Grade Graduation
 - “Drive by to Say Goodbye” – 100 cars
 - Title I Survey
 - Families did a great job returning materials
 - Elementary is ready for construction
 - Social Studies curriculum

Committees:

- 1) Aaron Cook reported on Negotiations committee meeting.
- 2) Aaron Cook reported on Building and Grounds committee meeting.
- 3) Paul Johnson and Aaron Cook reported on Technology committee meeting.
- 4) Josh Carlson reported on High School MEEP committee meeting.
- 5) Gretchen Rockstad reported on Elementary School MEEP committee meeting.

Gretchen Rockstad made the motion to approve adoption of the agenda. Motion seconded by Dena Bishop. The following voted in favor thereof: Janna Engel, Dena Bishop, Paul Johnson, Gretchen Rockstad, Nancy Merkens, and Mick Thompson. Motion Carried.

New Business:

- A. Nancy Merkens made the motion to approve the Consent Agenda. Motion seconded by Mick Thompson. The following voted in favor thereof: Dena Bishop, Paul Johnson, Gretchen Rockstad, Nancy Merkens, Mick Thompson, and Janna Engel. Motion Carried.
 - I. Approve minutes of the regular meeting held on May 12, 2020.
- B. Personnel:
 - a. Paul Johnson made the motion to accept resignation from Kay Saude as a Paraprofessional. Motion seconded by Dena Bishop. The following voted in favor thereof: Paul Johnson, Gretchen Rockstad, Nancy Merkens, Mick Thompson, Janna Engel, and Dena Bishop. Motion Carried.
 - b. Gretchen Rockstad made the motion to approve hiring Kenley Wahlin as Activities Director. Motion seconded by Nancy Merkens. The following voted in favor thereof: Gretchen Rockstad, Nancy Merkens, Mick Thompson, Janna Engel, Dena Bishop, and Paul Johnson. Motion Carried.
 - c. Janna Engel made the motion to approve 2020-2022 Contract with Jeremy Prodzinski for IT Technology Coordinator. Motion seconded by Dena Bishop. The following voted in favor thereof: Nancy Merkens, Mick Thompson, Janna Engel, Dena Bishop, Paul Johnson, and Gretchen Rockstad. Motion Carried.
 - d. Dena Bishop made the motion to approve 2020-2022 Contract with Sandy Gunderson for District Secretary. Motion seconded by Paul Johnson. The following voted in favor thereof: Mick Thompson, Janna Engel, Dena Bishop, Paul Johnson, Gretchen Rockstad, and Nancy Merkens. Motion Carried.
- C. Gretchen Rockstad made the motion to approve 2020-2021 Resolution for Membership in the MSHSL. Motion seconded by Janna Engel. The following voted in favor thereof: Janna Engel, Dena Bishop, Paul Johnson, Gretchen Rockstad, Mick Thompson, and Nancy Merkens. Motion Carried.
- D. Mick Thompson made the motion to approve Resolution of Designation of Identified Official with Authority. Motion seconded by Nancy Merkens. The following voted in favor thereof: Dena Bishop, Paul Johnson, Gretchen Rockstad, Nancy Merkens, Mick Thompson, and Janna Engel. Motion Carried

- E. Gretchen Rockstad made the motion to approve the Final 2019-2020 Budget. Motion seconded by Mick Thompson. The following voted in favor thereof: Paul Johnson, Gretchen Rockstad, Nancy Merkens, Mick Thompson, Janna Engel, and Dena Bishop. Motion Carried.
- F. Dena Bishop made the motion to close the meeting to review staff evaluations. Motion seconded by Janna Engel. The following voted in favor thereof: Gretchen Rockstad, Nancy Merkens, Mick Thompson, Janna Engel, Dena Bishop, and Paul Johnson. Motion Carried.
- G. Janna Engel made the motion to reopen the meeting. Motion seconded by Dena Bishop. The following voted in favor thereof: Nancy Merkens, Mick Thompson, Janna Engel, Dena Bishop, Paul Johnson, and Gretchen Rockstad. Motion Carried.

Next Regular Virtual School Board Meeting on Tuesday, July 14, 2020, at 7:00 a.m.

Paul Johnson made the motion to adjourn regular meeting at 9:56 a.m. Motion seconded by Gretchen Rockstad. The following voted in favor thereof: Gretchen Rockstad, Nancy Merkens, Mick Thompson, Janna Engel, Dena Bishop, and Paul Johnson. Motion Carried.

Nancy Merkens, Clerk

Minutes prepared by: Sandy Gunderson

Ada-Borup School District #2854



COACHES HANDBOOK

Adopted November 2013

FORWARD

This handbook was written with the idea of helping our coaches become more familiar with the accepted procedures for which the Ada-Borup School Board, Administration, and Coaches have found to be worthwhile and educational.

It is also being updated to give those coaches who are not members of the Ada-Borup teaching staff a better understanding of what is expected of them while they are a member of the coaching staff.

In order to have a smooth running activities program, it sometimes becomes necessary to put these procedures in black and white so we are all consistent in our actions.

Like any program, we must continue to grow and in some cases, change. When this seems necessary, the changes or additions to this manual will be made upon approval of the Ada-Borup School Board.

Please become familiar with the materials in this manual and even though there may be parts of it you do not agree with, you are expected to follow these set procedures.

COACHES OF ATHLETICS

Coaches of interscholastic athletics assume a highly responsible position in American Education. On the one hand, they guide youth in life situations. On the other hand, they instruct students in the techniques of their specialty and witness the results of their teaching in actual and immediate practice. Their teaching and actions are openly exposed to public evaluation and scrutiny.

No other teacher enjoys so rich an opportunity to mold the character of adolescent youth; but few teachers run so great a risk of having their technical and emotional shortcomings exposed. A coach has a unique guidance opportunity-perhaps more than any other teacher in education. They are the teachers who conduct an exciting class-the interscholastic athletics. Students are ready to give them great attention, great output of effort and great respect. A quick and personal rapport may be established through the association and close friendship, the coach has a unique and seldom attained relationship in education. A very effective personal guidance situation is established, and it is in this guidance climate that the coach can affect real leadership for the student. The extra-curricular athletics is the door by which this climate is created. A good coach knows this and makes every effort to achieve this basic objective of coaching.

The coaches are official representatives of the school in interscholastic athletics. In this important capacity the following Code of Ethics set up by the Minnesota State High School Coaches Association shall be practiced.

Code of Ethics

Minnesota State High School Coaches Association

AS A PROFESSIONAL EDUCATOR I WILL:

1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athlete.
3. Encourage the highest standards of conduct and scholastic achievement among all athletes.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

ADMINISTRATION OF THE ACTIVITIES PROGRAM

The Board of Education has the responsibility to determine the philosophy of the total educational program, including athletics, activities, and fine arts.

The Superintendent is ultimately held responsible for all matters pertaining to activities in the schools. He/she shall see that the interscholastic activities program is conducted within the philosophy of activities as adopted by the Board of Education.

The Principal is directly responsible for all programs conducted within the school. Therefore all coaches within the interscholastic programs are also responsible to the high school principal.

The Activities Director is responsible directly to the building principals, and he/she shall coordinate the programs of the activities in grades K-12 with help from the coaches.

COACHES RESPONSIBILITY

Coaching involves providing a stimulating and effective program of instruction, establishing and maintaining an atmosphere conducive to learning, and the development of sound social attitudes and habits. This is a cooperative effort in which the coach, with the assistance of the administration, should:

- A. Approach his/her assignment with enthusiasm and regard each pupil as a worthy individual.
- B. Plan and conduct a program of instruction, which will make each child eager to learn, and enable each pupil to achieve his/her full potential.
- C. Teach the student what is expected of him/her in terms of conduct in and about the school.
- D. Enforce the rules of the school system and ^{of} the school courteously, consistently, and justly.

- E. Distinguish between pupil misconduct, which should be handled by the coach and that which requires the assistance of the administration.
- F. To make the participants in the activity and their parents aware of the eligibility/participation rules of the Minnesota State High School League, Ada-Borup Schools, and any rules pertaining to the activity.

PHILOSOPHY

The educational program at Ada-Borup High School will provide the opportunity and the incentive for each student-athlete to develop mentally, physically, morally and socially to the fullest of his/her abilities. The educational program shall be directed toward the welfare and the best interest of the student-athletes.

Ada-Borup High School is of the belief that extra-curricular activities are an integral part of the educational system. It is believed that extra-curricular activities contribute to the educational process of developing well-rounded individuals and young adults. Through the combined support and efforts of the community, school district and activities staff, students are given the opportunity to participate in the extra-curricular programs as spectators and competitors.

These educational experiences allow students to benefit in such areas of development as: interpersonal relationships, group interaction and cooperation, self-concept and character, goal setting and values, leadership, initiative, self-discipline, loyalty, sportsmanship, physical skills and growth, and the personal pride and satisfaction of participation and competition.

Since life demands many of the same qualities developed through extra-curricular activities, this opportunity will assist in preparing our students to meet life's challenges as contributing, worthwhile citizens.

AFFILIATIONS

Conferences	Pine-to Prairie Conference
Administrative Region	8A
State	Minnesota State High School League

COMPETITIVE SECTION ASSIGNMENTS

GIRLS CROSS COUNTRY	8A	BOYS CROSS COUNTRY	8A
VOLLEYBALL	8A	FOOTBALL	8A
GIRLS BASKETBALL	6A	BOYS BASKETBALL	8A
GIRLS TRACK	8A	BOYS TRACK	8A
GIRLS GOLF	8A	BOYS GOLF	8A
SOFTBALL	8A	BASEBALL	8A
MUSIC	8A		
SPEECH	8A		
ONE-ACT PLAY	8A		
VISUAL ARTS	8A		

GENERAL PROCEDURES FOR ALL COACHES:

Equipment and Supplies

1. **Issue and Return**--Each coach at all levels is responsible for the issuing and return and storage of all items used by his/her squads during the season. It is suggested that this be done on some sort of checkout form, or at least keep track of the supplies.
2. **Maintenance and Cleaning**--The maintenance and cleaning of game equipment is the responsibility of each coach for their team. This should be taken care of as soon after the game as possible. If there is a problem that could be a safety factor, please contact the A.D. as soon as possible so that it can be taken care of.
3. **Issue**--Equipment can only be issued as per rules of the MSHSL.
4. **Use of Equipment**--No school owned equipment is to be removed from the school buildings or grounds without the approval of the Head Coach and an Administrator. *Exception- balls for scrimmages, tournaments, etc.*
5. **Storerooms and Training Room**--Each coach is to do his/her job in keeping these secured. You should not leave them open, and if managers do help, they are to keep them locked unless they are in the room working. There are never to be ANY students in the back uniform room.
6. **Game Uniforms and Equipment**-- Each coach is responsible for the issuing, cleaning, and storing of uniforms, equipment, and supplies used by his/her squad during the season. This should be done within a week after the conclusion of the season and when all items have been cleaned for storage.
7. **Inventory**--After each sports season, the coaches shall take an accurate inventory of all items stored for their sport. A copy of this should be attached to the box they are stored in, the boxes should be marked plainly on the outside, and a copy of the inventory should be given to the A.D. The uniforms and other items used should be cleaned and put away within a week after the last contest.
8. **Budget Requests**--Requisition forms should be filled out by the Head Coach for all levels of his/her activity. He/she should make an effort to get input from all the coaches for recommendations for supplies for the following year and include them on these forms to be given back to the A.D. These forms will be used in making the total athletic budget requests for the following year. The coach will be contacted with regard to any cuts or priorities to make because of financial problems.
9. **Ordering**--All items ordered must be done through the high school office. All materials must have a P.O. number from the office before anything will be ordered. Orders other than by the office will become the financial responsibility of the person making the order.

FACILITIES-PRACTICES-GAMES:

1. **Practice Sessions**--Practice sessions will be made up by the coaches of the various activities. Written session notes should be used to make the best use of practice time. The scheduling of facilities for practices will be set up by the A.D for all levels⁴² of competition with input from the various coaches

and other personnel using the facilities. Winter practice schedules will be made up at least a week in advance, and will be on a rotating basis, that is boys/girls-early/late every other day. Effort will be made to always have the junior high teams practice first for transportation purposes.

- a. Each sport will start on the date established by the MSHSL and shall continue until that team is eliminated from the tournament competition or their last scheduled contest, whichever is later in the season.
 - b. The Coach is responsible to see that the players are excused from their practices on time.
 - c. During the latter part of a season, a coach will be justified in calling practice off for a night if he or she feels it is in the best interest of the kids. The coach should notify the kids as early as possible so the necessary ride arrangements can be made, or so they can catch the bus.
 - d. Students in activities will be excused from practice to take part in school-sponsored activities.
 - e. No activities practices may be scheduled on any Sunday, Thanksgiving, Christmas Eve or Day, or New Year's Day. No practices after 6:00 on Wednesdays
2. **Locker Room Supervision**--Each coach is responsible for the conduct and welfare of the students under him/her. Each coach should not leave the locker area after practices or games unless students under his/her care are also gone. Do not expect another coach to supervise your students. The last coach out at night is responsible to see that the lights are out and the doors are locked. See that the locker room is orderly and that your students have put their stuff in their lockers.
 3. **Bus Travel**-- Each coach is responsible for the conduct of the student-athletes regarding appropriate bus behavior. Be sure that all students are seated in a bus seat and that there is never a 3:1 ratio of kids in seats meaning three kids in a seat while only one student sits in another. Make sure that there are no obstructions (bags, etc.) in the aisle for safety purposes.
 4. **Student Conduct & Eligibility**- Each coach is responsible for the conduct of his/her teams on road trips. Also, the coach must stay informed on student eligibility. Contact the principal or activities director with any questions.
 5. **Returning From Away Contests**--The Coach should follow the same directions as above for returning from away trips. The other important thing after away games is to be sure to turn off any lights and lock any doors that were previously off and locked upon arrival. Many times the janitors have gone, and it is the responsibility of the returning coaches to see that all their kids are out of the building and the lights are all off, and the building is secure.
 6. **Early Dismissal**-- Each Coach shall submit a list of students to be excused from school during school hours. This should be given to the teachers, the A.D., and the high school office.
 7. **Open Gyms**--Open gyms will be allowed following these rules:
 - a. A teacher/staff member must be responsible and in the building while it is being used by students.
 - b. The open gym must comply with the MSHSL rules.
 - c. Open gyms may not be limited to certain team members.
 - d. The supervisor shall be the last one to leave the building and see that the lights are out and the building is secured.
 - e. No open gyms will be permitted on Thanksgiving, Christmas Eve or Day, or New Year's Day.
 8. **Scrimmages**--Scrimmages may be lined up by the Head Coach with prior approval of the A. D.
 9. **Games**--Each activity may schedule the maximum number of games as set by the MSHSL and/or the School Board. The sub varsity levels will be determined by the Activities Director with considerations

of numbers out to assure good participation, and keeping within the budget guidelines as set for the athletic programs.

10. **Programs**--The Activities Director will see that the programs for the home varsity contests are printed.
11. **Student Transportation**--the following should apply:
 - a. When transportation is provided for the students, the students must ride the bus both ways unless their PARENTS make contact with the coach in person and signs the student out in that the student will be riding with parents (not a sister, brother, friend, etc.)
 - b. Only school-authorized transportation may be used.
 - c. Requests for transportation will be made in writing a week in advance by the Athletic Director at least one week in advance of the trip with input from the coach or supervisor of the group.

DUTIES OF THE HEAD COACH:

1. Each Head Coach shall work under the direction of the Activities Director and be responsible to him/her with regard to their activities.
2. Each Head Coach shall be in charge of their varsity teams and be responsible for knowing the rules and regulations of the Minnesota State High School League with regard to their activities area as well as stay current on their MSHSL coach's clipboard.
3. Each Head Coach shall be responsible for the care, maintenance, and inventory of all equipment used in their activity and for the issuing, cleaning, and storing of these items. This includes all uniforms and movable equipment and supplies.
4. Each Head Coach is responsible for orderly procedure in the locker room while their participants are using it. This includes being the last one to leave, even on returning from away contests if the students have to wait in the building for a ride.
5. Each Head Coach is responsible to see that on road trips, the students are orderly and neat in their use of other school's locker facilities and equipment. They (coaches) are to check their locker areas our students use and see that it is left clean and orderly.
6. Each Head Coach should carry out an effective public relations program between his/her program and the rest of the high school and our staff, news media, and the public. This includes reporting scores after all home varsity games.
7. Each Head Coach is responsible to attend online the MSHSL sponsored rules interpretation meeting for his/her sport each year.
8. Each Head Coach shall select team membership. This should be done in a meaningful and understanding manner. It is important that the individual be talked to about the reason for the choice.
9. Each Head Coach shall prepare a request sheets on requisition forms with item cost, totals, and with the name and address of a vendor for the A.D. each year for his/her activity for the following year. He/she shall be careful not to overlook any items. Keep in mind that these requests are to be made for all levels of his/her activities, not just the varsity.
10. Each Head Coach shall call upon the A.D. to help with administrative details and arrangements not otherwise covered in rules, regulations, or policies.

11. Each Head Coach needing school checks for entry fees or other school related activities are to request in writing what is needed at least one week prior to the time needed.
12. Each Head Coach will assume the financial responsibility of items purchased without the consent of the administration and not on school authorized purchase orders.
13. Each Head Coach is responsible for setting guidelines by which he/she will letter students in his/her activities. These should be in writing and given to the students early in the season, so they understand what they need to do to letter in each activity. Also, at the conclusion of a season, it is the responsibility of the Head Coach to see that the letter winners are informed and receive their certificate. Lettering guidelines should be set so they will test the athlete's ability and willingness to perform. Make sure and include managers in these plans. Any changes need to be brought to the board for approval and changed in the activities handbook.
14. Each Head Coach is responsible to see that all his/her students attend practice regularly, and have some kind of consequence for those students not making this commitment. It is very important that the students realize they must be at practice to take part.
15. Each Head Coach is responsible to line up video taping of his/her contests if he/she desires having this done.
16. Each Head Coach shall inform the A.D. and athletic trainer of any serious injuries that require immediate medical attention.
17. Each Head Coach is responsible for the enforcement of the school rules with regard to attendance policies for games and practices.
18. Each Head Coach shall prepare a season summary at the conclusion of their season. This report SHALL include but not be limited to the following:
 - a. Season record.
 - b. Number of students out for the activity.
 - c. Individual or team honors achieved.
 - d. A statement on how they felt the season went.
 - e. Program concerns for the future.
 - f. Any other information he/she feels is pertinent or important, such as team GPA's, ect.
19. Varsity Game night responsibilities of "B" and Head Coaches:
 - a. Volleyball---net set up and take down after games.
 - b. All Sports---video equipment and statisticians if desired.
 - c. Football---keep players off track after game and water control for players during game.
 - d. Volleyball/Basketball---find an official book keeper and tracker (VB) for home games.
 - e. Track---responsible to help organize meets including equipment before and after meet.
 - f. Softball/Baseball---provide scorekeepers for the games.
 - g. Baseball---find an announcer for home games if desired.

DUTIES OF SUB VARSITY COACHES (ALL LEVELS):

1. Each sub varsity coach shall work under the direction of the Head Coach and be responsible to that coach.
2. Each sub varsity coach shall request items from the Head Coach so those concerns may be included in the Head Coach's request for future planning.

3. Each sub varsity coach is responsible to run his/her team, but should have input from the Head Coach regarding how he/she would like to see things done for the total program.
4. Each Sub-Varsity Coach shall prepare a season summary at the conclusion of their season. This report SHALL include but not be limited to the following:
 - a. Season record.
 - b. Number of students out for the activity.
 - c. Individual or team honors achieved.
 - d. A statement on how they felt the season went.
 - e. Program concerns for the future.
 - f. Any other information he/she feels is pertinent or important.
5. Game night responsibilities of Jr. High, C, & JV Coaches:
 - a. Volleyball---net set up and take down after games.
 - b. All Sports---video equipment if desired.
 - c. Football---keep players off track during and after game / person to keep book if desired.
 - d. Volleyball/Basketball---find an official book keeper and tracker (VB) for home games.
 - e. Baseball/Softball---prep field(s) for the game

LETTERING STUDENTS - OTHER RECOGNITIONS:

The objective of an award should be recognition of an achievement that has been accomplished through effort and sacrifice. One who receives an award is being recognized as superior in some area of athletics.

1. Awards and Lettering of Students--Each Head Coach is responsible for determining letter winners in his/her activities. It is recommended that each sport set standards that will test the student's ability and willingness to perform and attend practices regularly. These criteria should be given to the students at a meeting before or at the beginning of the practice season to eliminate the chance of any misunderstanding that could develop by the students or parents later in the year. The students who took part in your activity are to be notified shortly after your season is over about this matter.
2. **Students who are in violation of MSHSL Rules will forfeit all letters, team awards, and conference awards in the activity in which the penalty was served.**
3. Letters and Pins--Letters and pins for each activity will be kept in the high school office and may be picked up after the season by the coaches for awarding at awards night for their sport.
 - a. An athlete earning a letter for the first time will receive a chenille letter and a pin for that particular activity.
 - b. All subsequent awards will be in the form of yearly bars, one for each additional time lettered.
4. Special Awards (such as MVP)--Special awards to be given for individual honors at the recognition night will be taken from that sport's budget, and should be ordered by that coach on school P.O.'s.
5. Student Recognition Night--The responsibility of setting up and running this activity will be the Head Coaches.

MISCELLANEOUS

1. **Meetings**--Head Coaches are expected to attend professional meetings that pertain to his/her areas. These are to include any conference, district and MSHSL Rules meetings for his/her activities.
2. **Injuries**--In case of serious injury, the coach in charge should see that the necessary steps are taken for the welfare of the student. If in doubt, do not move the student, and call 911. Report all injuries to the administration as soon as possible after the injury.
3. **Tournament Squads**--The school will be financially responsible for ONLY official tournament squads as set forth by the Sub-Section., Section and State officials. This means that extra coaches, stats persons, etc., will not be part of the official Sub-Section., Section, or State Tournament Squads should your teams advance.
4. **Public Relations**--The activities program of the public school serves as a public relations instrument for the school and the community. It is the responsibility of the entire staff to see that the image projected is one that will serve as an asset to the school. This can be accomplished by conscientiously performing the duties assigned as educators first, and then by carrying that into the athletic areas. Public relations begins in the classroom by being educationally sound, treating all students with respect and caring for them as individuals, and being cooperative with the rest of the staff and administration. Nearly every action of the athletic program serves as public relations, but it is well to note that certain actions may produce adverse public relations.
 - a. Create a good rapport with your team members and their parents. An effort should be made to communicate with them with regard to your activity area.
 - b. Cooperate with the press and other news media by calling in game results after home games.
 - c. Get your team rosters on the MSHSL site as soon as possible and make updates as needed.
 - d. Swearing is something that cannot and should not be tolerated during your coaching activities, either by your students or staff members.
 - e. Support each others efforts--make an effort to attend some of the other athletic events. This shows the kids in your activity that you are concerned for their overall efforts, not just for what they can give your programs.

DEALING WITH CONFLICT

PROCEDURE FOR HANDLING ACTIVITY COMPLAINTS

In order to allow an expression of differences that often occur in athletics/activities, a procedure has been developed for establishing a line of communication between school, parent/guardian, students, and coaches. This procedure should follow an orderly process.

1. No conflict between a parent, student, official, or coach should be addressed during or immediately following a contest or production. The contest site, practice field, lobby, or locker rooms are not appropriate places to handle conflict. Coaches or Activity Supervisors are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling down period.
2. If the above procedures are not followed, the following steps will take place:
 - i. 1st Violation of Procedure - The coach will suggest a meeting at a later date and a letter will be sent to the parent ~~outlining~~ outlining our procedure for handling athletic/activity complaints.

- ii. 2nd Violation of Procedure - Removal from the next contest.
- iii. 3rd Violation of Procedure - Removal from all remaining contests.

3. If you are upset please call or arrange a meeting the following workday.
4. The following steps should be taken in order for conflict to be resolved:

STEP 1

- A meeting between the student and the coach/coaching staff should be called. Players at the Junior High Level have the option of having a parent present.

STEP 2

- If the conflict is not resolved, a meeting between the student, the parent, and the coaching staff should be called. This meeting can be initiated by the student, the parent, or the coaching staff.

STEP 3

- If any of the three parties (student, parent, or coaching staff) still feel the conflict is not resolved, a meeting between the student, parent, coaching staff, and activities director may be called by any party.
- Notes of the meeting will be kept by the A.D. If the A.D. is the coach involved, an Administrator will act as the mediator.

STEP 4

- An administrator will send out a list of findings and recommendations to those involved no later than one week after the meeting. A copy of all communications will be given to the High School Principal and Superintendent.

If a School Board Member receives a complaint regarding a coach, that complaint will be immediately forwarded to the A.D. and Superintendent.

GROUP CONFLICT

No parent group shall meet at ABHS to discuss team problems without representatives from ABHS which will include the A.D. or coach. At group meetings, individuals must speak for and represent themselves, not other individuals or groups.

COMPLIANCE

Failure to follow the procedures and guidelines as set forth in this handbook could result in a minimum penalty of a meeting with school administration and a maximum penalty of removal from the coaching position. If you are uncertain of how to handle a situation please contact administration in advance.

ADA-BORUP HIGH SCHOOL
2020-2021 STUDENT HANDBOOK
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The Ada-Borup Public Schools Independent School District 2854 does not discriminate on the basis of race, color, national origin, sex or disability.

WELCOME MESSAGE FOR STUDENTS

Welcome to the 2020-2021 school year at Ada-Borup High School. What you are holding represents the work of the faculty, students, MEEP Team, school administration, and School Board members of our school. Consider it a guidebook to membership in our community of learners.

It's the idea of "community" that is the driving force behind this handbook; the guidelines contained within are suggestions about how we can best contribute to an environment that is safe, friendly, and productive. It's about having an atmosphere in our school that fosters good work, good feelings, and good memories.

Respect for ourselves and others are probably the single most important thing we can learn as a member of our school's community of learners. As a community member, it is critical that you respect yourself, your peers, and the adults who work here every day.

The guidelines contained in this handbook are meant to be just that – guidelines. Try to think about the "spirit" of the law, and avoid getting too hung up on the "letter" of the law; no one is served well by going around looking for loopholes – it's a waste of time. Most of us know when we are doing the right thing. So, do the right thing and you'll be fulfilling a big part of your responsibilities as a student here at our school.

Pay careful attention to what is in your handbook, discuss it with your parents and classmates, and if you have any questions, please don't hesitate to ask one of us. We look forward to helping you have a great year!!

Josh Carlson
High School Principal

This handbook is meant to serve as a guide for students and parents/guardians. Not every circumstance or event can be anticipated; therefore students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials thereof. If you wish to view other policy manuals or handbooks that we operate under, please contact school administration.

Ada-Borup High School Office Hours: 7:30 A.M. – 4:00 P.M.

Phone #: (218) 784-5300

Web Site: ada.k12.mn.us

A SPECIAL NOTE TO PARENTS

If a problem arises concerning the school, the Board of Education requests that you take the following actions:

- A. First, personally contact the person directly involved.
- B. If you are unable to resolve the problem by contacting the person directly involved, please contact the appropriate principal or supervisor.
- C. If you feel the problem still has not been resolved, you should meet with the superintendent of schools.
- D. If the problem is not resolved after meeting with the superintendent, you may request a meeting with the appropriate committee of the School Board of Education.
- E. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full School Board of Education for final resolution.

NOTE TO 18 YEAR OLDS

MSA 120A.20 states the following:

The Board of Education of any school district shall provide free education services to any person between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age. **Therefore, all students enrolled in Ada-Borup High School will be required to follow the same policies as established for those under 18 years of age.** Students older than 21 years of age may attend high school only with permission of the School Board of Education.

ADMINISTRATIVE DISCRETION AND REVIEW

Each policy in the Student Handbook is subject to administrative review and discretion upon its implementation.

PLEDGE OF ALLEGIANCE POLICY

(Board approved May 12, 2009)

General Statement of Policy

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Exceptions: Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

Instruction: Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

DISTRICT MISSION STATEMENT & GOAL

Ada-Borup School District Mission Statement

"The mission of the Ada-Borup School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

Ada-Borup ISD #2854 Beliefs

- ***Ada-Borup ISD #2854 will encourage all students to demonstrate the ability to reason, problem solve, apply knowledge, and communicate effectively.***
- ***Ada-Borup ISD #2854 will provide an atmosphere conducive to the educational development of every student.***
- ***Ada-Borup ISD #2854 will improve student achievement in all areas of curriculum to better prepare students to succeed on the Minnesota Comprehensive Assessments.***
- ***Ada-Borup ISD #2854 will prepare all learners to function in an ever-changing world through the use of technology.***

- *Ada-Borup ISD #2854 will provide all students the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, and the performing arts.*
- *Ada-Borup ISD #2854 will promote physically active individuals who have the knowledge, skills and confidence to enjoy a lifetime of healthful physical activity through physical education and athletics.*
- *Ada-Borup ISD #2854 will promote professional development activities that will lead to improved knowledge and skills needed to instruct and prepare all students for the future.*
- *Ada-Borup ISD #2854 will continue to increase the number of business and community partnerships and implement related programs for the mutual benefit of both groups.*
- *Ada-Borup ISD #2854 will promote professionalism and teamwork among administration, staff and community.*
- *Ada-Borup ISD #2854 will strive for communication among district employees, students, parents and the community at-large that is accurate, consistent, timely, effective and interactive.*
- *Ada-Borup ISD #2854 will effectively teach and model violence prevention policies and curriculum that address early intervention alternatives, issues of harassment, and teach non-violent alternatives for conflict resolution*

COUGAR CODE

I am respectful.

I am responsible.

I am safe.

I am prepared.

We are here to learn; therefore, I will do nothing to keep the teacher from teaching, and anyone, myself included from learning.

I will cooperate with all school people.

I will respect myself, others and the environment.

By acting in this way, I am capable, connecting, and contributing.

A BILL OF RIGHTS & RESPONSIBILITIES

All Students and school staff have a right to:

1. Support from parents, the community, public officials, and business in their efforts to uphold high standards of conduct and achievement.
2. Schools and classrooms in which high grades stand for high achievement and promotion is earned.
3. Trust that their high school diploma means having the knowledge and skills essential for college or a good job.
4. Learn and work with clearly stated and rigorous academic standards.
5. Well-equipped schools that have the instructional materials needed to carry out a rigorous academic program.
6. Teachers who know their subject matter and how to teach it.
7. Be treated with courtesy and respect.
8. Learn and work in school districts that have alternative educational placement for violent or chronically disruptive students.
9. Clear discipline codes with fair and consistently enforced consequences for misbehavior.
10. Schools that are safe, orderly, and drug free.

2020-2021 ADA-BORUP HIGH SCHOOL DIRECTORY

BOARD OF EDUCATION

Dena Bishop	Treasurer	784-2601	202 3 rd Ave. W., Ada, MN 56510
Janna Engel (Scott)	Director	784-2444	3012 190 th Ave, Twin Valley, MN 56584
Paul Johnson (Alyssa)	Director		2297 240 th Ave, Ada, MN 56510
Nancy Merkenes	Clerk	784-7575	2344 290 th Ave., Ada, MN 56510
Gretchen Rockstad (Erik)	Vice-Chairperson	784-3741	2806 190 th Ave., Ada, MN 56510
Mick Thompson (Lisa)	Chairperson	784-2288	810 3 rd Ave. E., Ada, MN 56510

HOME

FACULTY

<u>e-mail address</u>	<u>Position</u>	<u>School #/Ext.</u>
mckeagb@ada.k12.mn.us	Paraprofessional/Adapted Phy. Ed./Bus Driver	
amandab@ada.k12.mn.us	Guidance Counselor	Ext. 319
elizabethc@ada.k12.mn.us	Science/Math	Ext. 324
joshc@ada.k12.mn.us	High School Principal	Ext. 816
lisac@ada.k12.mn.us	English/Speech	Ext. 323
aaronc@ada.k12.mn.us	Superintendent	784-5312/Ext. 832
michaele@ada.k12.mn.us	Math	Ext. 346
annier@ada.k12.mn.us	English	Ext. 321
ruthh@ada.k12.mn.us	Health/PE	Ext. 329/804
tylerh@ada.k12.mn.us	Phy. Ed.	Ext. 848/842
amyj@ada.k12.mn.us	English	Ext. 327
jordanj@ada.k12.mn.us	Science/English	Ext. 809
taylorj@ada.k12.mn.us	LD/EBD	Ext. 333
tracyj@ada.k12.mn.us	RN, Norman-Mahnomen Public Health	Ext. 285/123
tanyak@ada.k12.mn.us	Vocal Music	Ext. 391
masonk@ada.k12.mn.us	Woods Shop/Auto Technology	Ext. 807
emilyl@ada.k12.mn.us	Math/Tech Integration	Ext. 342
jiml@ada.k12.mn.us	Computer/Business	Ext. 314/316
mikil@ada.k12.mn.us	Family Consumer Sciences	Ext. 306
kevinl@ada.k12.mn.us	Biological Science	Ext. 322
natem@ada.k12.mn.us	Math	Ext. 345
tpearson@ada.k12.mn.us	LD/EBD	Ext. 300
jodip@ada.k12.mn.us	Art/Drivers Ed	Ext. 305
tammier@ada.k12.mn.us	Family Resource Specialist	Ext. 805
abbies@ada.k12.mn.us	Vocational Agriculture	Ext. 803
dans@ada.k12.mn.us	Social	Ext. 330
smartb@ada.k12.mn.us	LD/EBD	Ext. 331
davids@ada.k12.mn.us	Social Studies	Ext. 336
jasons@ada.k12.mn.us	Social Studies	Ext. 332
kriiss@ada.k12.mn.us	Family Resource Specialist	Ext. 150
trevors@ada.k12.mn.us	Math/PE	Ext. 343
shainas@ada.k12.mn.us	LE/EBD	Ext. 302
shanons@ada.k12.mn.us	Spanish	Ext. 328
richardt@ada.k12.mn.us	Instrumental Music	Ext. 393
renee@ada.k12.mn.us	Special Education	Ext. 337

NON-CERTIFIED STAFF

pipera@ada.k12.mn.us	Paraprofessional	Ext. 302
dionb@ada.k12.mn.us	Custodian	
Curt Bitker	Bus Driver	
Margaret Dosland	High School Secretary	784-5300/Ext.
800		
Han Dougan	Food Service	Ext. 200
Elyse Fassino	Paraprofessional/Bus Driver	Ext. 337
Craig Grivno	Bus Driver	
Sandy Gunderson	District Secretary	Ext. 801
Chris Hahnadel	Custodian	
Tod Kappes	Bus Driver	
Curt Kemper	Custodian	
Bob Kinkade	Food Service Director	Ext. 200
Patty Olson	Payroll/HR Accountant	784-2238/Ext. 818
Brian Pelzman	Custodian	
Cindy Peterson	Media Aide/Paraprofessional	Ext. 808
Jeremy Prodzinski	Technology	Ext. 310

Lori Prodzinski	lorip@ada.k12.mn.us	Paraprofessional	
Sherry Purrington	sherry@ada.k12.mn.us	Food Service	
Cindy Ramstad	cindyvr@ada.k12.mn.us	Paraprofessional/Tech Tutor	Ext. 331
Ida Reyes	idar@ada.k12.mn.us	Paraprofessional	Ext. 125
Cheryl Roquet		Food Service	
Shawn Roux	shawnr@ada.k12.mn.us	Transportation Director	784-5311/Ext.
817			
Melissa Sargent		Food Service	Ext. 200
Doug Slininger	dougs@ada.k12.mn.us	Head of Buildings and Grounds	Ext. 820
Karen Smith	karens@ada.k12.mn.us	Cook/Bus Driver	
Sandy Stene	sandys@ada.k12.mn.us	Paraprofessional	Ext. 302
Becky Visser	beckyv@ada.k12.mn.us	Paraprofessional	
Tyler Visser	tylerv@ada.k12.mn.us	Custodian	
Karen Wagner	karenw@ada.k12.mn.us	Health Aide/Bus Driver	Ext. 123/285
Kylie Wamstad		Food Service	
Brad Williams		Bus Driver	
Jaime Yokely	jaimey@ada.k12.mn.us	Paraprofessional	Ext. 302

2020-2021 Ada-Borup Public Schools

Adopted: April 14, 2020

Ada-Borup Public School
 604 West Thorpe Avenue
 Ada, MN 56510
 www.ada.k12.mn.us



AUGUST 2020							1 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

SEPTEMBER 2020							20 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

OCTOBER 2020							20 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

NOVEMBER 2020							19 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

DECEMBER 2020							17 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

First and Last day of School
 First – September 8, 2020
 Last – May 28, 2021

No School – Teacher Workshop Days
 August 31
 September 1-3
 January 18

No School for all students
 Labor Day – September 7
 MEA Break – October 15 & 16
 Thanksgiving Break – November 26 & 27
 Christmas Break – December 24 –
 January 1
 President's Day – February 15
 Easter Break – April 2-5
 Memorial Day – May 31

Early Dismissal at 12:30 p.m. (Teacher Workshop)
 Oct 14, Nov 6, Nov 25, Mar 19

Other Early Out Days
 December 23 – 12:30 staff & students
 May 28 – 10:00 Students Only

Parent-Teacher Conferences
 Elementary – Nov 5 & 10 and Feb 25 & Mar 1
 High School – Nov 5 & Mar 1

Commencement 2021 – May 29

179 Total Days (Includes 5 Staff Days)

Make-Up Days (if needed)
 February 15
 April 5

End of 1st 9 weeks – November 6, 2020
 End of 2nd 9 weeks – January 22, 2021
 End of 3rd 9 weeks – March 26, 2021
 End of 4th 9 weeks – May 28, 2021

JANUARY 2021							20 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

FEBRUARY 2021							19 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28							

MARCH 2021							23 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

APRIL 2021							20 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

MAY 2021							20 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JUNE 2021							0 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Ada-Borup High School
2020-2021 Class Officers and Advisors

Grade 6 – Class of 2027

President

Vice President

Secretary

Treasurer

Advisors

Annie Goldader, Jim Lee, Jordan Johnson

Grade 7 – Class of 2026

President

Vice President

Student Council

Student Council (Alt.)

Secretary

Treasurer

Advisors

Dan Sederquist, Michael Erickson, Ruth Hayden

Grade 8 – Class of 2025

President

Vice President

Student Council

Student Council (Alt.)

Secretary

Treasurer

Advisors

Trevor Stewart, Jason Smith, Shanon Syverson

Grade 9 – Class of 2024

President

Vice President

Student Council

Student Council (Alt.)

Secretary

Treasurer

Advisor

Elizabeth Cakebread, Dave Smart, Miki Lee

Grade 10 – Class of 2023

President

Vice President

Student Council

Student Council (Alt.)

Secretary

Treasurer

Advisors

Kevin Lindell, Tyler Hennen, Lisa Coleman

Grade 11 – Class of 2022

President

Vice President

Student Council

Student Council (Alt.)

Secretary

Treasurer

Advisors

Amy Johnson, Nate McCraven, Jodi Peterson

Grade 12 – Class of 2021

President

Vice President

Student Council

Student Council (Alt.)

Secretary

Treasurer

Advisors

Abbie Savage, Amanda Brown, Mason Kitchell

ABHS Student Council 2020-2021

The student council will work to unify and promote the student activities of the school and will be a forum where questions arising from students, faculty or administration can be presented for discussion or consideration. The student body elects student council officers.

SENIORS

JUNIORS

SOPHOMORES

NINTH GRADE

EIGHTH GRADE

SEVENTH GRADE

SIXTH GRADE

ADA-BORUP HIGH SCHOOL MISSION STATEMENT

Ada-Borup High School is committed to providing an equal opportunity for learning by respecting the individual educational needs of each student, to instill values and the importance of continual learning through the cooperative efforts of motivated students, dedicated staff, caring families and an involved community.

Frequently Asked Questions

WHAT SHOULD I DO IF...

- **I arrive at school after 1st Period has started...**
 - You should report to the office to obtain a pass to class. You should also make sure that your parents/guardians have phoned the office prior to your arrival.
- **I am tardy to any one of my classes...**
 - You should report to your class as quickly as possible. The teacher will follow the school's tardy policy.
- **I return to school after being absent...**
 - Before school begins, you should report to the office to get your agenda signed for admission to class. Your parents/guardians are to call the office prior to 8:16 a.m. on the day you are absent or send a note with you immediately following an absence. Failure to follow these procedures may result in an unexcused absence.
- **I know I am going to be missing school...**
 - You should have your parent contact the office well in advance of the absence to let the school know you are going to be absent. Students are asked to have each teacher list the assignments you have to complete and the work you are going to miss. Remember, it is the student's responsibility to get the make-up work and complete it.
- **I need to see the Principal or Counselor...**
 - You should come to the office or counselor's office in room 319. If they are not immediately available, you may make an appointment to see them.

- **I lose or find something valuable...**
 - You should report it to the office as soon as possible.
- **I have something stolen from me...**
 - You should report it to the office as soon as possible. Although locks for your lockers are not required, they are available to be purchased for a small fee at the office. The school will not be responsible for replacement of personal items lost or taken from lockers.
- **I feel sick or injure myself during school...**
 - You should notify your teacher and report to the office. A health assistant trained by the school nurse will assist you. First Aide will be provided, parents are often contacted, and the school nurse will be contacted depending on the situation. The Health Assistants are given training when to call the school nurse and when to call parents.
- **I want to go out for an extra-curricular activity...**
 - You should pay attention to the announcements for meeting dates. You should then pick up paperwork from Sandy, complete the forms with your parent/guardian, return paperwork and participation fee, and set up meeting time with the Activities Director if you missed the August meeting.
- **I move to a different address and/or my parent(s)/guardians change jobs and telephone numbers where they can be reached during the day...**
 - You should report this information to the office as soon as possible.
- **I am withdrawing from school...**
 - You should talk to someone in the office as soon in advance as possible.
- **I need to miss a class for any reason...**
 - You should contact the office for instructions to follow.
- **I have a pass to leave the building during the day...**
 - You should sign out in the office before leaving the building. **Students who leave the building without signing out may have the absences recorded as unexcused.**
- **I am sick and need assignments...**
 - You should call a classmate and get information or have your parent/guardian contact the office to request assignments to be picked up.
- **I have a doctor/dental/medical appointment...**
 - You should have your parent/guardian contact the office to request a pass for you to leave the building. Before you leave the building, **make sure you sign out in the office.**
- **I want to bring a friend/relative to school...**
 - You should contact your principal ahead of time to work out any arrangements.
- **I am wondering if school will be late or closed due to weather...**
 - You should listen to 106.5 FM (KRJB) and other local radio stations for weather-related announcements. Announcements of school closings, late starts, or early dismissals are also posted on the school website. Families can also sign up to receive instant alerts pertaining to school closings. You may also call the school if you still have questions.

1. **ATTENDANCE:** If you are to benefit from your experience here at Ada-Borup High School, it is essential that you attend class. The daily interaction between teachers and students, as well as students and fellow students in class is an extremely valuable part of your education. Teachers have been encouraged to reward good attendance through their grading systems.

Note: ALL STUDENTS REGARDLESS OF AGE, MUST CLEAR THE ABOVE ABSENCES BEFORE ATTENDING CLASS THE NEXT DAY. THIS CAN ONLY BE DONE BY

BRINGING A WRITTEN EXCUSE SIGNED BY OR MADE BY A PARENT/GUARDIAN TO THE OFFICE BY 8:15 A.M. WITHIN 24 HOURS OF THE STUDENTS RETURN TO SCHOOL. AFTER 24 HOURS, THE ABSENCE WILL BE CONSIDERED UNEXCUSED.

ATTENDANCE AT ACTIVITIES A student must be in attendance for at least half a day (11:42 a.m.) in order to attend any after school activities or events.

MAKE-UP WORK AND INCOMPLETE GRADES - It is each student's responsibility to check with each instructor for make-up work the day after an absence. Assignments are to be completed within the number of days the student was absent plus one day; however, longer periods of make-up work are at the discretion of the instructor. Students with extended or long-term absences will consult with the instructor to determine the date makeup work must be completed. Instructors will give assistance to students because of excused absences but are under no obligation in cases of unexcused absences except to provide orally or in writing the assignment necessary to complete the work.

Any student who knows ahead of time that they will be absent from school is asked to get their agenda signed in the high school office before the absence(s). An extended absence form will be given to the student in the high school office at the time of the signing. This form is to be filled out and signed by teachers, including assignments to be worked on, to encourage student responsibility when dealing with their attendance habits.

Teachers shall issue a "0" for work that is missed due to unexcused absences. Incompletes may only be issued as the result of work missed due to excused absences. The student is to complete the work as assigned by the teacher. If after two (2) weeks the student has outstanding incompletes from the previous quarter, the incomplete becomes an "F". Once the incomplete becomes an "F", no grade change will be allowed.

Administration reserves the right to determine if an absence is excused or not excused as necessary.

COLLEGE VISITS:

College visits will be allowed for juniors and seniors. The absence(s) will be considered a school activity. The following must be done prior to the visit(s) in order to be excused:

1. Inform Mrs. Anderson and Mrs. Brown at least 24 hours in advance with a written excuse from your parent(s).
2. Collect all homework assignments for the day ahead of time.
3. Passing all classes.
4. A student's attendance will be taken into consideration and the request may be denied.

**Seniors will be allowed two visits.

**Juniors will be allowed one visit.

LEAVE THE BUILDING AND EARLY DISMISSAL - Any request to leave the building or to receive an early dismissal during the school day shall be brought to the office before school. Parents or guardians may be called to verify these requests. Requests for early dismissal or leaving the building should be made for reasons of need, not convenience. Appointments should be planned during the student's study hall time. Requests must be made and approved prior to leaving on scheduled out-of-town events.

VACATIONS- Parents/guardians are encouraged to schedule vacations according to the school calendar and scheduled vacation times. Vacations are excused if pre-approved by the building principal and proper paperwork is filled out prior to the absences (agenda must be signed). Assignments are the student's responsibility to work out with each respective teacher. An extended absence form will be given to the student in the high school office at the time of the signing.

WITHDRAWAL FROM SCHOOL - If any student between the ages of 17 and 18 years old seeks to withdraw from high school, they and a parent/guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative education opportunities. A written election to withdraw from school must be signed or truancy can be filed.

DAYS LIMITATION:

To earn credit in a semester course at Ada-Borup High School a student must satisfactorily complete all course work and tests assigned and not be absent from the class more than FIFTEEN(15) times in the semester. School sponsored activities will not count as a part of the FIFTEEN (15).

If a student is absent from a class more than FIFTEEN (15) times in a semester, credit for that class will be denied. The student will have the right to appeal the loss of credit and request that the credit be reinstated. This appeal shall be made to an appeals committee consisting of the high school principal, the school counselor, and three (3) teachers. The request for an appeal must be made in writing, within three (3) school days following notification of the loss of credit. During the appeal process, and until a decision is made, the student shall be able to attend the class as an audit unless he/she interferes with the educational process within that class, in which case the student will be placed in study hall.

Parents will be notified after five (5) and ten (10) absences with a registered letter. After the FIFTEEN (15) absences a letter will be sent indicating that credit will be denied in the class and that the student has the right to appeal.

Long term illness will necessitate a homebound teacher to avoid days counting against the student.

Students that are tardy to a class by more than fifteen (15) minutes will have it counted as a day absent and three (3) tardies of any amount of time will count as one (1) day absent in regard to this policy.

Truancy Process

NORMAN COUNTY TRUANCY POLICY

Truancy Definitions:

Continuing truant. [260A.02 Subd. 3.]

"Continuing truant" means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for:

(1) three days if the child is in elementary school; or

(2) three or more class periods on three days if the child is in middle school, junior high school, or high school.

Nothing in this section shall prevent a school district or charter school from notifying a truant child's parent or legal guardian of the child's truancy or otherwise addressing a child's attendance problems prior to the child becoming a continuing truant.

Habitual truant. [MS 260C.007 subd. 19]

"Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at

school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section [120A.22, subdivision 8](#)

Educational Neglect [M.S. 626.556, subd. 2 (f) 4]

Education neglect is defined as the person responsible for a child's care has not ensured that a child is enrolled in school; and that a child's absence from school is presumed to be due to the parents', guardian's, or custodian's failure to comply with compulsory instruction laws. Norman County Social Services will screen in and provide child protection responses to reports of educational neglect if the following criteria is met.

- A child is under 12 years old, and
- The school has made appropriate efforts to resolve a child's attendance problems.

Norman County has adopted the following procedure in dealing with school attendance issues:

THREE ABSENCES:

After three unexcused absences, the student is considered a continuing truant, and a truancy letter will be sent to the parent at this point. (see attached 3 Day Letter and memorandum from County Attorney.) The truancy pamphlet can also be mailed out. If the school deems necessary or at parent's request, a meeting with the student and parents to address truancy concerns and to educate parents and student.

SEVEN ABSENCES:

After seven unexcused absences, the child and parents will receive a written notice to attend a mandated meeting with a representative from the school and social services, and where applicable: Indian Child Welfare and probation. (see attached 7 Day Letter and memo from county attorney.) The purpose of this meeting will be to gain knowledge of truancy laws including possible dispositions in truancy cases, as well as understanding the effects of truancy on student's future. At this meeting the team will work to identify and address any issues that are preventing the child from attending school and being a successful student. The meeting will provide information on possible services available to the family and child, information from the county attorney, and the family will sign a contract to work towards resolving the child's truant behavior. If child is seventeen or over, the contract will include a statement indicating the parent is supportive of the child remaining in school. A written plan will be developed with copies provided to all appropriate persons, including social services.

AFTER THE SEVEN DAY MEETING:

If the child continues to accumulate unexcused absences after the 7 day meeting, a report shall be made to social services immediately. A written report shall be sent within 72 hours (excluding weekends and holidays) to social services. A truancy petition may be requested. The school reports will contain the following information:

- truancy referral form
- student/parent identifying information
- school concerns
- attendance report
- efforts made by the team to alleviate the problem
- copy of any written plans
- copy of letters sent to the child and/or parents

2. **RETURN TO SCHOOL FOLLOWING ABSENCE:** Students must report to the principal's office with a note dated, stating the reason for the absence, and signed by the parent or a phone call from the parent/guardian. **All excuses must be received within 24 hours of the students return to school or they will be considered unexcused!** The office will sign the student's agenda which is the student's pass to return to classes and must be presented individually to each teacher. The make-up work required will be indicated on the form by the teacher. Properly completed make-up work will be graded normally and be given full credit if turned in within reasonable time. One day is allowed to complete missed assignments for each day missed, plus one extra day. For example: for two days of absence, three days are allowed to complete the assignments.

3. **TARDINESS:** Students who are late from one class to another through no fault of their own must get a pass from the teacher in the previous class. Otherwise the office will issue the pass and it will count as an unexcused tardy unless an acceptable explanation is presented. **DETENTION** will be assigned for each tardy beginning with the third tardy for each nine-week period.

4. **BREAKFAST:** Breakfast is served from 7:30 to 8:10 each school day. Eating school breakfast will not be an acceptable excuse for tardiness for the first hour class.

5. **NOON LUNCH PERIOD:** The noon lunch period is part of the school schedule. Behavior unbecoming to the dignity of the school during the period will result in disciplinary action.

Students who do not eat school provided hot lunch must also come to the lunchroom for the noon lunch period. The lunch room supervisor will excuse junior high students to their next class. A parent/guardian note is required for senior high students (grades 9-12) to be allowed to leave school. Student will not be permitted to drive or ride in a motor vehicle during this time. Students who are ineligible due to grades must stay in the commons during lunch.

6. **WELLNESS:** When a snack or treat is brought in for other students (during the school day or at an extracurricular activity) it must be store bought or prepared in a commercial grade kitchen. This is done to help prevent the spread of food-borne illness. When bars are homemade and sold at school for fundraisers, the school district encourages no bake bars such as rice krispie or special K bars.

7. **FOOD & BEVERAGES:** Food and bottled beverages are allowed in the hall but it is expected that students will pick up after themselves. The principal can revoke this privilege. Aluminum cans are not allowed in the school.

8. **INCLEMENT WEATHER POLICY:** Inclement weather decisions are determined by the administration in consultation with the bus drivers. Announcements of school closings, late starts, or early dismissals will be made over the School District's School Messenger System, as well as local radio and television stations KRJB-Ada and several in the Fargo-Moorhead area. Please make sure your contact information is current in Synergy (ParentVue or StudentVue) to receive the School Messenger announcements.

9. **BUS GUIDELINES:**

- Only those students assigned to a bus route may ride that bus without a bus pass.
- Students who will be attending sleepovers, parties, or going to a friend's house after school are not authorized to ride a bus. Parents need to make other transportation arrangements.
- One guest may be permitted with approval of the Transportation Director given a two-day written request.
- Transportation requests for open enrolled students will be reviewed on an individual basis.
- Bus drivers are instructed to wait 30 seconds at each bus stop. Students should be waiting at their stop 5 minutes prior to their scheduled pick up time.

- If your child will not be riding the bus in the morning, please notify the Transportation office at 784-5311 prior to your scheduled pick up time.
 - Buses will only drive on cleared and passable driveways that are at least ½ mile in length and offer an appropriate turning radius. On shorter driveways students will be picked up at the road.
 - Bus tracking is available via an email link provided via parental request on a quarterly basis.
 - Only students with an identified and documented requirement for special transportation will be allowed to ride in that designated vehicle.
 - Non-pupils are not allowed on the bus without prior authorization from the Transportation Director.
 - Security cameras are located on buses to provide for the safety and well-being of all individuals.
- Any concerns must be addressed to District Administration or the Director of Transportation

10. **BUS RULES:** Students are not to stand or move around while the bus is moving. No loud talking or shouting. No hands or arms are permitted out the windows. No fighting or roughhousing. Other rules as deemed necessary by school officials and bus drivers. Bus drivers are in charge of their individual buses and will be asked to strictly enforce the rules. No drink or food is permitted on buses.

- 1st offense - warning
- 2nd offense - 5 day suspension from riding bus
- 3rd offense - 10 day suspension from riding bus
- 4th offense - 20 day suspension from riding bus/meeting with parent
- 5th offense - suspended from riding the bus for the remainder of the school year

11. **STUDENT FAN BUSES TO ACTIVITIES:**

- ** To schedule a fan bus, 40 students must sign up and pay by noon of the game day.
- ** The following rules will apply to all riders:
 - 1) Students riding the bus must return on the bus.
 - 2) Students will remain seated whenever the bus is in motion.
 - 3) Reasonable behavior will be required of all riders. Violators will be denied further trips.
 - 4) Eating, drinking, or littering will not be permitted.
- ** Bus fare will be \$5.00 per rider. You must pay your admission fee at the door. All arrangements to pay for the bus must be made in school. Prices may vary due to fuel costs.
- ** All participants in events must ride to and from the event on school transportation. Transportation with parents (or adult family member) will be permitted if the coach or advisor receives a parent-signed slip in advance.
- ** Students are not to leave the school or area where the activity is taking place.

12. **VISITORS:** Anyone coming to school to see students or to visit school must first report to the principal, sign-in and obtain a visitors pass.

13. **DAILY BULLETIN:** All students are required to be informed of the announcements on the daily bulletin. These announcements are official. Even if they are not read to the student by a teacher, the student is still responsible for the contents. If a student is absent, he/she must check the bulletins for the days missed. Bulletins will be posted by the high school office, Media Center, the ABHS Website, emailed to students in grades 6-12, as well as e-mailed to parents at their request.

14. **DAILY BELL SCHEDULE:**

8:18 - 9:03	1st Period
9:07 - 9:52	2nd Period
9:56 - 10:41	3rd Period
10:45 - 11:30	4th Period
11:34 - 12:19 (Grades 9-12)	5th Period
11:56 - 12:41 (Grades 6-8)	5th Period
11:26 - 11:52 (Grades 6-8)	Lunch

12:16 - 12:41 (Grades 9-12)	Lunch
12:45 - 1:30	6th Period
1:34 - 2:19	7th Period
2:23 - 3:08	8th Period

Wednesday Bell Schedule:

Period 1	8:18 – 8:58
Period 2	9:02 – 9:42
Period 3	9:46 – 10:26
Period 4	10:30 – 11:10
Period 5	11:14 – 11:54
Period 6	12:20 – 1:00 (MS)
Period 6	11:58 – 12:38 (SH)
Lunch	11:54 – 12:19 (6-8)
Lunch	12:38 – 1:03 (9-12)
Period 7	1:04 – 1:44
Period 8	1:48 – 2:28

2 Hour Late Start Bell Schedule:

Period 1	10:18 – 10:48
Period 2	10:52 – 11:22
Period 3	11:26 – 11:56
Period 4	12:00 – 12:30 (SH)
	12:22 – 12:52 (MS)
Period 5	12:56 – 1:26
Lunch	11:52 – 12:18 (6-8)
Lunch	12:27 – 12:52 (9-12)
Period 6	1:30 – 2:00
Period 7	2:04 – 2:34
Period 8	2:38 – 3:08

Students not under the supervision of a staff member are to leave the building by 3:10.

15. **TELEPHONE USE AND MESSAGES:** Students are to use only the phones designated for student use. Dial 9 and wait for the dial tone. The phones are for business or emergency calls.

Students receiving a call will be notified with a message from the caller or a number to call back. Students will not be released from class for a telephone call unless it is an emergency.

Parents having to reach their students for emergency messages should dial 784-5300.

16. **STUDENT’S NAME AND PHOTO IN NEWSPAPER AND ON WEBSITE:** If parents do not want their child’s name/photo in the local newspaper, on the school website, local radio station, etc., you will need to notify the school in writing, requesting the school to refrain from releasing your child’s name/photo to all of the above.

17. **DRIVING AND PARKING:** Parking is restricted to designated areas only which does not include the small northwest lot by the shops. Violators will be reported to the principal's office for appropriate discipline action or may be ticketed and fined by the city and/or towed.

Students are not permitted to drive or ride in or on any motor vehicle during the school day without permission from the administration. Students are to use the southwest entrance/exit.

All bikes are to be parked in designated areas during the school day. Students are not to ride bikes other than their own.

All snowmobiles and ATVs are to be parked in designated area northwest of the school.

18. **DRESS AND GROOMING:** Students who are well-groomed and well-dressed improve the spirit for learning in the classrooms. This is the primary reason students are encouraged to maintain good appearance and dress appropriately, and this is why staff members sometimes counsel and advise students on their grooming and dress. Students are required to wear shoes.

Teachers and the principal must, by law, not permit students to wear clothing, jewelry, or have hair styles that are potentially dangerous or that detract from the learning process. In such cases the school will intervene and require the student to correct the situation.

Caps, jackets, sunglasses, blankets, or any other item that is deemed inappropriate by the principal may not be worn in the building. No clothing promoting weapons, violence, profanity, sexual messages, alcohol, tobacco or illegal activity permitted. Any symbol that local law enforcement has attributed to gangs is not permitted. No short-shorts, midriff-baring tops and spaghetti straps allowed. Shirts must hang past or meet the tops of pants/shorts. Hoods may not be worn during the school day.

For the safety of our students, we prohibit sagging pants to be worn in the school. Following are the guidelines for baggy/sagging pants.

- All loose fitting pants must be secured at the waistline, with a belt, if necessary, to hold them at the waistline.
- Pants must be worn in a manner consistent with pants staying up and not displaying undergarments. In other words, around the waist, not the hips.
- Pants that are grossly oversized, with the inseam hanging less than four inches above the knee area, will not be allowed.

19. **FEES:** Public education in Minnesota is free to all students who are residents. However, fees may be charged under the following circumstances:

a. A project in art, family and consumer science, industrial technology or some other course that is in excess of the material requirements of the minimum course outline provided that the student chooses to do such a project with the approval of the instructor. The students may choose to take such projects home, and costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with the approval of the instructor.

b. Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.

c. Driver education in the amount of \$250.00 for students taking behind-the-wheel training.

d. Admission fees for concerts, plays, athletic events, and other programs or activities which the student may attend by choice.

e. Activity Fee

f. Costs of the school paper, yearbook, graduation announcements or class rings should the student choose to order any of these items.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, Phy. Ed. clothes, athletic shoes, towels, calculators, other items, or personal equipment.

Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means.

Organizations may not require members to pay dues. Contributions by members may be requested and recognized, but members who do not contribute may not be identified, excluded, or pressured to contribute.

These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 - 120.76.

20. **BOOK BAGS AND HANDBAGS:** Students are not allowed to bring book bags and handbags to classes. They need to be stored in their lockers.

21. **MONEY AND VALUABLES:** Do not bring money or valuables to school except for specific needs. Always leave money or valuables with a teacher or check them in the office. Never leave them in desks, lockers, or clothing. Mark all Phy. Ed. equipment with indelible ink.

22. **TEXTBOOKS:** Textbooks are furnished to each student at district expense. Students may be fined to cover the cost of lost or abused books.

23. **SCHEDULE CHANGES:** Students wishing to change their class schedule must fill out the Class Schedule Change Form which may be received in the Principal's office. The form requires the signatures of; the teacher of the class being dropped, the teacher of the class being added, the parents, the students, and the principal. Changes will not be allowed after the **first five (5) full school days of each semester.**

All students must take seven classes and not more than one (1) study hall or student aide each semester. Student Aide and Annual Productions classes will only receive ¼ credits per semester.

If fewer than ten students are scheduled into a class they may be asked to waive their option of dropping the class, thus assuring that the class will be conducted with a minimum satisfactory enrollment.

24. **MEDICATIONS IN SCHOOL:** The Board of Education of ISD #2854 wishes to insure the health, safety and well-being of all its students. The Board recognizes that the primary dispersal of any medication is a physician/parent responsibility. The Board also realizes that the physician/parent is not always available to dispense medications on a time schedule or when the need arises.

Following are the procedures for the dispersal of prescription and non-prescription medications:

A. Prescription Medication Administration

Prescription and Over-the-Counter medications can only be given if a Medication Administration form has been completed and is signed by the parent/guardian and the health care provider. The procedure for a student to receive medications at school is as follows:

- Complete the Medication Administration Form. This form is available on the Ada-Borup School website under Health Services.
- The form can be brought, faxed or mailed to your health care provider for their signature. The doctor who orders the medication should be the one that signs the form. Parents can have the forms faxed from the school. Please contact your health care provider if you are going to fax the form. Because of privacy rights, your doctor may not be able to fax the form back to the school unless they have your permission.
- Ask the pharmacist to fill a prescription bottle specifically for school use.
- Bring the medication to school. It is helpful if this is done before the first day of school.
- Over-the-counter medications can be given only if the medication administration form has been completed.
- Please contact the school nurse if you would like your child to self-carry/self-administer over the counter medications and the procedure will be discussed with you.
- Over-the-Counter medication should be brought to school in the original container with the label intact.

A new Medication Administration form is needed when:

- Any new medication is started during the school year. This included antibiotics that are given over 7 to 10 days.

- When the dosage, time, or how the medication is administered has changed. Sometimes during the school year, medication dosages are increased or decreased and a new form would need to be completed.

If you go to the doctor's office and they order a prescription to be given during the school day, please ask them to print the form from the Ada-Borup website and complete it while you are in the clinic. We realize that when you are at the doctor's office you may forget. Please bring the medication to the school and complete the Medication Administration form. When the doctor and parent have signed the form, the medication can be given.

Medications that are used in the treatment of ADD or ADHD need to be brought to the school by the parent/guardian. Since these medications are controlled substances, we ask that you bring them for your child and other children's safety.

You will be notified when your child's medication supply is low.

25. **INSURANCE**: The only insurance the school provides for students is catastrophic accident and disability coverage with a \$25,000 deductible. This covers students who suffer catastrophic injuries in interscholastic and intramural activities, transportation to activities, physical education classes, classroom and laboratory activities, and most other extra-curricular activities.

No coverage is provided for the first \$25,000 of medical, dental or disability expenses. A number of insurance plans are available to families who wish to purchase such coverage. Information on them is sent home with students at the beginning of the school year.

General Information

ACCIDENTS - Accidents happening in the school or at a school activity should be reported to the instructor, person in charge, or office within 24 hours of the accident. The nurse's office should also be notified. Report accidents no matter how minor they may seem. All head and eye injuries should immediately be reported.

AUTOMOBILE SEARCH- School officials may conduct routine patrols of school district property and touring inspections of the exteriors of motor vehicles of students. In addition, the interiors of motor vehicles of students on school district property may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

CHANGE OF ADDRESS/TELEPHONE NUMBER - Changes during the school year should be reported to the principal's office as soon as possible. Contact Sandy for information or assistance.

EMERGENCY PROCEDURES – In the event of any emergency, including fire, tornado, severe thunderstorms, etc., students are to follow instructions from school personnel. A complete Crisis Management Plan is on file in the district office. **In the event of any emergency, please tune your radio to 106.5 FM KRJB.**

GUIDANCE AND COUNSELING - Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test results, occupational information, career information, help with home, school, or social concerns, or any questions the student would like to discuss with the counselor or social worker. Students wishing to visit with the counselor or social worker should contact the counselor, social worker, or principal to arrange an appointment.

LOCKERS - Students will be assigned lockers. Students should not change lockers unless permission is received from the office. Students will be responsible for maintaining the cleanliness and proper condition of her or his locker on a daily basis. The school will not be responsible for replacement of personal items lost or taken from lockers. Students can rent a lock from the office or bring their own. If they use their own, a key or combination must be turned in to the office.

LOCKER SEARCHES - 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 authorities 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 authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities may provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND - The lost and found is located in the office areas. Articles are kept for the school year. If an article is found in the hall, washroom, or any other place, return it to the office. This includes library books and textbooks. Losses of property should be reported as soon as they are discovered so an effort can be made immediately to recover the property.

TELEPHONE - A student phone is located across from the office. Students will not be called out of class for a message unless it is an emergency. The office personnel will take a message and contact the student as soon as appropriate.

TRANSFERS - Students who transfer to another school during the school year must complete a check out procedure in the principal's office before leaving to ensure proper transfer records. See Sandy or Margaret for information or assistance.

VISITORS - If you wish to have a visitor attend classes with you; receive approval from the principal and teachers before the day of visitation. Visitors must wear a visitor badge. A visitor is allowed to attend classes with an ABHS student for one day, one time per year.

Parents/guardians are welcome to visit schools at any time. However, parents/guardians should check with the office to determine class breaks, and in order to check teacher availability. All visitors must sign in at the principal's office.

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

26. **ACTIVITY ELIGIBILITY**: Participation in any school activity, including sports activities, concerts, dances, and the like is contingent upon the student's attendance in school on the day of the school activity involved. A student who has one or more unexcused periods during the school day will be ineligible for any activities on that day.

All students are eligible to participate in extra-curricular activities except those who receive an F or I (incomplete) on their report card or mid-term grade report. Failing students will be ineligible for one (1) week, in that time you can earn a passing grade. If it has not been raised to a passing grade, the student will be ineligible until the next report card or mid-term grade report is given. Students with an incomplete grade(s) will be ineligible until the work has been completed and a passing grade obtained. A Grade-Check Form can be obtained from the principal's office.

Specific regulations apply to all student activities governed by the Minnesota State High School League. Supervisors of these activities will discuss these regulations with their groups. Folders listing the regulations will be sent home and a parent signature acknowledging and accepting the regulations must be returned to the supervisor before a student can participate in the activities.

Possession or use of mood-altering chemicals by students not participating in League-sponsored activities will be recorded and counted as violations if a student later participates in such activities.

Student Code of Responsibilities: The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

NOTE: Any allegation of sexual, racial, religious harassment violence and/or hazing may also constitute a violation of the Student Code of Responsibilities.

Penalty: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

27. **SCHOOL RECORDS:** The school district gives notice to parents/guardians and eligible students of their rights regarding student records.

Parent/guardians and eligible students have the following rights:

1. That a parent or eligible student has a right to inspect and review the student's education record. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a

hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

3. That the parent or eligible student has right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
4. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
5. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

The school has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

1. It classifies records as public, private and confidential.
2. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
3. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
4. It establishes procedures and regulations for access to and disclosure of education records.
5. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

Pursuant to applicable law, Ada-Borup School gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information”.

“Directory information” includes the following information relating to a student: the student’s name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address and telephone number of the student’s parent(s). “Directory information” does not include a student’s social security number or a student’s identification number (“ID”) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student’s religion, race, color, social position or nationality.

1. The directory information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.
2. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent’s or eligible student’s prior written consent except to school officials as provided under federal law.
3. In order to make any or all of the directory information listed above “private” (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
 - Name of student and parent, as appropriate;
 - Home address;
 - School presently attended by student;
 - Parent’s legal relationship to student, if applicable;
 - Specific category or categories of directory information which is not to be made public without the parent’s or eligible student’s prior written consent.

Pursuant to applicable law, Ada-Borup School gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, the Principal, by October 1st of each year. This written request must include the following information:

- Name of the student and parent, as appropriate;
- Home address;

- Student's grade level;
- School presently attended by student;
- Parent's legal relationship to student, if applicable;
- Specific category or categories of information which are not to be released to military recruiters without prior consent;
- Specific category or categories of directory information which are not to be released to the public, including military recruiters.

28. **STUDENT SURVEYS:** Independent School District No. 2854 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district and students currently in attendance in the school district, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students and students are hereby informed that they have the following rights:

a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.

b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

- 1) political affiliations or beliefs of the student or the student's parent;
- 2) mental and psychological problems of the student or the student's family;
- 3) sex behavior or attitudes;
- 4) illegal, antisocial, self-incriminating, or demeaning behavior;
- 5) critical appraisal of other individuals with whom respondents have close family relationships;
- 6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7) religious practices, affiliations, or beliefs of the student or the student's parent; or
- 8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:

- 1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
- 2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
- 3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.

d. This notice does not preempt applicable state law that may require parental notification.

e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- 2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- 3) Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4505

29. **EMPLOYMENT BACKGROUND CHECKS:** The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extra-curricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extra-curricular academic coaches, assistant, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

30. **IMMUNIZATIONS:** In order to enroll or remain enrolled in any elementary or secondary school in Minnesota, the parent/guardian of a student must have a statement on file with the school administrator or other person having general control and supervision of the school that shows that the student is either:

- a. completely immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella, or
- b. immunized against measles, mumps, rubella, and varicella and has begun, but not yet completed, a schedule of immunizations against diphtheria, tetanus, pertussis, and/or polio, and/or hepatitis B, as verified by a physician or clinic, or
- c. legally exempt from one or more of the required immunizations, as evidenced by either a statement of medical exemption signed by a physician, a documented history of the varicella disease, or a notarized statement of conscientious exemption.

See Minn. Stat. Sec. 121A.15, subd. 1 and 3.

31. STUDY TIME RULES:

- ** Every student leaving study time must sign out and sign back in before the end of the period.
- ** **One student** at a time is allowed to go to the lavatories for a limit of five minutes.
- ** Students may speak only with the permission of the supervisor.
- ** Signing out to see other students is not permitted.
- ** All students must sign out in the High School Office to go to the sick room or to leave the building.
- ** All students must bring classroom work, reading material, pencils, etc., to last the entire period.
- ** Abusing study time rules will result in the loss of privileges at the discretion of the study time supervisor.
- ** No card playing.
- ** Electronic devices are to be used for homework only.

32. ACADEMIC INTEGRITY

Academic integrity is expected of all students. Personal responsibility for all academic work is essential, and the work that a student completes must be their own.

A. Cheating

Cheating is the act of giving or receiving aid without the specific consent of the teacher. It is an intentional act of breaking the rules in order to achieve personal gain through fraud or deceit. Cheating includes but is not limited to any of the following:

- Copying from another student's course work without teacher consent for collaboration.
- Using material, or inappropriate procedures during a test that are not authorized by the teacher.
- Sharing course work with another student without teacher approval.
- Soliciting or receiving unauthorized information about any course work.

B. Plagiarism

Plagiarism occurs when an individual uses someone else's language, ideas, or original material without acknowledging its source. Plagiarism includes but is not limited to any of the following:

- Copying someone else's research.
- Claiming someone else's words, ideas, plots, characters, theories, opinions, concepts, design, or work as one's own by failing to give credit to the creator.
- Paraphrasing the ideas of others or re-copying someone else's words without citing the source.
- Submitting someone else's text (paper) as one's own.
- Carelessly or inadequately citing the ideas and words borrowed from another source.

If a student has concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher.

Consequences for Cheating & Plagiarism:

- 1st offense in a class: Student will lose credit on the assignment; but may still need to complete the assignment.
- 2nd offense in a class: Student will lose credit and be removed from the class for the quarter.

33. GRADING: Regular classes are graded A, B, C, D, and F.

Individualized independent study, student aide, and work-experience classes are graded Pass (P) and Fail (F) and count toward graduation but are omitted from Grade point averages.

Teachers will give the grade of I (incomplete) if work (tests, quizzes, assignments, reports, etc.) remains to be completed at the end of a grading period. All Incompletes will be recorded as a Zero if not completed by the time specified in Section 1 of the Ada-Borup High School handbook.

34. **SEMESTER TEST POLICY:** Grades 9 - 12

1. Semester tests will be given the last two days of each semester.
2. The last two days will have four (4) periods of eighty-eight (88) minutes each for taking tests.
3. The test grade will count 20% of the semester grade.
4. The test will cover material for the entire semester.
5. Review for the semester cannot take more than two (2) class periods.
6. The student must be on time for the test or risk taking a 0% on the test.

EXEMPTIONS:

A student will be exempt from taking semester test according to the following schedule.

A average in class and has four (4) or less absences.

B average in class and has three (3) or less absences.

C average in class and has two (2) or less absences.

The only absences that would allow a student to be exempt from a semester test are:

- 1) school related activities.
- 2) emergency medical treatment resulting from participation in a school activity, all others will count. This is not punishment but an incentive to attend class every day. **NO EXCEPTIONS.**

- 3) ***All absences must have prior principal approval.**

Note: Family emergency or crisis would be reviewed on an individual basis.

35. **PARENT/GUARDIAN GUIDE AND REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE TESTING:**

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as “not proficient” for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Posted May 2018

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](http://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).

Posted May 2018



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
 _____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.	Student ID or MARSS Number _____
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Posted May 2018

36. **MID-TERM (SPECIAL) REPORTS TO PARENTS:** Commendations for exceptionally good work may be sent by teachers to parents at any time.

Deficiency notices will be sent home at mid-quarter for students who are in danger of receiving poor grades. Such students may be denied pass privileges except for specific class work passes issued by teachers.

Mid-term Grades are also used to determine eligibility for extra-curricular activities.

37. PROMOTION: To be promoted, students in grades 6, 7 and 8 must complete all classes and may fail not more than one of the following for the academic year: English, Social Studies, Math, Pre-Algebra or Algebra, or Science. A meeting between the guardian(s) and administration will take place to decide on promotion or retention.

To be classified as a sophomore, a student must have earned six and one-half senior high credits; to be classified as a junior, a student must have earned thirteen and one-half senior high credits; and to be classified as a senior, a student must have earned twenty and one-half senior high credits.

38. SUPPORTIVE INSTRUCTION PROGRAMS:

Special Education and 504 services are available to students who have difficulty in learning or have a medical disorder which makes learning difficult. The difficulty may occur in any academic area. The Learning Disabilities teacher will work with these problems, try to find new methods and materials to aid each student in the learning process, and will work with all teachers to find the best possible way that each student can learn. Students may be referred by teachers, school officials and parents.

Individualized instruction in certain classes is available to students with special needs. The principal or counselor may approve placement into individualized classes after consulting with teachers and parents. In most cases such placement will be a part of an individual educational plan (IEP) or 504 plan. Passing grades in individualized classes will count toward graduation just as in regular classes, but may be omitted from grade point averages.

Speech and language services are available to any child who has difficulty in these areas. The Speech clinician will work not only with speech problems, such as stuttering or lisping, but also with language disorders, such as inability to understand and follow directions, grammatical errors, etc. Pupils may be referred by the teachers, school nurse, or parent.

EXTRA HELP - Students should always seek extra help from instructors when needed. Conferences may be arranged before and after school or during study time. A teacher may request to see a student during the above-mentioned time or at times which are convenient to both student and teacher. This should not be considered as an act of discipline but as a desire by the teacher to help the students experience greater academic achievement.

Aaron Cook, 504 Coordinator, 604 West Thorpe Avenue, Ada, MN 56510. Phone: (218)784-5312.

39. ACADEMIC RECOGNITION:

A. Honor Rolls are calculated at the end of each grading period from all grades. Pluses and minuses are included in the calculations.

B. Cumulative Grade point averages are calculated from semester grades in grades 9-12. Pluses and minuses are included. Grades in classes designated as individualized are omitted from grade point averages although these classes do count towards graduation. No grade point averages are calculated for educable or trainable mentally handicapped students.

C. Seniors having cumulative grade point averages of 3.5 or higher at the end of the first semester will be used to designate honor students. Seniors with a 3.9-4.0 GPA will be designated Summa Cum Laude, seniors with a 3.7-3.89 GPA will be designated Magna Cum Laude, and those with a 3.5-3.69 GPA will be designated Cum Laude.

40. **MINNESOTA HONOR SOCIETY:** Membership in the Minnesota Honor Society is recognition of students who have high standards and achievement in scholarship, leadership, service, and character. Students in grades 10-12 are eligible; selection is by the faculty.

MHS members must maintain high standards or are subject to the loss of their membership. The national charter states that a member may receive no more than one written referral for academic ineligibility or chemical rule violation from the principal or membership will be lost without opportunity to earn it back.

41. **GRADUATION REQUIREMENTS:** The following courses are required for graduation from Ada-Borup High School (grades 9-12):

English 9	1	credit
Civics 9	1	credit
Algebra I	1	credit
Physical Science 9	1	credit
Phy. Ed.	1/2	credit
Drivers Education	1/4	credit
Careers 9	1/4	credit
Computer 9	1/2	credit
Lifesmarts	1/2	credit
American History 10	1	credit
English 10/Speech 10	1	credit
Biology 10	1	credit
Geometry	1	credit
Phy Ed/Health 10	1	credit
English 11	1	credit
Social Studies 11 (US Geography/World History)	1	credit
Algebra II	1	credit
Chemistry, Physics, qualified CTE classes	1	credit
English 12 or College English	1	credit
Social Studies 12 (Economics)	1/2	credit
Electives totaling	<u>11</u>	<u>credits</u>
TOTAL	27.5	credits

SUBJECT TO CHANGE BY THE BOARD OF EDUCATION AND MINNESOTA DEPARTMENT OF EDUCATION.

Reference should be made to the Middle and Senior High Curriculum Guides for more information on course descriptions and requirements.

42. **TEST OUT POLICY:** Minnesota Department of Education’s definition of a credit: “A credit is equivalent of successful completion of an academic year of study, (OR) student mastery of applicable subject matter.

Because of the second part of the above definition, students may attempt to test out of a high school class.

Teachers for all 9-12 classes have developed assessment instruments to evaluate if a student has mastered the class curriculum and standards. The student will need to make arrangements with the principal before the end of the first week of the semester the class is offered. The assessment instrument(s) used will reflect the class curriculum and may be written, oral, a demonstration of skills,

or a combination of as determined by the instructor. A testing window will be established and completed by the second week of semester.

The student will receive credit for the class if they score 90% or higher on the exam and an “A” will show on their transcript.

The student will be allowed to take the test only once. Notification of the test score will come from the teacher involved. If for some reason the student does not agree with the outcome of the test, he/she must put in writing listing the reasons why he/she disagrees. It must then be submitted to the teacher and principal no more than 5 days after receiving the score. A meeting will then be set up to discuss the grievance. If a student successfully tests out of a class, he/she must maintain his/her full-time status.

43. **HOME-SCHOOL TRANSFERS:** Students transferring into high school from a home-school education program must provide documentation and/or student records verifying the student’s current grade level and assessment of performance in basic communications (reading, writing, literature, and fine arts), mathematics, science, social studies, health and physical education. Failure to provide documentation of grade level assessments will result in the student’s enrollment in the 9th grade.

44. **GRADUATION:** Our school honors its graduates at the annual commencement exercises in May. Students identified as not meeting graduation requirements or not conforming to school standards, such as regular attendance, will not be invited to attend. **The top four graduating seniors (according to GPA) may be asked to give a speech at the commencement ceremony. Full or part-time PSEO students will not be asked to speak at the commencement ceremony.**

45. **PROM:** All juniors and seniors are allowed to attend prom. Additional students allowed to attend prom must be invited by either a Junior or Senior and must be in at least 9th grade and under 21 years of age. Students must be in school all day on the Friday preceding Prom unless the absence has been pre-approved by the principal. Students who have accumulated 15 absences 1st or 2nd semester of that school year, will not be eligible to attend prom. See the principal to appeal due to extenuating circumstances. Additional prom rules are available in the principal’s office.

46. **POST-SECONDARY ENROLLMENT OPTIONS:** Post-Secondary Enrollment Options (PSEO) is a state program for high school juniors and seniors. Students can complete some of their high school requirements by taking courses, on a full-time or part-time basis, at a participating college or university. Students must meet specific entrance criteria. Not all students who meet the entrance requirements are ready for PSEO. PSEO students must be responsible, self-starting, mature, and independent. The interested student, parents, and school counselor should discuss the pros and cons of participation. For more information, contact the counseling office to schedule an appointment. PSEO students are responsible for being informed of their responsibilities as an ABHS student and the ongoing activities of Ada-Borup High School.

NOTICE TO STUDENTS PARTICIPATING IN POST SECONDARY ENROLLMENT OPTIONS (PSEO)

- Your high school counselor needs a copy of your college schedule prior to the start of each semester.
- PSEO courses will transfer to your ABHS transcript with the college grade earned.
- No college grades are “weighted” when transferred to your ABHS transcript.
- The following is the conversion from college semester credits to quarterly ABHS credits: 4 college semester credits = 1 high school credit.

- College textbooks belong to the college and must be returned there after the semester has completed. Failure to do so could result in fines and/or college holding grades.
- College academic and attendance complications need to be handled by the college and student. Your high school counselor should be informed, but has no jurisdiction over college matters.
- Your high school counselor needs to be informed of changes made in your schedule (dropping/adding a course). Dropping or withdrawing from a course after the first initial drop/add time (7-10 days after the semester begins) at the college will result in a “W” on the student’s high school transcript.
- All high school students, including PSEO, must take the MCA tests (and if needed the MBST tests). PSEO students must return for these tests on the designated dates and times.
- High school diplomas are held until ABHS receives a transcript from the college and all ABHS graduation requirements are verified.
- PSEO students can participate in high school events and activities. If a PSEO student chooses to participate in college extra-curricular activities they are no longer eligible for MN State High School League activities.
- It is the student’s responsibility to stay informed of ABHS junior and senior activities and to meet ABHS graduation requirements.
- **All PSEO students will be ineligible to speak at the commencement ceremony**

A. Unsuccessful completion of course: If the school is notified by the post-secondary institution that a student has withdrawn from, failed, or has a final incomplete in a course, the grade given will be incorporated into the student's high school records.

B. Class rank: Junior year post-secondary course grades must be received by the end of the school year to be included in the junior class ranking which is reported to the Higher Education Coordinating Board and used in college applications. Senior year post-secondary credits required for graduation must be received by graduation day for a student to be issued the diploma at regular exercises and by June 15 to be included within the final class ranking.

47. **SUBSTANCE ABUSE AND THE STUDENT:** The school is prepared to assist with student chemical abuse problems whether or not disciplinary action is appropriate. Parents will be involved and are urged to be supportive across the full range of the school's efforts to deal with chemical abuse.

All confirmed instances of student use or possession of alcoholic beverages, tobacco, or illegal substances will be reported by the principal to school counselor.

A Memorandum of Understanding between law enforcement agencies and the schools permits the exchange of information when there has been a violation of laws concerning alcohol or other illegal substances.

Pursuant to Minnesota Statute Annotated 126.035, Subdivision 2, the Chemical Abuse Preassessment Team shall mail or personally deliver to the child's parent or guardian having custody over the child and to the child, written notification of any violation as stated in the Memo of Understanding. Such notification shall be sent no later than 5 days after the Preassessment Team has been advised of any violation. The written notification shall consist of the child's name, parent's name, address, school attended, date of violation, place of violation, a brief description stating a factual basis for believing a violation exists, the date notice is sent, and an explanation as to what steps the Preassessment Team expects of the parent, guardian, or child.

The Minnesota Legislature passed a Drug-Free and Weapon-Free School, Park, and Housing Zones Law. The Law calls for tough penalties for anyone caught selling or possessing illegal drugs, or possessing or using a dangerous weapon within one city block or 300 feet of any Minnesota school,

park, public housing project, or school bus carrying students. Juveniles convicted of these crimes who are at least 14 years old can be treated as adult and sentenced in an adult court.

Penalties: Category 1 Activities (Athletics, Cheerleading, Speech)

First Violation: The student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of the season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation: The student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three weeks, whichever is greater. No exception is permitted for the student who becomes a participant in a treatment program.

Third and Subsequent Violations: The student shall lose eligibility for the twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Category 2 Activities: (Band, Choir, One-Act Play, Three-Act Play) and Other Events: (FFA, FLA, Intramurals, Close-Up, Spanish, Honor Society, Student Council, Knowledge Bowl, and some class activity field trips and recreational events not under MSHSL rules)

First Violation: The student shall lose eligibility for the next one (1) activity or two (2) weeks whichever is greater.

Second Violation: The student shall lose eligibility for the next two (2) events.

Third and Additional Violations: The student shall lose eligibility for the next four (4) events. Alternatively; loss of eligibility for the next six (6) weeks/two (2) events if the violator has participated six (6) weeks in a chemical dependency program and is certified by the treatment center official.

48. **FIREARMS:** Minnesota Statutes 127.282 mandates that any student determined to have brought a firearm to school must be expelled for one year.

49. **DISCIPLINE POLICY:**

I. STATEMENT OF POLICY

It is the position of School District #2854 that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators do not condone undue force or physical action towards students. They will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

II. RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior which is disruptive or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in School District #2854:

A. Truancy and Unauthorized Absences

1. As required by current statutes and state department of education and school board regulations, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.

2. Truancy, for purposes of this policy, is the absenting of one's self from school or class without the approval of the principal.

3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. Damage to School or Personal Property

1. Vandalism: Damage to or destruction of school property or property of others by students is vandalism.

2. Theft: Theft is the act of intentionally and without claim of right taking, using, transferring, concealing or retaining possession of moveable property of another without his consent and with the intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. Physical Assault: Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another, including obstruction, sexual assault and indecent exposure.

D. Verbal Assault: Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

E. Threats and Disruptions:

1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.

2. School Disruptions: Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities including electronic devices, toys, games, playing cards, etc. will be subject to disciplinary action.

F. Dangerous, Harmful, and Nuisance Substances and Articles

1. Alcohol: Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities.

2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.

3. Use of Tobacco: Tobacco possession or use by students is prohibited at school, at school-sponsored activities, and on school grounds. Special note: Possession as well as use of tobacco will be considered a violation of Minnesota State High School League rules.

4. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school-sponsored activities.

G. Failure to Identify Oneself: Failure to provide proper identification upon request of a staff member is unacceptable behavior.

H. Violation of Law:

1. The violation of any state or local law or the violation of any federal law is unacceptable behavior.

I. Violations of school procedures or acts disruptive of the educational process, including disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, and trespassing.

J. Violation of school bus, transportation, or traffic regulations.

K. Possession or distribution of dangerous, slanderous, libelous, or pornographic materials.

L. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process. Clothing which advertises the use of tobacco, alcohol, or drugs is not to be worn.

M. Falsification of records, documents, or signatures.

N. Failure to complete required work, failure to cooperate, improper noon or after-school conduct, locker rules violations.

O. Violation of other school rules, policies, or procedures including failure to comply with disciplinary action.

P. In summary, the following constitute unacceptable behavior:

1. Willful conduct which materially and substantially disrupts the right of others to an education;

2. Willful conduct which endangers School District #2854 employees, the pupil or other pupils, or the property of the school;

3. Willful violation of any rule of conduct specified in this discipline policy.

Q. Electronic Equipment:

- Tablets, calculators, graphing calculators, and laptops may be used in the classroom with teacher permission.
- Use of gaming systems, digital cameras, MP3 players are not allowed during or before the school day. Cell phones and digital cameras are NOT allowed in locker rooms, bathrooms, or any other dressing facilities.
- Senior High: Cellphones are not allowed to be used during any class. Cellphone use is allowed between classes and during lunch only. Junior High: Cellphone use is not allowed during the school day.
- Headphones are not allowed to be used during any class unless the teacher authorizes use.
- Radios, TV's, laser pens, virtual pets, CD's or games rated for mature audiences, or anything deemed to be inconsistent with the educational mission of the school are not permitted on school grounds.
- All of these items are the sole responsibility of the student. As these items serve as targets for theft, students are advised to keep them locked in their cars or lockers.
- If an item interferes with the educational mission of the school:

First Offense - Item will be confiscated and the student can pick it up at the end of the day. Notification will be sent to the parent/guardian.

Second Offense – Item will be confiscated and the student can pick it up at the end of the week or a parent can pick it up at the end of the school day.

Third Offense – Item will be confiscated and the parent can pick it up in 5 school days.

- If a student refuses to relinquish an item when directed by a teacher or staff, the student will be disciplined for insubordination.
- Use of electronic equipment or bus trips will be at the discretion of the teacher/advisor/coach.

III. DISCIPLINARY ACTION

A. It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of school district administration and the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall; however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- Parent contact;
- Parent conference;
- Removal from class;
- In-school suspension;
- No electronics;
- Suspension from extra-curricular activities;
- Detention or restriction of privileges;
- Loss of school privileges;
- In-school monitoring or revised class schedule;
- Referral to in-school support services;
- Referral to community resources or outside agency services;
- Financial restitution;
- Referral to police, other law enforcement agencies, or other appropriate authorities;
- A request for a petition to be filed in district court for juvenile delinquency adjudication;
- Out-of-school suspension under the Pupil Fair Dismissal Act;
- Preparation of an admission or readmission plan;
- Saturday school;
- Expulsion under the Pupil Fair Dismissal Act;
- Exclusion under the Pupil Fair Dismissal Act; and/or
- Other disciplinary action as deemed appropriate by the school district.

B. Removal from Class: Removal from class is the short-term exclusion of a student from a class or classes during which the school retains custody of the student. Informally, the teacher may send the student to the office; the student will be supervised for the remainder of the period. Formally, the teacher will make out a Disciplinary Referral. The principal will consult with the teacher and hold a conference with the student. The principal and teacher will agree on the length of removal - not to exceed three class periods. Students removed from class shall be the responsibility of the principal or his lawful designee. The removal from class may be imposed without an administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.

C. Detention: After-school detention will be Monday-Thursday, from 3:08-4:00 p.m. or before school at 7:30 a.m. at the high school. Assignment to detention takes priority over other school activities. Detention will not be postponed for reasons such as outside jobs. Unexcused absence from detention is a rules violation and subject to disciplinary action. Students are to bring schoolwork with them to detention. Detention or in-school detention will be supervised by the principal or an assigned staff member. Saturday Detention may be assigned for attendance related or specific behavior violations.

D. Suspension: Suspension is the short-term exclusion of the student from school for no more than ten (10) days during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act revised 2013.

E. Copies of this policy shall be published in the Student Handbook and distributed to all students during the first month of the school year. All policies concur with The Pupil Fair Dismissal Act as revised June 2013. Copies of the Act will be mailed to parents and are available in the high school office.

F. Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act.

IV. RIGHTS, PRIVILEGES, RESPONSIBILITIES

I. Philosophy. Every student who displays a genuine effort to profit from the educational experience provided, will succeed to the limit of his or her individual ability. To attend Ada-Borup Public Schools is a privilege and an opportunity. If students are not ready to accept the type of behavior which is in keeping with the schools' philosophy and objectives, they cannot expect to continue their membership.

A. SCHOOL RESPONSIBILITIES

1. School Board

- a. To review annually the existing discipline policy.
- b. To support the administration in all actions taken involving discipline and that fall within the guidelines of this policy.

2. Superintendent

- a. To keep the school board informed of any changes in the state's Student Conduct and Discipline Policy.
- b. To make sure that due process is followed in all disciplinary actions taken.

3. Principal

- a. To inform the student body of school policies.
- b. To make sure every student receives a copy of the school's discipline policy.
- c. To interpret the school discipline policy. To make sure it is followed, and that necessary disciplinary actions are carried out.
- d. To make recommendations to the board on students who should be expelled.
- e. To convene a disciplinary committee to meet every spring to review existing policy.

1. Teachers

- a. To handle minor disciplinary problems in the classroom or any area under their supervision.
- b. To make referrals to the principal on students who they feel warrant further

disciplinary action.

5. Counselor and/or School Social Worker
 - a. To sit in on all informal administrative conferences in which a student faces a possible suspension or expulsion.
 - b. To hold an informal conference with every student who has been suspended immediately following his/her return to school.

B. PARENT/GUARDIAN RESPONSIBILITIES

1. To read the student handbook and the school's discipline policy.
2. Report to school officials any violations of the rules by their children.
3. Support the school board and administration on any corrective actions taken, within the guidelines of the district's policy.

C. STUDENT RIGHTS, PRIVILEGES, RESPONSIBILITIES

1. Rights and Privileges:

- a. The right to a free and full education and the right to learn.
- b. The right to equal educational opportunity and to freedom from discrimination.
- c. The right to due process of law.
- d. The privilege to participate in student activities.
- e. The right to not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day.
- f. The right to be informed at least 24 hours prior to the next scheduled detention.
- g. The right to have an informal conference to present his/her version and evidence in his/her defense, and to be advised of the reason for disciplinary action.

2. Responsibilities:

- a. The responsibility to attend school daily, except when excused, and to be on time to all classes and other school functions.
- b. The responsibility to make necessary arrangements for making up work when absent from school.
- c. The responsibility to be aware of all school rules and regulations and conduct themselves in accord with them.
- d. The responsibility to assume that until a rule is waived, altered, or repealed, it is in full effect.
- e. The responsibility to be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases.
- f. The responsibility to protect and take care of the school's property.
- g. The responsibility to dress and groom to meet fair standards of safety and health and common standards of decency.
- h. The responsibility to satisfy disciplinary penalties when scheduled, realizing that they take priority over other school activities.

121A.40 CITATION.

Sections 121A.40 to 121A.56 may be cited as the "Pupil Fair Dismissal Act."

121A.41 DEFINITIONS.

Subdivision 1. **Applicability.** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. **Dismissal.** "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **District.** "District" means any school district.

Subd. 4. **Exclusion.** "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **Expulsion.** "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **Parent.** "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. **Pupil.** (a) "Pupil" means any student:

- (1) without a disability under 21 years of age; or
 - (2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and
 - (3) who remains eligible to attend a public elementary or secondary school.
- (b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. **School.** "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. **School board.** "School board" means the governing body of any school district.

Subd. 10. **Suspension.** "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of

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no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. **Alternative educational services.** "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

121A.42 POLICY.

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

121A.43 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY.

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or ten cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

121A.44 EXPULSION FOR POSSESSION OF FIREARM.

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 GROUNDS FOR DISMISSAL.

Subdivision 1. **Provision of alternative programs.** No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. **Grounds for dismissal.** A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. **Parent notification and meeting.** If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil

assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 SUSPENSION PROCEDURES.

Subdivision 1. **Informal administrative conference before suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. **Administrator notifies pupil of grounds for suspension.** At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. **Written notice of grounds for suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. **Suspension pending expulsion or exclusion hearing.** Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 EXCLUSION AND EXPULSION PROCEDURES.

Subdivision 1. **Requiring a hearing; pupil may waive hearing.** No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. **Written notice.** Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) state the date, time, and place of the hearing;
- (d) be accompanied by a copy of sections 121A.40 to 121A.56;

(e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and

(f) inform the pupil and parent or guardian of the right to:

(1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education;

(2) examine the pupil's records before the hearing;

(3) present evidence; and

(4) confront and cross-examine witnesses.

Subd. 3. **Hearing schedule.** The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. **Convenient time and place of hearing.** The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. **Closed or open hearing.** The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. **Impartial hearer.** The hearing shall take place before:

(1) an independent hearing officer;

(2) a member of the school board;

(3) a committee of the school board; or

(4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. **Creating hearing record.** The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. **Access to pupil's records.** At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. **Pupil's right to compel testimony.** The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public

school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. **Pupil's right to present evidence and testimony.** The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. **Pupil not compelled to testify.** The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. **Hearer's recommendation limited to evidence at hearing; service within two days.** The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. **Basis of school board decision; opportunity for comment.** The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. **Admission or readmission plan.** (a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

121A.48 GOOD FAITH EXCEPTION.

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 APPEAL.

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 JUDICIAL REVIEW.

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 REPORTS TO SERVICE AGENCY.

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 NONAPPLICATION OF COMPULSORY ATTENDANCE LAW.

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 REPORT TO COMMISSIONER OF EDUCATION.

Subdivision 1. **Exclusions and expulsions; physical assaults.** The school board must report through the department electronic reporting system each exclusion or expulsion and each physical assault of a district employee by a student within 30 days of the effective date of the dismissal action or assault to the commissioner of education. This report must include a statement of alternative educational services, or other sanction, intervention, or resolution in response to the assault given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

Subd. 2. **Report.** (a) The school board must include state student identification numbers of affected pupils on all dismissal and other disciplinary reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals and physical assaults of district employees by a student by age, grade, gender, race, and special education status of the affected pupils. All dismissal and other disciplinary reports must be submitted through the department electronic reporting system.

(b) The commissioner must aggregate the district data reported under this section and include the aggregated data, including aggregated data on physical assaults of a district employee by a student, in the annual school performance reports under section 120B.36.

121A.54 NOTICE OF RIGHT TO BE REINSTATED.

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 POLICIES TO BE ESTABLISHED.

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

121A.56 APPLICATION.

Subdivision 1. **Prohibition against discrimination remains in effect.** Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

Subd. 2. **Portions of school program for credit.** Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

50. DISTRICT 2854 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE:

I. GENERAL STATEMENT OF POLICY: It is the policy of Independent School District No. 2854 (the "School District") to maintain a learning environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For the purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

(i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

(ii) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

(iii) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

(i) unwelcome verbal harassment or abuse;

(ii) unwelcome pressure for sexual activity;

(iii) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property.

(iv) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

(v) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

(vi) unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

(i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

(ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

(iii) otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

(i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

(ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

(iii) otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

(i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

(ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

(iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

(iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.

G. Assault; Definition. Assault is:

- (i) an act done with intent to cause fear in another of immediate bodily harm or death;
- (ii) the intentional infliction of or attempt to inflict bodily harm upon another; or
- (iii) the threat to do bodily harm to another with present ability to carry out the threat.

III

REPORTING GRIEVANCE PROCEDURES FOR STUDENT SEX AND DISABILITY NONDISCRIMINATION

- A. Any student who believes he or she has been the victim of unlawful sex or disability discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex or disability discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex or disability discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex or disability discrimination toward a student at the building level. Any adult school district personnel who receive a report of unlawful sex or disability discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex or disability discrimination toward a student as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Aaron Cook as the school district human rights officer to receive reports, complaints or grievances of unlawful sex or disability discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer, including mailing address and telephone number.
- F. Submission of a good faith complaint, grievance or report of unlawful sex or disability discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, 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 conform with any discovery or disclosure obligations.

INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex or disability discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex or disability discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex or disability discrimination toward a student or any person who testifies, assists or participates in an investigation,

or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex or disability discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. Ch. 363 (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 Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 413 (Harassment and Violence)

Aaron Cook
Human Rights Officer
Ada-Borup Public Schools
604 West Thorpe Avenue
Ada, MN 56510
Phone: (218) 784-5310

51. **STATEMENT OF NON-DISCRIMINATION:** The Ada-Borup Public School District is an equal-opportunity employer and provides equal-opportunity educational services. The schools comply with all appropriate legislation, including Title IX, prohibiting discrimination on the basis of race, color, sex, religion, handicap, or national or ethnic origin in their educational and extra-curricular programs, access to classes, hiring, and other school-administered programs. Inquiries should be addressed to the human rights officer.

52. **VOCATIONAL CLASSES:** All Career and Technical Programs will be offered to all students regardless of race, color, national origin, sex or disability.

PINE TO PRAIRIE COOPERATIVE CENTER STUDENT DISCIPLINE POLICY

The Pine to Prairie shared vocational programs are a means for the participating districts to offer students more educational opportunities than would normally be provided by a single district.

Because of the uniqueness of the vocational programs and the travel that is entailed, certain standards are expected of students enrolled in these courses. Participation should be considered an opportunity as well as a privilege that carries with it a higher level of responsibility. This policy is intended to

make both the students and the parents aware of the standards expected of students enrolled in such courses.

As a student taking a shared vocational program, I am aware that:

1. Insubordination and class disruption of any kind will not be tolerated. Insubordination has been defined as refusal to follow directives of the teacher.
2. Inappropriate language will not be tolerated.
3. Classroom, lab, and safety guidelines and procedures must be followed.
4. Equipment must be handled with care and safety in mind.

The following procedures will be adhered to for students who do not follow the above rules.

FIRST OFFENSE REPORTED TO THE PRINCIPAL:

The student will be given a verbal warning and told that his/her parents and his/her principal will be notified of the infraction. Consequences will be determined by the home school discipline policy.

SECOND OFFENSE REPORTED TO THE PRINCIPAL:

The student will be given a verbal warning and told that his/her parents and his/her principal will be notified of the infraction. Consequences will be determined by the home school discipline policy. There will be a conference with the home school principal, the student, and preferably the parent(s).

53. SCHOOL DISTRICT POLICIES

School Weapons – The following definitions shall be used to clarify this policy:

1. “Weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing the bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; laser lights; and objects that have been modified to serve as weapons.

“Weapon” also includes 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.

“Weapon” also includes articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.), and used to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

2. “School location” includes a school building, school grounds, school activities or trips, bus stops, school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.
3. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building, 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.

4. "Zero Tolerance" means that the building principal shall:
 - a) confiscate the weapon;
 - b) immediately suspend the involved student(s) from that school;
 - c) immediately notify the police;
 - d) notify the parent or guardian; and
 - e) recommend to the superintendent dismissal for a period of time, not to exceed one year.

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, handle, transmit, store in an area subject to one's control, or use any instrument that is considered a weapon, or any "look-alike" weapon. The school district takes a position of zero tolerance regarding weapons.

Prior to recommending expulsion of the student(s) to the school board, the superintendent shall determine that the principal recommending expulsion has fulfilled all legal requirements relating to the suspension and proposed expulsion and has implemented alternative educational programming for the suspended students. 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.

While the school district takes a firm zero tolerance position on the possession, use or distribution of weapons by students, such as position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of this policy. 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.

Search of Student Lockers, Desks, Personal Possessions and Student's Person - The following definitions shall be used to clarify this policy:

1. "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.
2. "Personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, and clothing.
3. "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 or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of school, or other reliable sources of information.
4. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonable 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 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).

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

The personal possessions of students and/or a student's person may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law, school rules, or school district policies. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

All searches shall be reasonable in scope and intrusiveness.

School district officials shall seize any contraband item and, where appropriate, turn it over to legal authorities for ultimate disposition.

Students found to have violated this policy and/or procedures implementing it shall be subject to discipline which may include suspension, exclusion, or expulsion, and the student may be referred to legal authorities.

Enrollment of Non-resident Students – The school district shall participate in the Enrollment Options Program established by state law.

The superintendent shall be responsible for procedure for enrollment of nonresident students including eligibility, standards that may not be used for rejection, application process, and exclusion of students.

School Activities

The school district shall support a well-balanced program of student activity programs. They shall be managed by the school principals to be of maximum benefit in growth and development for the students, yet maintained as secondary to the formal instructional programs.

The superintendent shall be responsible to disseminate information, including the Student Code of Conduct, needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation. All rules pertaining to student conduct and student discipline extend to school activities.

Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules as adopted by the school district. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.

The superintendent shall be responsible for evaluating school activity programs and present results and recommendations to the school board.

Hazing Prohibition – The following definitions shall be used to clarify this policy:

1. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or 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:
 - a) any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - b) 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.
 - c) 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 or harm or that adversely affects the mental or physical health or safety of the student.
 - d) 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.
 - e) 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.
2. "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.

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in or permit, condone, or tolerate hazing.

This policy applies to behavior that occurs on or off school property and during and after school hours.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to a school district official.

Upon 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.

The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school district shall 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 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, school district policies and regulations.

The school district shall discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person 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.

This policy shall appear in all student and employee handbooks.

BULLYING PROHIBITION POLICY

(Board approved June 23, 2014)

GENERAL STATEMENT OF POLICY

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

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective

discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

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

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

DEFINITIONS

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

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

REPORTING PROCEDURE

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

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying.

Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct 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 conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

RETALIATION OR REPRISAL

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

TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.

- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of 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)
- Minn. Stat. § 124D.10 (Charter School)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
- 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

INTERNET ACCEPTABLE USE AND SAFETY POLICY

(Board approved May 12, 2009)

I. GENERAL STATEMENT OF POLICY

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

II. LIMITED EDUCATIONAL PURPOSE

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

III. USE OF SYSTEM IS A PRIVILEGE

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

IV. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information, and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information.
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

V. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. 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.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have 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 the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 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.

VIII. INTERNET USE AGREEMENT

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

IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

X. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.

- d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XI. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

XII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 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. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Layshock v. Hermitage Sch. Dist., 412 F.Supp. 2d 502 (2006)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

WELLNESS POLICY
(Board approved May 12, 2009)

I. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students’ health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

II. GUIDELINES

- A. Foods and Beverages
 - 1. Food and beverages made available through the school lunch program will be consistent with the current USDA Dietary Guidelines for Americans.

2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
3. Schools will not withhold food or beverages as punishment.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

III. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
 - B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.
 - C. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.
- C. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.



ASBESTOS NOTIFICATION

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Ada-Borup School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and

employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Ada-Borup School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared, and the state approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Ada-Borup School District has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Ada-Borup School District conducted the following with respect to its asbestos containing building materials: Operations and Maintenance

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the district’s Designated Person before commencing work to be given this information.

The Ada-Borup School District has a list of the location(s) and type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the Ada-Borup School District at 218/784-5300.

Pesticide General Notice

A Minnesota state law went into effect in year 2000 that requires schools to inform school staff, students and parents if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at the school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If there are any questions regarding the Ada-Borup School District Integrated Pest Management program or you would like more information on the pesticide application schedule, please feel free to call the school at 218/784-5300.

Indoor Air Quality Notice

Ada-Borup School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission—educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child’s home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child’s symptoms by contacting the school.

The Ada-Borup School District Indoor Air Quality contact person is Doug Slininger, Buildings & Grounds. If there are any questions regarding the school’s IAQ Program, please feel free to call the school at 218/784-5300.

**2020-21 ADA-BORUP PUBLIC SCHOOLS
PRICE LIST AND ADMISSIONS SCHEDULE**

Adopted: July 14, 2020

<u>Meal Prices</u>	<u>Lunch</u>	<u>Breakfast</u>
<u>High School Students</u>		
High School student single meal	\$2.85	\$1.70
Second Lunch Entrée	1.25 (per entrée)	
Extra milk ticket	.30	.30
Reduced price single meal	.00	.00
Reduced priced meals – 10 days	.00	.00
Reduced priced meals – 20 days	.00	.00
<u>Elementary School Students</u>		
Elementary student single meal	\$2.60	\$1.50
Second Lunch Entrée	1.25 (per entrée)	
Milk – Price Per Quarter	13.00	13.00
Milk – Price Per Year	52.00	52.00
Reduced price single meal	.00	.00
Reduced priced meals – 10 days	.00	.00
Reduced priced meals – 20 days	.00	.00
Learning Readiness Milk	.30	.00
<u>Adult</u>		
Adult single meal	4.15	\$2.40
Adult bowl of soup	1.50	

ATHLETIC ADMISSIONS

Golden age cards available to residents over the age of 65 good for all regular season athletic contests. The card is not applicable to fine arts, holiday tournaments, or the jamboree.

Adult Admissions	6.00
Student Admissions	3.00
College Student Admissions (Must show I.D.)	3.00

Ada-Borup/N.C. West Students (K-12)	FREE
College Student/Out of District Sr. Citizen Activity Ticket	\$35.00
Adult Season Activity Ticket	\$75.00

ATHLETIC PARTICIPATION FEES

7th & 8th Grade: \$40.00 per sport
 9th – 12th Grade: \$60.00 per sport
 Athletic & Non-Athletic Cap Per Family: \$220.00/year

NON-ATHLETIC PARTICIPATION FEES

(One Act Play, Fall Musical, Speech, & Senior High Knowledge Bowl) \$25/event

SHUTTLE BUS FEE TO HALSTAD AND HENDRUM

(Must sign-up in high school office by noon each day.)

\$25 per season – 7th – 12th grade

Pad Lock Fee - Deposit	5.00
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Drivers Education Fee: \$250
 Non-Resident Drivers Education Fee: \$330

**2020-21 ADA-BORUP PUBLIC SCHOOLS
PRICE LIST AND ADMISSIONS SCHEDULE**

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Reduced priced meals – 20 days	.00	.00
Learning Readiness Milk	.30	.00
<u>Adult</u>		
Adult single meal	4.15	\$2.40
Adult bowl of soup	1.50	

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Ticket Takers:

Football: \$20
Volleyball: \$25
Basketball \$25
Musical \$25

Refs:

Football

JH- \$50 (for 2 games) Certified Officials \$60
JV- \$35 Certified Officials \$50

Chain Gang \$30

Volleyball-

JH- \$50 (for 2 games) Certified Officials \$60
C or 9th grade- \$35 Certified Officials \$60

Line Judge \$30

Basketball:

JH- \$50 (for 2 games) Certified Officials \$60
C- \$35 Certified Officials \$60

Supervision:

\$50 a night
\$100 for a Saturday tournament

Clock:

(VB, FB, BB) \$30
JH/JV \$15

Announcer:

(VB, FB, BB) \$30

Videographer:

\$10 a game

Tournament workers:

\$10 a game (clock/book/tracker)

Behind the Wheel Instruction:

\$25/Hr

Community Education Courses:

\$15/Hr for lead
\$12/Hr for Assistant

ELEMENTARY PRINCIPAL / DISTRICT ASSESSMENT COORDINATOR
CONTRACT

The School Board of Independent School District No. 2854 of the State of Minnesota, Ada, Minnesota, enters into this Agreement pursuant to Minnesota Statutes #125.12, as amended, with Bree Triplett, a legally qualified and licensed principal who agrees to serve as Elementary School Principal, Title I Director & District Assessment Coordinator of the School District for 2020-21 & 2021-22 school years as outlined in this contract as follows:

1. **Basic Services.** Said principal shall faithfully perform the services prescribed by the School Board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and State Board of Education, and any additions or amendments thereto, for the annual salary indicated below, and agrees to serve as the Dean of Students & Elementary Principal for the School District as assigned.
2. **Duty Year.** The dean/principal's duty year shall be 220 duty days commencing on or about July 1 and ending on or about June 30. The dean/principal shall have ten (10) sick leave days each year, with an maximum accumulation of one-hundred twenty (120) days, and four (4) personal leave days, with an accumulated maximum of six (6), each year. Bereavement Leave: Five (5) days may be taken off of sick leave for bereavement for the death of a spouse or child. Three (3) days may be taken off of sick leave for bereavement for the death of; parent, sibling, grandchild, brother-in-law, sister-in-law, grandparents, grandparents-in-law, father-in-law, mother-in-law, aunt, uncle, or Principal or spouses niece or nephew. One (1) day may be taken off of sick leave for bereavement for the death of the teacher's; brother-in-law, sister-in-law, grandparents, grandparents-in-law, teacher's or spouse's nieces or nephews, father-in-law, mother-in-law, and teacher's uncles or aunts.
3. **Fringe Benefits.** The School District shall provide the following benefits to the dean/principal during this contract.
 - A. State and national professional dues to MAESP and NAESP.
 - B. District Hospitalization Insurance Options (Employee will Select One of the following options)
 - i. \$10,000 to be contributed to the district single hospitalization plan. With this selection, the difference of the contributed \$10,000 and the plan cost will be placed into a VEBA or Health Savings Account.
 - ii. \$15,000 to be contributed to the district family hospitalization plan. With this selection, \$2400 will be contributed to a VEBA or Health Savings Account.
 - iii. If neither the single or family hospitalization insurance is selected, an additional \$7,000 will be provided toward the salary compensation.
 - C. The District will pay for attendance at State Conferences/Conventions
 - D. Participation in School District long-term disability insurance and 403b programs of \$1,500.
 - E. \$100,000 term life insurance
 - F. \$50 per month cell phone stipend

- 4. **Salary:** The Elementary Principal/District Assessment Coordinator shall be paid an annual rate of \$81,500 for the term of July 1, 2020 through June 30, 2021. The Elementary Principal/District Assessment Coordinator position will be paid \$84,000 for the 2021-22 school year.

- 5. **Duration.** This contract is subject to the provisions of Minn. Stat. #125.12, as amended, and to all laws, rules and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination and discharge. This contract shall remain in full force and effect except if modified by mutual consent of the School Board and the principal or unless terminated as provided by law or written resignation pursuant to Minn. Stat. #125.12.

Dated _____

Bree Triplett, Elementary Principal

Dated _____

INDEPENDENT SCHOOL DISTRICT NO. 2854

By _____
Board Chair

By _____
Board Clerk

Memorandum of Understanding

This Memorandum of Understanding is made on December 9th, 2019, by and between the Ada-Borup Independent School District #2854, of 604 W Thorpe Ave, Ada, MN 56510, hereinafter referred to as Ada-Borup and Bree Triplett.

WHEREAS Ada-Borup and Bree Triplett are desirous to enter into a Memorandum of Understanding between them;

1. Seniority Date: The seniority dates for new principals shall be (a) the first day of service in the bargaining unit OR (b) the first day of service in the district in a licensed position.

Principals retain all other rights under Minnesota Statutes 122A.40.

2. Ties: The following criteria shall be used to break seniority ties in the placement of principals:
 - 1) Initial date of service in the District as a licensed teacher or other licensed professional.
 - 2) Earliest/lowest Professional Educator Licensing and Standards Board (PELSB) file folder number.

3. Placement on Unrequested Leave of Absence

Subd. 1. General. The District may place principals and/or assistant principals on unrequested leave of absence, without pay or fringe benefits at the close of the school year. The District agrees to consult with the Association regarding proposed alternatives to unrequested leave of absence situations, provided such consultation does not result in delay.

Subd. 2. Method. The District will place the least senior principal within a category on unrequested leave of absence. All unit members will be assigned a category. The categories are: high school principal, elementary principal.

Nothing in this language allows a principal to receive a promotion during the unrequested leave process. Principals may not assert a seniority right into a position that is promotional. Principals may assert a seniority right into a position that is not promotional.

Nothing in this section limits the rights of a Principal placed on unrequested leave of absence to assert statutory rights into a licensed teaching position.

4. Reinstatement

Subd. 1. Recall. Principals will be recalled from an unrequested leave of absence to available positions for which they are licensed. Principals cannot assert a reinstatement right to a promotional position. The principal with the highest seniority date will be reinstated first.

Subd. 2. No appointment of a new principal will be made while there is available, on unrequested leave, a principal who is properly licensed to fill such vacancy.

Subd. 3. Notification will be by certified mail to the principal's last known address and to the principals email address. In the event a principal declines a principal position or fails to notify the District in writing of the principals' intentions within fifteen (15) days of the date of notification, the principal is removed from the recall list. A principals on unrequested leave of absence will provide the district with appropriate contact information annually for purposes of notification in this section.

Subd. 4 The unrequested leave of absence of a principal who is not reinstated shall continue for a period of three years from the date the principal's unrequested leave of absence began or until the principal fails to respond within fifteen (15) days of the date of notification or until the principal submits in writing a request to be removed from the recall list, whichever occurs first. The three year reinstatement period ends on the first day teachers return to duty for the commencement of the third school year following the principal's placement on unrequested leave.

Subd. 5. Principals proposed for unrequested leave shall be assigned to available teaching positions for which they are licensed.

Signatories

This Agreement shall be signed on behalf of the Ada-Borup ISD #2854 by Aaron Cook, Superintendent, on behalf of the Ada-Borup School Board by Mick Thompson, Board Chair, and on behalf of Bree Triplett, Ada-Borup Elementary Principal.

This Agreement shall be effective as of the date first written above.

Ada-Borup ISD#2854
Aaron Cook, Superintendent

Ada-Borup ISD#2854
Mick Thompson, School Board Chair

Bree Triplett, Ada-Borup Elementary Principal

Ada-Borup Schools E-Learning Day Plan

Vision	We envision that on days when school is cancelled due to poor weather conditions, students and teachers will wisely utilize this time to continue with the learning that has taken place in their classrooms. The content and lessons will be related to current classroom curriculum goals and skills.		
Number	A maximum of Five days will be utilized as E-learning days.		
Procedure	On a school cancellation day, the superintendent will inform all staff and students of the E-learning day. This announcement will be made prior to 6:15AM. <u>If there is no such announcement , there is no E-learning day.</u>		
Teachers	Ada-Borup Elementary		Ada-Borup High School
Teachers	Grades PreK-2	Grades 3-5	Grades 6-12
Teachers	8:05-10:00 Teachers alert students and families of assignments via email, remind, or google classroom	8:05-10:00 Teachers alert students and families of assignments via email, remind, or google classroom	8:05-10:00 Teachers alert students and families of assignments via email, remind, or google classroom
Teachers	10:00 Principal is notified of teacher's plan via email	10:00 Principal is notified of teacher's plan via email	10:00 Principal is notified of teacher's plan via email
Teachers	10:00-3:25 Teachers maintain access to email/phone/google classroom to provide feedback and communication	10:00-3:25 Teachers maintain access to email/phone/google classroom to provide feedback and communication	10:00-3:25 Teachers maintain access to email/phone/google classroom to provide feedback and communication
Teachers	Instruction will take place in google classroom and through E-learning packets sent home	Instruction will take place in google classroom and through E-learning packets sent home	Instruction will take place in google classroom . 2 hour late start schedule will be utilized for class meetings
Teachers	* Planned students assignments should not take up more time than students would have normally worked on in class. Lessons should connect to current class curriculum goals or topics		

Special Education Teachers	8:05-10:00	Collaborate with regular education teachers to modify and adapt E-learning day assignments	8:05-10:00	Collaborate with regular education teachers to modify and adapt E-learning day assignments	8:05-10:00	Collaborate with regular education teachers to modify and adapt E-learning day assignments
	10:00	Principal is notified of teacher's plan via email	10:00	Principal is notified of teacher's plan via email	10:00	Principal is notified of teacher's plan via email
	10:00-3:25	Teachers maintain access to email/phone/google classroom to provide feedback and communication	10:00-3:25	Teachers maintain access to email/phone/google classroom to provide feedback and communication	10:00-3:25	Teachers maintain access to email/phone/google classroom to provide feedback and communication
	* If student receives instruction in the regular classroom, they will complete the same assignment as their non-disabled peers					
	* If student as separate assignments in the special education setting, the special education teacher is responsible for developing that assignment					
Non-Classroom Teachers (Guidance Counselor, Social Workers, Intervention Coord, Etc)	8:05-10:00	Develop an action plan for the day	8:05-10:00	Develop an action plan for the day	8:05-10:00	Develop an action plan for the day
	10:00	Submit work plan to Administrator	10:00	Submit work plan to Administrator	10:00	Submit work plan to Administrator
	10:00-3:25	Maintain access to email/phone/Google Classroom to provide feedback and communication	10:00-3:25	Maintain access to email/phone/Google Classroom to provide feedback and communication	10:00-3:25	Maintain access to email/phone/Google Classroom to provide feedback and communication

Students	8:15-10:00	Students check work or assignments via email or Google Classroom	8:15-10:00	Students check work or assignments via email or Google Classroom	8:15-10:00	Students check work or assignments via email or Google Classroom
	10:00-3:05	Students complete work and can communicate with teachers via email/phone/Google Classroom	10:00-3:05	Students complete work and can communicate with teachers via email/phone/Google Classroom	10:00-3:05	Students complete work and can communicate with teachers via email/phone/Google Classroom
	* Students with special needs or circumstances may face unique challenges while performing the academic tasks. Provisions and accommodations will be made for individual needs on a case by case basis					
Parents	8:15-10:00	Verify students received work via email or remind	8:15-10:00	Verify students received work via email or remind	8:15-10:00	Verify students received work via email or remind
	10:00-3:05	Parents can communicate with teachers via email/phone/remind	10:00-3:05	Parents can communicate with teachers via email/phone/remind	10:00-3:05	Parents can communicate with teachers via email/phone/remind
	2 Days After	Parents will assure students submit required work within 2 days	2 Days After	Parents will assure students submit required work within 2 days	2 Days After	Parents will assure students submit required work within 2 days
Attendance	*Attendance taken as assignment(s) are marked complete. Students have up to 2 Days to complete work		*Attendance taken as assignment(s) are marked complete. Students have up to 2 Days to complete work		*Attendance taken as assignment(s) are marked complete. Students have up to 2 Days to complete work	
Teacher/Student Communication	*Families/students will be encouraged to communicate via email or google classroom		*Students will be encouraged to use email or google classroom as the primary means of communication		*Students will be encouraged to use email or google classroom as the primary means of communication	
	*Families/students may request a phone number to reach the teacher at through email		*Families/students may request a phone number to reach the teacher at through email		*Families/students may request a phone number to reach the teacher at through email	
School/Parent Communication	*Parents will be notified at the beginning of the year that an E-learning plan has been developed and will be implemented.					



**Proposal
For
Environmental/Occupational
Health & Safety Management**

Presented to

Ada-Borup Public School

June 15, 2020

Presented by

**Northwest Service Cooperative
114 First St. West
Thief River Falls, MN 56701
218-681-0900
www.nw-service.k12.mn.us**

The Northwest Service Cooperative is pleased to provide the following proposal to provide Environmental and Occupational Health & Safety Management (E/OHS).

What makes the Service Cooperative partnership work? An unbeatable combination of service and cost savings that are provided to its members. The cooperative effort has provided the ability to minimize cost, problems and avail members of the expertise required for specific problems. The Northwest Service Cooperative provides its members with needed analysis of these programs, required reporting forms, necessary record keeping procedures, summary audit reports and access to corrective actions as needed.

Under the proposed agreement, NWSC will provide solutions to environmental and occupational health and safety related problems that are: *administered on site, affordable, guaranteed and insured.* **NWSC will visit the district on a monthly basis.**

The following programs will be included with in the agreement:

Employee Right-to-Know	Asbestos
Personal Protective Equipment	Hazardous Waste
Laboratory Standard	Bloodborne Pathogens
AWAIR	Community Right-to-Know
Emergency Action Plan	Indoor Air Quality
Hearing Conservation	Integrated Pest Mgmt
Respiratory Protection	Hoist Lift
Confined Space Entry	Welding, Cutting or Brazing
Lockout/Tagout	Electrical Safety
Compressed Gas Safety	Forklift Safety
Lead in Water	Machine Guarding
Radon	Assistance with Attachment 10
Underground Storage Tanks	

For questions or comments contact: Brian Byklum
Health & Safety Coordinator
218.681.0900

Insurance

The Northwest Service Cooperative carries professional and general liability insurance. A certificate shall be provided to Ada-Borup Public School for the following amounts of coverage:

General Liability - "A" rated

BI & PD Combined Occurrence	\$2,000,000
BI & PD Combined Aggregate	\$2,000,000
Personal Injury	\$1,000,000

Guarantee

The Northwest Service Cooperative will conduct the activities required for the proposed programs with care and diligence.

The Northwest Service Cooperative agrees that if a client receives regulatory fines for errors or omissions directly and solely attributable to NWSC, NWSC will pay for the regulatory fines and reserves the right to contest the violations with the regulatory agency.

Building Owner Covenants

Building owner agrees to provide the following:

- a. Contact person for various programs
- b. Office space, use of phone and office equipment
- c. As built drawings
- d. Rooms conducive for employee training

E/OHS MANAGEMENT PROGRAM: Proposed Services

Asbestos

Responsibilities:

Northwest Service Cooperative

- ♦ Identify current designated person; ensure designated person is AHERA-trained.
- ♦ If DP is not a district employee, identify local Contact Person representing school.
- ♦ Review and update existing Asbestos Management Plan.
- ♦ Develop and disseminate annual written notification.
- ♦ Establish a General Work Order System and Asbestos Work Order System.
- ♦ Establish Work Practice Standard Operating Procedures.
- ♦ Establish Emergency Response Procedures.
- ♦ Establish respiratory protection program component for asbestos.
- ♦ Provide 6 months Periodic Surveillance of asbestos.
- ♦ Maintain and up date the asbestos inventories.
- ♦ Maintain all records of asbestos events, per OSHA and AHERA.
- ♦ Establish and implement Medical Monitoring and Surveillance Program.
- ♦ Schedule response action implementation.
- ♦ Provide liaison with Project Designer for those projects, which exceed 3 feet.
- ♦ Provide and post Hazardous Warning labels in routine maintenance areas.
- ♦ Provide 2-hour Asbestos Awareness Training, necessary for all Maintenance/Custodial persons.
- ♦ Perform Three Year Reinspection no later than July 9, 2010.
- ♦ Review program and obtain school board approval at least annually.

District:

- ♦ Develop and disseminate annual written notification.
- ♦ Review program and obtain school board approval at least annually, per M.S. 123B.57Subd. 1.

Underground Storage Tanks (UST) and Above Ground Storage Tanks (AST)

Responsibilities:

Northwest Service Cooperative

- ♦ Develop and implement a Written Management Plan for each UST and AST.
- ♦ Identify school district Contact Person(s) for each UST and ASTs.
- ♦ Ensure all USTs above 110 gallons are MPCA-registered.
- ♦ Ensure all AST installations which are used for combustible materials are reviewed by a fire marshal.
- ♦ Develop and implement release detection (e.g. tightness testing) plans for all USTs (also fuel oil).
- ♦ Conduct leak detection testing at frequent intervals for USTs if electronic monitors available.
- ♦ Produce and submit reports to agencies necessary for compliance (e.g. MPCA tank registration).
- ♦ Review updates on regulatory standards and reporting requirements.
- ♦ Provide and maintain inventory control forms.
- ♦ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ‡Conduct leak detection testing at frequent intervals for USTs if electronic monitors available.
- ‡Present program review to School Board at least annually.
- ‡Provide and maintain inventory control forms.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Infectious Waste (exclusive of Bloodborne Pathogens, if any)

Responsibilities:

Northwest Service Cooperative

- ‡Develop and implement a Written Management plans for infectious waste, if any.
 - ‡Note: blood or other potentially infectious materials are covered under Bloodborne Pathogen
- ‡Identify school district Contact Person(s) for infectious waste management.
- ‡Identify sources of infectious waste in each facility.
- ‡Review current infectious waste handling procedures.
- ‡Review current internal traffic procedures.
- ‡Review current external transportation/disposal of infectious waste.
- ‡Evaluate current infectious waste record keeping products and procedures (including archiving).
- ‡Respond to regulatory agency correspondence, guidelines and recommendations, guidelines and recommendations.
- ‡Provide updates on regulatory changes and new developments.
- ‡Provide annual training.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Playground Safety

Responsibilities:

Northwest Service Cooperative

- ‡Identify school district Contact Person(s) for each playground.
- ‡Conduct periodic site review and management plan update (at least annually).
- ‡Present program review to School Board at least annually.
- ‡Conduct audit of district outdoor playground facilities for purpose of identifying equipment and site-related hazards referenced in the Consumer Products Safety Commissioner's (CSPC) current guidelines. See Consumer Product Safety Commission website www.cpsc.gov for more information. Also, see ASTM F 1487 – 95 "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use."
- ‡Develop, implement and maintain equipment maintenance checklists.
- ‡For H&S funding, inspection by Nat'l Recreation and Park Association "Certified Playground Safety Inspector" is required. To be conducted under a separate proposal.
- ‡Review updates on regulatory, guidance standards and new developments.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ♦ Present program review to School Board at least annually.
- ♦ Conduct audit of district outdoor playground facilities for purpose of identifying equipment and site related hazards referenced in the Consumer Products Safety Commissioner's (CSPC) current guidelines. See Consumer Product Safety Commissions website www.cpsc.gov for more information. Also see ASTM F 1487 – 95 "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use".
- ♦ Develop, implement and maintain equipment maintenance checklist.
- ♦ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Emergency Action Plan

Responsibilities:

Northwest Service Cooperative

- ♦ Review written Management plans for each school for each type of emergency:
Fire, utility disaster, natural disaster, civil/bomb threat, and as outlines in MN Executive Order 93-97 and 1999 Model Crisis Management Plan.
- ♦ Identify school district Contact Person(s) for each emergency plan.
- ♦ Survey the facility to determine the facility's ability to provide safe egress or safe shelter.
- ♦ Inspect fire extinguishers, fire blankets, and emergency lights monthly.
- ♦ Train affected employees.
- ♦ Review Written Plan as needed, and update (at least annually).
- ♦ Develop and implement written record keeping procedures.
- ♦ Respond to regulatory agency correspondence, guidelines and recommendations.
- ♦ "...Cooperate with local government authorities to ensure the preparation of plans for the protection of students in an emergency. These plans should include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations." – MN Executive Order 93-27 pp 8.
- ♦ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ♦ Develop Emergency Action Plan procedures and routes per OSHA standard 29 CFR 1910.38. NWSC will review EAP procedures and routes.
- ♦ "...Cooperate with local government authorities to ensure the preparation of plans for the protection of students in an emergency. These plans should include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations." – MN Executive Order 93-97 pp.8.
- ♦ Post evacuation or shelter routes and locations, in each classroom, office or assembly area. Route(s) should be shown drawn on 8x11 scale building map, preferably color-coded.
- ♦ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Lead in Water

Responsibilities:

Northwest Service Cooperative

- ‡Develop and implement a Written Management plan for all drinking water taps.
- ‡Identify school district Contact Person(s) for Lead in Drinking Water.
- ‡Implement MDH Lead in School Drinking Water Guidance Manual provisions.
- ‡Survey each facility to determine the facility's drinking water taps and fixtures.
Note- actual testing shall be identified as a separate project.
- ‡Conduct water sampling as provided for under MDH and US EPA rules and guidelines. NWSC will provide Lead in Water testing under a separate proposal.
- ‡Ensure replacement faucets and hardware meet current NSF lead-free criteria. Review updates on regulatory standards, reporting requirements and new developments.
- ‡Maintain all compliance documentation.
- ‡Provide all record keeping activities.
- ‡Train affected employees.
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Develop and implement written record keeping procedures.
- ‡Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Radon

Responsibilities:

Northwest Service Cooperative

- ‡Develop and implement a Written Management Plan for Radon identification and remediation.
- ‡Identify school district Contact Person(s) for Radon.
- ‡Implement current US EPA/MDH Radon Gas testing guidance criteria
- ‡Coordinate diagnostics and mitigation of elevated radon.
- ‡Conduct Radon sampling as provided for under MDH and US EPA rules and guidelines.
Note: NWSC will provide radon testing under a separate proposal
- ‡Review updates on regulatory standards, reporting requirements and new developments.
- ‡Maintain all compliance documentation: maintain documentation of testing.
- ‡Develop and implement written record keeping procedures.
- ‡Train affected employees.
- ‡Respond to regulatory agency correspondence guidelines and recommendations.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Hazardous Waste

Responsibilities:

Northwest Service Cooperative

- ♦ Develop and implement a Written Management Plan for Hazardous Waste. These are defined as wastes, which are **toxic, combustible, corrosive or reactive**.
- ♦ Identify school district Contact Person(s) for Hazardous Waste.
- ♦ Review Written Plan as needed, and update (at least annually).
- ♦ Identify facility hazardous waste streams by functional areas and by waste stream types.
- ♦ Examine facility hazardous waste product generation potential.
- ♦ Identify actions that minimize or eliminate hazardous waste generation.
- ♦ Develop containerization and labeling procedures.
- ♦ Review current handling and storage procedures.
- ♦ Implement proper waste disposal procedures. Complete disposal manifests.
- ♦ Acquire EPA generator number and MPCA annual permit for **each building generating hazardous waste**.
- ♦ Train affected employees. Provide annual training according to **VSQG** or **SQG** criteria.
- ♦ Monitor or provide updates on regulatory changes and new developments. Review updates on regulatory standards, reporting requirements and new developments.
- ♦ Develop and implement written record keeping procedures-maintain all compliance documentation.
- ♦ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ♦ Evaluate boiler and other stack emissions to air with respect to current MPCA stack emissions standards. NWSC will assist District with stack emissions standards.
- ♦ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ♦ Evaluate boiler and other stack emissions to air with respect to current MPCA stack emissions standards.

Community Right to Know (when applicable)

Responsibilities:

Northwest Service Cooperative

- ♦ Develop and implement a Written Management Plan for Community Right to Know.
- ♦ Identify school district Contact Person(s) for Community Right to Know.
- ♦ Review Written Plan as needed, and update (at least annually).
- ♦ Survey facility for hazardous materials in reportable quantities.
- ♦ Develop and maintain hazardous materials collection and storage procedures.
- ♦ Review invoices of CRTK-reportable materials for quantity verification.
- ♦ Initiate in-house reporting procedure(s).
- ♦ Prepare notification correspondence/reports to State Emergency Response Commission and local emergency planning committee (frequently the district's local fire department).
- ♦ Train affected employees. Provide annual training.
- ♦ Develop and implement CRTK-recordkeeping procedures.
- ♦ Respond to regulatory agency correspondence, guidelines and recommendations, (i.e. MN Emergency Response Commission).
- ♦ Provide updates on regulatory changes and new developments.
- ♦ Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

District

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

Department of Labor and Industry (OSHA) Requirements OSHA Inspections**Responsibilities:****Northwest Service Cooperative**

- ‡Participate in OSHA review of facility and provide management activity for programs.
- ‡Assist District with E/OhS funding application (DCFL Attachment #99).
- ‡Work with third party inspectors such as insurance groups.
- ‡For information on all OSHA standards, go to www.osha.gov and click on the “search” button.

District

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools**Responsibilities:****Northwest Service Cooperative**

- ‡Develop and implement a Written Management Plan for Accident and Injury Reduction-AWAIR.
- ‡Develop procedures that outline how managers, supervisors and employees are responsible for implementing the written program and how continued participation of management will be established, measured, and maintained.
- ‡Identify school district Contact Person(s) for Accident and Injury Reduction Program.
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Develop and implement a Written Plan for OSHA-mandated Safety Committees.
- ‡Identify and document methods of how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls.
- ‡Develop and document procedures for investigation of work place accidents and corrective action.
- ‡Develop and document procedures that outline how safe work practices and rules will be enforced.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ‡Develop procedures that outline how managers, supervisors and employees are responsible for implementing the written program and how continued participation of management will be established, measured, and maintained.
- ‡Develop and document procedures that outline how safe work practices and rules will be enforced.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ‡Conduct safety committee meetings, at least quarterly, to identify and eliminate workplace safety hazards. Develop and document methods used to identify, analyze, and control new or existing hazards.

First Aid/CPR

Responsibilities:

Northwest Service Cooperative

- ‡Develop and implement a Written Management for First Aid/CPR.
- ‡Identify school district Contact Person(s) for First Aid/CPR.
- ‡Determine time for arrival of first aid providers (outside and in-house). Per MNOSHA CPL 2-2.53, **first aid must be available within 8 minutes from any site, including travel time.**
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Survey facility for First Aid/CPR needs.
- ‡Develop and implement program to provide First Aid Kits (kits not eligible for H & S funding).
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ‡Provide First Aid/CPR/AED Training as required, or contract for services (not eligible). NWSC will assist district in attaining training through local provider.

Lockout/Tagout

Responsibilities:

Northwest Service Cooperative

- ‡Develop and implement a Written Management Plan for Lockout/Tagout, encompassing OSHA standard 29 CFR 1910.147.
- ‡Identify school district Contact Person(s) for Lockout/Tagout.
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Survey the facility to identify energy potential physical hazards that require lockout/tagout.
- ‡Review current Lockout/tagout procedures.
- ‡Train affected employees on proper Lockout/Tagout methods and techniques.
- ‡Identify and procure Lockout/Tagout locks, tags and other devices.
- ‡Evaluate Lockout/Tagout record keeping products and procedures.
- ‡Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡Monitor or provide updates on regulatory changes and new developments.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ‡Provide Lockout Tagout equipment.

Compressed Gas

Responsibilities:

Northwest Service Cooperative

- ♦Develop a written Compressed Gas Plan encompassing OSHA standard 29 CFR 1910.101.
- ♦Identify school district Contact Person(s) for Compressed Gas.
- ♦Review Written Plan as needed, and update (at least annually).
- ♦Survey the facility to determine compressed gas applications.
- ♦Review current compressed gas safety procedures.
- ♦Identify compressed gas toxic and physical hazards.
- ♦Evaluate compressed gas application to determine if confined space rules apply.
- ♦Determine need for metering equipment/supplies (i.e. CO, CO₂, O₂, SO₂, and H₂S).
- ♦Train affected employees on proper compressed gas methods and techniques.
- ♦Monitor compressed gas record keeping procedures.
- ♦Respond to regulatory agency correspondence, guidelines and recommendations.
- ♦Monitor or provide updates on regulatory changes and new developments.
- ♦Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ♦Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Employee-Right to Know – Hazard Communication

Responsibilities:

Northwest Service Coop

- Develop and implement a written management plan for Minnesota employee right-to-know (ERTK), in compliance with OSHA standard 29 CFR 1910.1200, and Minnesota Rules 5206.
- Minnesota has adopted the revised HazCom standard that will be enforced by June 1, 2016.
- Identify school district contact person(s) for ERTK.
- Review written plan as needed, and update (at least annually).
- Identify hazard communications functional areas (e.g., kitchen, shops, art, maintenance).
- Survey the facility to identify chemical, heat, noise, radiation and infectious agents hazards. Review at least annually.
- Review and update current ERTK standard operating procedures.
- Perform initial and annual functional area training. As part of the transition to the revised HazCom standard, training must be provided to employees on the new global harmonizing system labeling and safety data sheet format by December 1, 2013.
- Minnesota employee right-to-know will retain requirements for harmful physical and infectious agents, and the need for annual training. Please visit the Occupational Safety and Health Administration (OSHA) website (<http://www.osha.gov/dsg/hazcom/index.html>) for more information on the revised standard and GHS system requirements.
- Provide all record-keeping activities and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.

District

- Safety Data Sheet (SDS) acquisition, compilation and distribution. Ideally, SDS would be available in each affected department. The new global harmonizing system labeling requirements must be

complied with by June 1, 2015.

- Perform chemical inventory. Update at least annually. Ideally, chemical inventory would be available with SDSs in each affected department.
- Review program and obtain school board approval at least annually.
- Monitor use and labeling on Secondary Use Containers

Personal Protection Equipment

Responsibilities:

Northwest Service Cooperative

- ‡ Develop and implement Written Personal Protective Equipment Plan, in compliance with 1910.132 through 1910.140. Specific organs targeted for protection are hands, feet and face.
- ‡ Identify school district Contact Person(s).
- ‡ Review Written Plan as needed, and update (at least annually).
- ‡ District must survey the facility to identify unsafe, hazardous processes to hands, feet and face, per standards.
- ‡ Perform initial and annual functional area training.
- ‡ Monitor usage, storage and maintenance practices of employees to ensure adequacy of program.
- ‡ Provide all record keeping activities and procedures.
- ‡ Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ‡ Provide personal protective equipment as deemed appropriate for the identified hazards.
- ‡ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Laboratory Safety Standard – Chemical Hygiene Plan Mandatory where science labs exist

Responsibilities:

Northwest Service Cooperative

- ‡ Develop and implement a Chemical Hygiene Plan (CHP) for all laboratories, per OSHA under the Laboratory Safety Standard, 29 CFR 1910.1450.
- ‡ Identify school district Chemical Hygiene Officer to administer the Plan (mandatory).
- ‡ Review Written Plan as needed, and update (at least annually).
- ‡ Survey labs to identify potential chemical exposure hazards.
- ‡ Review current Chemical Hygiene Plan standard operating procedures.
- ‡ Evaluate chemicals against lab projects for necessary acquisition and quantities. Consider disposal of non-essential chemicals.
- ‡ Develop and document routine chemical handling, bulk dispensing procedures, storage and disposal procedures.
- ‡ Evaluate engineering controls (e.g. ventilation, chemical storage).
- ‡ Train affected employees on proper Chemical Hygiene Plan methods and techniques.
- ‡ Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡ Monitor or provide updates on regulatory changes and new developments.
- ‡ Complete fume hood/exhaust ventilation survey. Post results on hood.
- ‡ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ‡Develop and document Laboratory Safety record keeping procedures.

Confined Space Standard

Responsibilities:

Northwest Service Cooperative

- ‡Develop and implement a Written Management Plan for Confined Spaces encompassing the new OSHA standard (M.R. 5205.1040 has been replaced with 1910.146).
- ‡Identify school district Contact Person(s) for Confined Spaces.
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Identify Confined Space Entry hazards. Survey the facility to determine all permit and non-permit confined spaces.
- ‡Review current Confined Space Entry Procedures (CSEP).
- ‡Procure and use proper ventilation, communication, personal protective and gas testing equipment, as needed (identify this equipment as separate health and safety projects).
Note: NWSC will make recommendation for equipment under this section; district purchases equipment.
- ‡Train affected employees on proper Confined Space Entry methods and techniques.
- ‡Develop and maintain Confined Spaces record keeping procedures.
- ‡Evaluate Confined Space record keeping products and procedures.
- ‡Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡Monitor or provide updates on regulatory changes and new developments.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ‡Procure and use proper ventilation, communication, personal protective and gas testing equipment, as needed (identify this equipment as separate health and safety projects).
Note: NWSC will make recommendation for equipment under this section; district purchases equipment.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Hearing Conservation

Responsibilities:

Northwest Service Cooperative

- ‡Develop and implement a Written Management Plan for Hearing Conservation 29 CFR 1910.95.
- ‡Identify school district Contact Person(s) for Hearing Conservation.
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Identify Hearing Conservation hazards. Survey the facility to determine all noise hazards.
- ‡Develop, implement and monitor good Hearing Conservation practices and procedures.
- ‡Train affected employees on proper Hearing Conservation methods and techniques.
- ‡Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡NWSC to conduct random sound mentoring.
- ‡Monitor or provide updates on regulatory changes and new developments.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ♦Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ♦Provide hearing protection devices to affected employees.

Respiratory Protection Standard

Responsibilities:

Northwest Service Cooperative

- ♦Develop and implement a Written Management Plan for Respiratory Protection, encompassing OSHA 1910.134 and Federal Register (63 FR 1152, January 8, 1998).
- ♦This website addresses respirators further: http://www.osha-slc.gov/SLTC/respiratory_advisor/oshafiles/require.html
- ♦Identify school district Contact Person(s) for Respirator Protection.
- ♦Review Written Plan as needed, and update (at least annually).
- ♦Survey, identify and document work practices that require respirator protection.
- ♦Evaluate and quantify when necessary the exposure potential of work practices.
- ♦Review current respiratory protection practices and procedures.
- ♦Training respirator users on the provisions of the Written Respiratory Protection Program and on the respirators they use.
- ♦Provide respirator fit test. District to provide pulmonary function tests for workers who wear respirators.
- ♦Develop, document and monitor compliance with record keeping procedures.
- ♦Respond to regulatory agency correspondence, guidelines and recommendations.
- ♦Monitor or provide updates on regulatory changes and new developments.
- ♦Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- ♦Provide respirator fit test. District to provide pulmonary function tests for workers who wear respirators.
- ♦Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Bloodborne Pathogen Standard – Exposure Control Plan

Responsibilities:

Northwest Service Cooperative

- ♦Develop and implement a Bloodborne Pathogen-Exposure Control Plan encompassing OSHA standard 29 CFR 1910.1030. See also website <http://cfl.state.mn.us/BLOOD/BLOOD1.HTM>.
- ♦Identify school district Contact Person(s) for Bloodborne Pathogen.
- ♦Review Written Plan as needed, and update (at least annually).
- ♦Survey the facility to identify job categories in which employees may be at risk to exposure (Exposure Control Plan exposure determination). **Document this process.**
- ♦Provide Hepatitis B vaccinations to **eligible** employees, not all school employees.
- ♦Train affected employees on proper specific and universal precaution methods and techniques.
- ♦Determine valid exposure incidents. Record and report on "First Report of Injury" for proper insurance treatment.
- ♦Evaluate Bloodborne Pathogen record keeping products and procedures.
- ♦Respond to regulatory agency correspondence, guidelines and recommendations.
- ♦Monitor or provide updates on regulatory changes and new developments.

- ♦Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
For employees identified because they are first aid responders, ensure these individuals are provided first aid training (Red Cross training recommended).
- ♦Develop and implement program to provide Exposure Control Kits (e.g. gloves, masks, gowns, etc. – kits are eligible for H&S funding, but as a separate project). NWSC will develop a recommended list; district responsibility to purchase and distribute kits.
- ♦Pre or post-exposure evaluation is an approved expenditure under Health and Safety, to the extent of determining if a person is or is not infected, and the type of the disease(s) (e.g. HIV, HBV and HCV).

District

- ♦Survey the facility to identify job categories in which employees may be at risk to exposure (Exposure Control Plan exposure determination). **Document this process.**
- ♦Determine valid exposure incidents. Record and report on "First Report of Injury" for proper insurance treatment.
- ♦Develop and implement program to provide Exposure Control Kits (e.g. gloves, masks, gowns, etc. – kits are eligible for H&S funding, but as a separate project). NWSC will develop a recommended list; district responsibility to purchase and distribute kits.
- ♦Provide Hepatitis B vaccinations to **eligible** employees, not all school employees
- ♦Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
For employees identified because they are first aid responders, ensure these individuals are provided first aid training (Red Cross training recommended).

Indoor Air Quality

Responsibilities:

Northwest Service Cooperative

- ♦Develop and implement a Written Management Plan for Indoor Air Quality (IAQ), encompassing the US EPA "Tools For Schools." See Attachments #99 for details.
- ♦Identify school district IAQ Coordinator for Indoor Air Quality.
- ♦Survey, identify and document situations and work practices that require Indoor Air Quality remediation.
- ♦Training of employees and building occupants toward optimum Indoor Air Quality.
- ♦Develop, document and monitor plan compliance with record keeping procedures.
- ♦Respond to regulatory agency correspondence, guidelines and recommendations.
- ♦Monitor or provide updates on regulatory changes and new developments.
- ♦Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ♦NWSC will provide random CO, CO₂, Temperature, and Relative Humidity sampling.

District

- ♦Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Integrated Pest Management (IPM)

Integrated Pest Management Definition: A pest control that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to tolerable levels while using pesticides as a last resort to minimize health and environmental risks.

Responsibilities:

Northwest Service Cooperative

- ‡Develop and implement a Written Management Plan for Integrated Pest Management (IOM), encompassing the US EPA and U of MN developed and sponsored materials.
- ‡Develop written procedures for handling, applying, storing and disposal of pesticides.
- ‡Establish tolerable limits of each identified pest. Determine the pest population levels that can be tolerated for aesthetic, economic and health concerns, and set action thresholds where pest populations or environmental conditions warrant remedial action.
- ‡Exclude identified pest from sites and buildings using maintenance practices.
- ‡Minimize the number of pests through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests.
- ‡Regularly update records of pests present, pest management techniques used, and outcomes of actions taken.

District

- ‡Develop written procedures for handling, applying, storing and disposal of pesticides.
- ‡Identify pests that need to be controlled.
- ‡Establish tolerable limits of each identified pest. Determine the pest population levels that can be tolerated for aesthetic, economic and health concerns, and set action thresholds where pest populations or environmental conditions warrant remedial action.
- ‡Design future buildings and landscape to prevent identified pests.
- ‡Exclude identified pest from sites and buildings using maintenance practices.
- ‡Minimize the number of pests through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests.
- ‡Control identified pests using the least toxic pesticides with the least exposure to persons as is practicable.
- ‡Regularly update records of pests present, pest management techniques used, and outcomes of actions taken.

Districts developing management plans should include person with expertise in pests, pesticide use and pest management techniques because of the potential threats to health by both pests and improper pesticide use. IPM does not mean banning pesticide use. However, it does mean the judicious use of pesticides combined with minimizing their use relative to the threat pose by each pest. Districts should look at all of their operations with a view toward minimizing pest populations.

The Minnesota Department of Agriculture in cooperation with IPM in k-12 Schools Working Group will develop a set of IPM fact sheets and check lists designed for Minnesota k-12 schools conduct state-wide regional workshops of school health and safety officers and/or other district personnel in lead maintenance roles.

Welding, Cutting or Brazing

Responsibilities:

Northwest Service Cooperative

- ‡Develop written management plan.
- ‡Identify district contact person.
- ‡Talk to OSHA as there are many requirements.
- ‡Provide training to employees.
- ‡Provide district with record keeping for training and assessments.
- ‡Annual review
 - *This is an important topic since many schools have welding shops and most maintenance crews do welding.

District

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

Hoist Lift

Responsibilities:

Northwest Service Cooperative

- ‡Develop and implement a written plan.
- ‡Identify district contact person.
- ‡Inventory hoists rated one ton or less and backhoes.
- ‡Inspect and document inspection on listed equipment initially for compliance with the regulation.
- ‡Ensure safety latches are provided on all hoist hooks used on hoist.
- ‡Provide training to employees.
- ‡Provide district with record keeping for training and assessments.
- ‡Provide annual review.

District

- ‡Conduct daily to monthly inspections (depending on use).
- ‡Ensure safety latches are provided on all hoist hooks used on hoist.

Forklift Safety

Responsibilities:

Northwest Service Cooperative

- ‡Develop and implement a written plan.
- ‡Identify district contact person.
- ‡Inventory forklifts.
- ‡Identify employees who operate forklifts and provide required training.
- ‡Conduct carbon monoxide monitoring (5205.0116) in space and tailpipe emissions for non-battery operated forklifts.
- ‡Inspect forklifts and provide for all safety equipment required.

District

- ‡Conduct carbon monoxide monitoring (5205.0116) in space and tailpipe emissions for non-battery operated forklifts.
- ‡Inspect forklifts and provide for all safety equipment required.

Machine Guarding

Responsibilities:

Northwest Service Cooperative

- ‡Machine guarding contact person identified by name.
- ‡A written machine-guarding (shop) plan developed for each area where fixed machines are used.
- ‡Shop equipment safeguarded per Machine Shop and Guarding “Best Practices” manual. Shop equipment not safeguarded should be scheduled for proper safeguarding or replaced.
- ‡Annual training for affected employees provided and documented.
- ‡A written preventative maintenance program to maintain machine guarding in proper repair and order developed.
- ‡Power outage protection provided for all required equipment.
- ‡The CFL bid specification criteria shall be used for procurement of all future equipment.
- ‡At least one district employee shall be certified per CFL criteria for H&S funding of shop equipment.
- ‡Fixed equipment secured to prevent walking or moving.
- ‡Each shop or area should keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near misses should be taken.
- ‡School board shall review the program annually.

District

- ‡Power outage protection provided for all required equipment.
- ‡At least one district employee shall be certified per CFL criteria for H&S funding of shop equipment.
- ‡Fixed equipment secured to prevent walking or moving.
- ‡Each shop or area should keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near misses should be taken.



Northwest Service Cooperative Environmental Health & Safety Service Agreement

Date: June 15, 2020

Contract No. 115-021

The services agreement entered into between the Northwest Service Cooperative (NWSC) and Ada-Borup Public School, dated June 15, 2020.

PART I, Section 1

1. DURATION: This agreement shall remain in force from July 1, 2020 until June 30, 2023 (the “expiration date”).

PART II, Section 1

1. COMPENSATION: For the services covered by this Agreement, Ada-Borup Public School shall pay NWSC an annual fee for each fiscal year period. Such compensation shall be due and payable according to the selected payment terms below:

Payment terms for the agreed to above:

Year 1: \$5625.00

Year 2: \$5737.50

Year 3: \$5852.25

Please select if you would like to participate in the Safe Schools online training program:

Yes

No

The parties hereby accept the terms of the agreement as modified.

Ada-Borup Public School

Northwest Service Cooperative

By _____

By _____

Title _____

Title Executive Director

Date _____

Date _____

**RESOLUTION APPROVING SCHOOL DISTRICT #2854
LONG TERM FACILITY MAINTENANCE TEN YEAR PLAN**

BE IT RESOLVED by the School Board of District No. 2854, State of Minnesota, as follows:

1. The School Board of School District 2854 has approved the Long-Term Facility Maintenance Ten Year Plan for its facilities 2020-2030. The components of this plan are attached.

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

And the following voted against:

Whereupon said resolution was declared and duly adopted.

School Board Clerk

Date