

Chisholm School District School Board Meeting Agenda

Monday, August 22, 2022 at 5:00 PM
Regular Meeting
Chisholm School Board Room

I. Determination of Quorum and Call to Order

II. Public Comment:

Description: Welcome to this meeting of the Board of Education Independent School District #695, Chisholm School District. We are extremely pleased that you have shown an interest in school district affairs by attending this meeting. The Board of Education allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. We will provide the audience with an opportunity to request to speak. We request that before you speak to announce your name. Each speaker will be allowed five minutes unless the time limit is waived by a majority of the board members present. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, if presented to the board directly, shall be referred to the Superintendent for investigation and report. We would also like to remind the public that the school board is not allowed to comment on your concerns. If there are no questions, we will open the public comment section of the board meeting.

III. Recognition of Guests and Visitors

IV. Approve Agenda

V. Reports

A. Superintendent's Report

1.

- Smart Lab is installed at CE
- YMCA closing - after school program at VS through Community Ed.
- September 1st School Board breakfast with the staff (Thursday)
- Return to Learn info on website, newspaper, and social media

B. Business Manager

C. Athletic/Activities Director

D. Facilities/Grounds Supervisor

VI. Consent Agenda

A. Minutes of the August 8, 2022 Regular Meeting

5

Attachments:

SBM 8/8/22

5

VII. Action Agenda

A. Motion to accept the resignation of Andrew Jugovich, Junior High basketball coach effective August 16, 2022.	11
Attachments:	
A. Jugovich resignation	11
B. Motion to approve payment to Turner & Crawford in the amount of \$5,000.00 for the Leadership Academy presentations.	12
Attachments:	
Turner & Crawford invoice	12
C. Motion to approve the 2022-2023 Chisholm High School Student Handbook as presented.	15
Attachments:	
ISD 695 Student Handbook	15
D. Motion to approve the Chisholm K-6 Student Handbook as presented.	48
Attachments:	
2022-2023 CE_VS Student Manual	48
E. Motion to approve the Chisholm 2 Sport Athletic form as presented.	85
Attachments:	
2 Sport athletic form	85
F. First Reading of Policy #208-Development, Adoption, and Implementation of Policies	86
Attachments:	
Policy 208	86
G. First Reading of Policy #210 Conflict of Interest-School Board Members	88
Attachments:	
Policy 210	88
H. First Reading Policy #416 Drug and Alcohol	91
Attachments:	
Policy 416	91
I. First Reading of Policy #418 Drug-Free Workplace/Drug-Free School	116
Attachments:	
Policy 418	116
J. First Reading of Policy #201 Legal Status of the School Board	121

Attachments:	
201 Redline 062922 (1)	121
K. First Reading of Policy #202 School Board Officers	124
Attachments:	
202 Redline 062922 (1)	124
Attachments:	
L. First Reading of Policy #203 Operation of the School Board-Governing Rules	127
Attachments:	
203 012009 (1)	127
M. First Reading of Policy #203.1 School Board Procedures: Rules of Order	128
Attachments:	
203-1 011999 (1)	128
Attachments:	
N. First Reading of Policy #203.2 Order of the Regular School Board Meeting	130
Attachments:	
203-2 012007 (1)	130
O. First Reading of Policy #203.5 School Board Meeting Agenda	132
Attachments:	
203-5 Redline 012022 (1)	132
Attachments:	
P. First Reading of Policy #203.6 Consent Agendas	134
Attachments:	
203-6 011999 (1)	134
Q. First Reading of Policy #204 School Board Meeting Minutes	135
Attachments:	
204 Redline 012022 (1)	135
Attachments:	
R. First Reading of Policy #205 Open Meeting and Closed Meetings	138
Attachments:	
205 Redline 012022 (1)	138
S. First Reading of Policy #206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations	146
Attachments:	

Policy 206 - Redline (1)	146
T. First Reading of Policy #207 Public Hearings	151
Attachments:	
207 Redline 062222 (1)	151
U. First Reading of Policy #209 Code of Ethics	153
Attachments:	
209 Redline 031722 (1)	153
VIII. Discussion	
IX. Information	
A. NESC update	156
Attachments:	
NESC update	156
B. Quarantine and Isolation	157
Attachments:	
CDC update	157
CDC update	166
C. ImPACT	175
Attachments:	
ImPACT Information	175
D. Big Stone	187
Attachments:	
Big Stone Information	187
X. Adjourn	

August 8, 2022

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:00 P.M. on August 8, 2022, in the Elementary Board Room. Members present: Directors Sauter, Rice, Corradi Simon, Lappi, Casey, Chair Rahja and Superintendent Norman,

Public Comment: None

Recognition of Guests and Visitors: Rochelle Van Den Huevel addressed the board regarding the following: Adopt taskforce recommend Plan for the November 8th election, Submit Review and Comment for Board adopted plan and the Resolution calling for November 8th Operating and Bond election.

APPROVE AGENDA

Moved by Director Lappi supported by Director Sauter to approve the August 8, 2022, agenda. Motion carried unanimously.

Administrative Reports:

Superintendent/Business Manager

Superintend Norman discussed the following: Covid Plan Update
Check and Connect grant approval for another coordinator at the K-6 buildings
No issues of Non-compliance with MDE Special Education records

Principals

Karla Winter introduced herself to the board

Athletic/Activities Director

Travis Vake informed the board on the following items: BSN sales update
Viking Coca-Cola contract for vending machines in all 3 schools
Athletic Director Conference
Importance of complete paperwork before starting athletics/activities for students
Audio/Video update

Facility and Grounds Operations Supervisor

Mike Fredeen updated the board regarding the following:
Insurance claim for the water damage from July 26, 2022.
Suburban's out of Compliance to transport students
August 17th bus training
He updated the board on the following Active Agenda Items: H, I and J

APPROVE CONSENT AGENDA

Moved by Director Corradi Simon supported by Director Sauter and approved unanimously to approve the Consent Agenda which consists of the Minutes from the July 11, 2022, Regular Meeting, and the following for the Month of July 2022: Accounts payable in the amount of \$415,951.52 and Payrolls in the amount of \$140,821.02.

Personnel:

ACCEPT RESIGNATION OF PATRICK JENSEN

Moved by Director Corradi Simon supported by Director Rice to accept the resignation from Patrick Jensen as a Level II Assistant Football coach, effective July 6, 2022. Motion carried unanimously.

HIRE LARRY PERVENANZE

Moved by Director Casey supported by Director Lappi to approve the hiring of Larry Pervenanze, Level II Assistant Football Coach, effective August 15, 2022. Motion carried unanimously.

HIRE KATLY LARSON

Moved by Director Corradi Simon, supported by Director Sauter to approve the hiring of Katlyn Larson, Volunteer Volleyball coach, effective August 15, 2022. Motion carried unanimously.

ACCEPT RESIGNATION OF CYNTHIA HANCOCK

Moved by Director Lappi, supported by Director Rice to accept the resignation from Cynthia Hancock, Para-Professional Vaughan-Steffensrud, effective August 1, 2022. Motion carried unanimously.

APPROVE JAMIE MOBERG LEAVE OF ABSENCE

Moved by Director Casey, supported by Director Corradi Simon to approve the one-year leave of absence from Jamie Moberg, effective July 26, 2022. Motion carried unanimously.

Administrative Business:

APPROVE LETTER OF AGREEMENT WITH STERLE & CO. FOR THE FISCAL YEAR 2022 AUDIT

Moved by Director Casey, supported by Director Corradi Simon, to approve the Letter of Agreement with Sterle & Co. for the fiscal year 2022 audit. Motion carried unanimously.

APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN ISD 695 AND AEOA/HEADSTART FOR THE 2022-2023 SCHOOL YEAR

Moved by Director Lappi, supported by Director Sauter to approve the memorandum of understanding between ISD 695 and AEOA/Headstart for the 2022-2023 school year. Motion carried unanimously.

ADOPT TASKFORCE RECOMMENDED PLAN FOR THE NOVEMBER 8TH ELECTION

Moved by Director Lappi, supported by Director Rahja to adopt taskforce recommended plan for the November 8th election. Motion carried unanimously.

SUBMIT REVIEW & COMMENT FOR BOARD ADOPTED PLAN

Moved by Director Corradi Simon, supported by Director Lappi to submit Review and Comment for Board Adopted plan. Motion carried unanimously.

ADOPT RESOLUTION CALLING FOR NOVEMBER 8TH OPERATING AND BOND ELECTION

Moved by Director Corradi Simon, supported by Director Rice to adopt Resolution calling for November 8th Operating and Bond election. Motion carried unanimously.

APPROVE PAYMENT TO SOCIALSCHOOL4EDU

Moved by Director Casey, supported by Director Corradi Simon to approve payment to SocilSchool4EDU in the amount of \$9,000.00 for social medial management. Motion carried unanimously.

APPROVE PAYMENT TO RENAISSANCE

Moved by Director Sauter, supported by Director Corradi Simon to approve payment to Renaissance in the amount of \$14,291.46 for Accelerated Reader and Star 360, effective Nov. 1, 2022, through Oct. 31, 2023. Motion carried unanimously.

AWARD BID TO IRON RANGE PLUMBING & HEATING

Moved by Director Corradi Simon, supported by Director Rice to award the bid to Iron Range Plumbing & Heating in the amount of \$73,800.00 for water service replacement at the Vaughan-Steffensrud School. Motion carried unanimously.

APPROVE PAYMENT TO NORTH COUNTRY CHEVROLET BUICK GMC

Moved by Director Corradi Simon, supported by Director Rahja to approve payment to North Country Chevrolet Buick GMC in the amount of \$60,590.00 for the purchase of a 2023 Chevrolet Suburban. Motion carried unanimously.

APPROVE PAYMENT TO DALCO

Moved by Director Corradi Simon, supported by Director Sauter to approve payment to Dalco in the amount of \$9,528.51 for custodial supplies. Motion carried unanimously.

APPROVE LETTER OF UNDERSTANDING BETWEEN I.S.D NO. 695 AND AFSCME AFL-CIO LOCAL 526

Moved by Director Lappi, supported by Director Corradi Simon to approve the Letter of Understanding between I.S.D. No. 695 and AFSCME AFL-CIO Local 526 related to Job #7, Paraeducator who is also licensed LPN for the purposed of meeting the needs of a student's IEP, the employer and the Union agree it is necessary to provide an additional hourly differential of \$0.63 to the regularly scheduled employee holding licensure and any para subsequently filling in for the purpose of covering sick and personal leave time afforded to the LPN/Para effective the 2022-2023 school year. Motion carried unanimously.

APPROVE POLICY #208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

Moved by Director Sauter, supported by Director Corradi Simon to approve Policy #208 Development, Adoption, and Implementation of Policies. Motion carried unanimously.

APPROVE POLICY #210 CONFLICT OF INTEREST-SCHOOL BOARD MEMBERS

Moved by Director Sauter, supported by Director Corradi Simon to approve Policy #210 Conflict of Interest-School Board Members. Motion carried unanimously.

APPROVE POLICY #416 DRUG AND ALCOHOL TESTING

Moved by Director Sauter, supported by Director Corradi Simon to approve Policy #416 Drug and Alcohol Testing. Motion carried unanimously.

APPROVE POLICY #418 DRUG-FREE WORKPLACE/DRUG FREE SCHOOL

Moved by Director Sauter, supported by Director Corradi Simon to approve Policy #418 Drug-Free Workplace/Drug Free School. Motion carried unanimously.

APPROVE ANNUAL POLICY #410 FAMILY AND MEDICAL LEAVE POLICY

Moved by Director Casey, supported by Director Rice to approve Policy #410 Family and Medical Leave Policy. Motion carried unanimously.

APPROVE ANNUAL POLICY #413 HARASSMENT AND VIOLENCE POLICY AND REPORTING FORM

Moved by Director Casey, supported by Director Rice to approve Policy #413 Harassment and Violence Policy and Reporting Form. Motion carried unanimously.

APPROVE ANNUAL POLICY #414 MANDATED REPORTING OF CHILD NEGLECT, PHYSICAL OR SEXUAL ABUSE

Moved by Director Casey, supported by Director Rice to approve Policy #414 Mandated Reporting of Child Neglect, Physical or Sexual Abuse. Motion carried unanimously.

APPROVE ANNUAL POLICY #415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

Moved by Director Casey, supported by Director Rice to approve Policy #415 Mandated Reporting of Maltreatment of Vulnerable Adults. Motion carried unanimously.

APPROVE ANNUAL POLICY #506 STUDENT DISCIPLINE

Moved by Director Casey, supported by Director Rice to approve Policy #506 Student Discipline. Motion carried unanimously.

APPROVE ANNUAL POLICY #518 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCY PROCEDURE PROCESS

Moved by Director Casey, supported by Director Rice to approve Policy #518 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process. Motion carried unanimously.

APPROVE ANNUAL POLICY #514 BULLYING PROHIBITION POLICY

Moved to Director Casey supported by Director Rice to approve the Annual Policy #514 Bullying Prohibition Policy. Motion carried unanimously.

APPROVE ANNUAL POLICY #524 INTERNET ACCEPTABLE USE

Moved by Director Casey, supported by Director Rice to approve Policy #524 Internet Acceptable Use. Motion carried unanimously.

APPROVE ANNUAL POLICY #616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

Moved by Director Casey, supported by Director Rice to approve Policy #616 School District System Accountability. Motion carried unanimously.

APPROVE ANNUAL POLICY #722 PUBLIC DATA REQUEST

Moved by Director Casey, supported by Director Rice to approve Policy #722 Public Data Request. Motion carried unanimously.

APPROVE ANNUAL POLICY #806 CRISIS MANAGEMENT POLICY

Moved by Director Casey, supported by Director Rice to approve Policy #806 Crisis Management Policy. Motion carried unanimously.

APPROVE ANNUAL POLICY #534 SCHOOL MEALS POLICY

Moved by Director Casey, supported by Director Rice to approve Policy #534 School Meals Policy. Motion carried unanimously.

APPROVE POLICY #101 LEGAL STATUS OF THE SCHOOL DISTRICT

Moved by Director Lappi, supported by Director Corradi Simon to approve Policy #101 Legal Status of the School District. Motion carried unanimously.

APPROVE POLICY #101.1 NAME OF THE SCHOOL DISTRICT

Moved by Director Lappi, supported by Director Corradi Simon to approve Policy #101.1 Name of the School District. Motion carried unanimously.

APPROVE POLICY #102 EQUAL EDUCATIONAL OPPORTUNITY

Moved by Director Lappi, supported by Director Corradi Simon to approve Policy #102 Equal Educational Opportunity. Motion carried unanimously.

APPROVE POLICY #103 COMPLAINTS: STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

Moved by Director Lappi, supported by Director Corradi Simon to approve Policy #103 Complaints: Students, Employees, Parents, Other Persons. Motion carried unanimously.

Discussion:

Information:

-Donovan Group Survey

ADJOURN

Moved by Director Rice, supported by Director Sauter to adjourn the meeting at 5:56 P.M.
Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea

Andrew Jugovich
209 NE 5th Ave
Chisholm, Minnesota 55719
8/15/2022

Adrian Norman
Superintendent
Chisholm School District ISD #695
301 4th St SW
Chisholm, Minnesota 55719

Dear Superintendent Norman,

It is with regret that I tender my resignation as the junior high boys' basketball coach, effective immediately.

I am grateful for having the opportunity to coach an amazing group of boys this past season that was able to make great strides on and off the court. I wish nothing but the best for the team and school district.

Sincerely,

Andrew Jugovich





TURNER & CRAWFORD

THE PROMISE IS YOU

INTRODUCTION/BACKGROUND:

Work with Chisholm High School to build cultural competency and understand how diversity and inclusion impact them in the workplace as well as in the world. Understanding the workplace culture and the natural tendencies that occur is imperative to shaping a more inclusive organization moving forward. The training identifies and provides understanding to different perspectives of the world in which we live, work, and play. It explores the absence of diversity in our everyday lives and how bias then manifests in our decision making ultimately shaping what happens. Through sharing struggles, overcoming barriers, and identifying values, we have found that we can work toward a deeper understanding of each other.

SCOPE OF WORK

- Identifies
 - Cultural Tendencies
 - Actions Everyone Can Take
 - Tools to Handle Conflict
 - Individual and Organization Bias
 - Why Do People React the Way They Do?
- Core Topics
 - Cross Cultural Immersion Model
 - Racism
 - Unconscious Bias VS. Conscious Bias
 - Real Life Scenarios

PERIOD OF PERFORMANCE

Presentation to include "Cross Cultural Immersion Model" and "Racism". Follow up with "Unconscious Bias VS. Conscious Bias" and "Real Life Scenarios" with Coach/Staff/Student Leaders. To take place throughout the academic year.

PLACE OF PERFORMANCE

Presentation on campus

WORK REQUIREMENTS

- Leadership Meeting:
- Follow-Up Analysis Meeting:

WORK ACCEPTANCE

Orientation Day

PROJECT COST

2 session at \$2,500.00 a piece for a total of \$5,000.00

PAYMENT TERMS

After completion of presentation

PROPERTY RIGHTS

Content ownership detailed within the Master Service Agreement

ACCEPTANCE

Contracting Organization Name: _____

Approved by:

_____ Date: _____

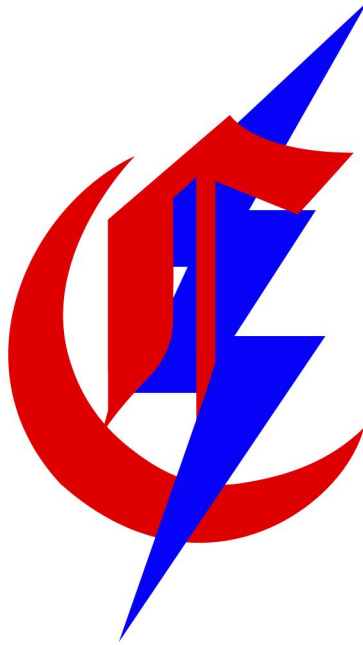
Approver's Title _____ Superintendent _____

The Promise Is You

Approved by:

Keith Turner Date: _____

Approver's Title _____ Co-Owner _____



Student Manual

2022-2023

Chisholm Public Schools

300 SW 3rd Ave.

Chisholm, MN 55719

(218) 254-5726 Ext. 2900

Fax (218) 254-3741

Web site: www.chisholm.k12.mn.us

Table of Contents

Welcome	4
PART I – INFORMATION	5
Arrival and Dismissal Hours	5
Calendar	5
Class Assignments	5
Chain of Command, Questions and Concerns	5
Employee Directory	5
Employment Background Checks	5
Fees	5
Food in the Classrooms	6
Fundraising	6
Gifts to Employees	6
Graduation Ceremony	6
Interviews of Students by Outside Agencies	6
Library and Media Center	6
Meals	6
Messages to Students	6
Nondiscrimination	6
Notice of Violent Behavior by Students	6
Parent and Teacher Conferences	6
Parent Volunteers	7
Pledge of Allegiance	7
Special Education	8
School Closing Procedures	8
Searches	8
Lockers and Personal Possessions Within a Locker	8
Desks	8

Personal Possessions and Student's Person	9
Vehicles on Campus	9
Student Publications and Materials	9
Distribution of Non-school Sponsored Materials on School Premises	9
School-Sponsored Student Publications	9
Student Records	9
Transportation of Public School Students	10
PART II — ACADEMICS	12
Cheating and Plagiarism	12
Class Rank/Honor Roll	12
Extended School Year Opportunities	12
Field Trips	12
Grades	12
Graduation Requirements	12
High School Level Course Required for Graduation	13
GRADUATION REQUIREMENTS	13
Homework	14
Promotion and Retention	14
Post-Secondary Enrollment Options	14
Summer School/Night School	14
Parent Right to Know	14
PART III — RULES AND DISCIPLINE	15
503 STUDENT ATTENDANCE	15
Bullying Prohibition	19
Conduct on School Buses/Vans	19
Cell Phones, Apple Watches, and Other Electronic Communication Devices	19
Student Discipline, Misbehavior and Consequences	19
506 Student Discipline Policy	20
504 Student Dress and Appearance	21

418 Drug-Free Workplace/Drug-Free School	22
Harassment and Violence Prohibition	25
Hazing Prohibition	25
Internet Acceptable Use	25
Parking on School District Property	25
Tobacco-Free Schools	25
Vandalism	25
Weapons Prohibition	25
PART IV — HEALTH AND SAFETY	26
Accident Insurance	26
Asbestos Program	26
Child Abuse and Neglect	26
Fire Drills	26
Lockdown – Crisis Drills	26
Health Services	26
Immunization Requirements	27
Laboratory Safety Policy	27
Medications at School During the School Day	27
Pesticide Application Notice	27
Safety and Security	27
Wellness	30
Notices	30
Parent and School Communications	30
Parent/Guardian Guide for Testing	30
Parent - Teacher Conferences	30
APPENDIX A	31
SCHOOL BREAKFAST/LUNCH PROGRAM	31

Welcome



Dear Parents/ Guardians and Students,

Thank you for choosing Chisholm Schools as your school of choice. The handbook was created to answer many of the questions you may have about the rules and regulations, policies and guidelines along with activities in your schools.

We also would ask you to refer & review our district policies on the school website:
www.chisholm.k.12.mn.us.

If you have any questions regarding any of the information contained in this handbook or the online handbook please contact your school Principal.

We are so excited for the new school year and the privilege of working with you.

Adrian Norman
Superintendent

NOTICE OF COPYRIGHT BY AUTHORIZED SCHOOL DISTRICT

This Model Student Handbook is protected by copyright. The Minnesota School Boards Association (MSBA) wants school districts to make the best use of this Model Student Handbook, but must also protect its copyright. With these goals in mind, MSBA authorizes the copying and use of its materials in the following contexts:

1. School districts that have purchased this Model Student Handbook may use, copy, download, and incorporate any portion of these materials in the development of their own handbooks.
2. Distribution of any portion of these materials to other school districts, entities, or persons who have not purchased the Model Student Handbook is strictly prohibited.
3. Student handbooks are public documents in the hands of a school district and must be made available for inspection to members of the public upon request. Copying and use of these materials by the public, however, is subject to the copyright laws and these materials cannot be reproduced or used, except as outlined above, without permission from MSBA.

If you wish to copy and use this Model Student Handbook in ways not authorized above, you must obtain permission from MSBA. Call MSBA at 507-934-2450 or 1-800-324-4459 for more information. Failure to receive such permission is a violation of our copyright.

All authorized copies must reflect MSBA's notice of copyright.

PART I – INFORMATION

Arrival and Dismissal Hours

School hours are 8:18 a.m. to 2:50 p.m. at the Vaughan-Steffensrud School.
School hours are 8:18 a.m. to 3:02 p.m. at the Chisholm Elementary and Chisholm High Schools.
On early out Wednesdays, students will be dismissed one (1) hour early. Please consult the school calendar.

Calendar

The School Board adopts the school calendar annually. A copy of the school calendar can be found on the school district's website at www.chisholm.k12.mn.us.

Class Assignments

Class lists and class schedules will be made available prior to the start of the school year. All high school class changes will be done by office personnel. Please refer to the district's policy, Organization of School Calendar and School Day, Policy #602.

Chain of Command, Questions and Concerns

Students, parents/guardians, staff, or community members are welcome to ask questions or present concerns. Many questions and concerns are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken. The easiest way to communicate is via e-mail, and a phone call is the next preferable way. Contact information such as email addresses and phone numbers can be found on the district website. The following chain of command should be utilized for questions or concerns falling into these categories:

Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint. Please refer to the district's policy, Complaints - Students, Employees, Parents, Other Persons, Policy #103.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, **regardless of age**, are governed by the rules for students provided in school district policy.

Employee Directory

A directory of all district employees are posted on the district website at www.chisholm.k12.mn.us.

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 extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees. **Please refer to the district's policy, Employment Background Checks, Policy #404.**

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building Principal.

Food in the Classrooms

Food and drink are not permitted in the classrooms without prior administrative approval. Please refer to the district's Wellness Policy, Policy #533.

Fundraising

All fundraising activities conducted by student groups, organizations and/or parent groups must be approved by the building Principal in advance. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school related activities will not be allowed during the school day. Please refer to the district's policy, **Student Fundraising, Policy #511.**

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude. Please refer to the district's **Gifts to Employees Policy #421.**

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building Principal.. The graduation dates, times and locations can be found on the district calendar. **Please refer to the district's policy, Graduation Requirements, Policy #613.**

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. **Please refer to the district's policy, Interviews of Students by Outside Agencies, Policy #519.**

Library and Media Center

The 7-12 library/media center is open during school hours. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Meals

Meals are to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home. Students may be eligible for free or reduced-price lunches and/or breakfasts. **Please refer to the district's policy, Unpaid Meal, Policy #534.**

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited. **Please refer to the district's policy, Cell Phone, Digital Imaging Devices, and Other Personal Electronic Devices, Policy # 506.1**

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The School Board has designated the Superintendent as the district's Human Rights Officer to handle inquiries regarding nondiscrimination. The Superintendent can be contacted at the district office at 218-254-5726., **Please refer to the district's policy, Disability Nondiscrimination, Policy #402..**

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior. Please refer to district's policy, Staff Notification of Violent Behavior of Students, Policy #529.

Parent and Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Please refer to the district calendar for specific dates and times. www.chisholm.k12.mn.us. **Please refer to the district's policy, Organization of the School Calendar and School Day, Policy #602.**

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children’s classrooms. To volunteer in the school building or classroom, parents/guardians should contact the building Principal regarding completion of a background check consent form. Parents/guardians who visit the school must sign in at the school office before entering a classroom. **Please refer to the district’s policy, Employee Background Checks, Policy #404; district’s policy, Temporary, Part-Time Workers and Volunteer Benefits, Policy #475.**

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly in both the Vaughan-Steffensrud School and Chisholm Elementary School. Any person 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. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag. **Please refer to the district’s The Pledge of Allegiance Policy 531.**

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. However, student learning and progress is the school district’s priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Chisholm School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the school Activities Director. **Please refer to the district’s policy, School Activities, Policy #510.**

2019-2020 Extra-Curricular Fees

Participation Fees

Athletic		Non Athletic	
Varsity and Junior Varsity Athletes	\$90.00 per sport	Grades 9-12	\$40.00
8th grade and below athletes	\$70.00 per sport	Grades 8 and below	\$40.00
Maximum Fee Per Family	\$350.00 per family	Family Limit	\$350.00

Spectator Fees

Admission to events is payable at the door or with a season pass. Season passes are available in the Activity Director’s office.

Please refer to the district’s policy:

- Chisholm School Extra - Curricular Activities Rules and Regulations Policy # 510.1**
- Chisholm School Extra - Curricular Coaches Rules and Regulations Policy #510.2**
- Chisholm School Extra - Curricular Activities Non-Athletic Rules and Regulations Policy #510.3**
- Chisholm Athletic and Non-Athletic Activity Fee Policy # 510.4**

Special Education Services for Students

In accordance with state and federal mandates, the district assesses and appropriately serves students with disabilities. District staff use a child study process to systematically screen, assess and, if appropriate, place students in special education services.

Students are entitled to a free appropriate public education in the “least restrictive environment” (usually the school the child would attend if the child did not have a disability).

The amount of and type of service required shall be determined by the IEP process.

The school district shall protect students with disabilities from discrimination on the basis of disability and shall identify and evaluate learners who, within the intent of the law, need special services, accommodations, or programs in order that such learners may receive the required free appropriate education.

Section 504 Process for Students

Section 504 is a federal law, which prohibits discrimination against persons with a disabling condition in any program receiving federal financial assistance. The law defines a person with a disabling condition as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities;
- Has a record of such an impairment, or
- Is regarded as having such an impairment

The district has specific responsibilities under the act, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

School Closing Procedures

School may be cancelled when the Superintendent and/or building Principal believe the safety of students and employees is threatened by severe weather or other circumstances. The Superintendent and/or building Principal will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be sent via the Instant Alert System as well as broadcast on local radio and television stations.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district’s “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. **Please refer to the district’s policy, Student Discipline, Policy #506.**

Lockers and Personal Possessions Within a Locker

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

Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. **Please refer to the district’s policy, Search of Student Lockers, Desks, Personal Possessions and Student’s Person, Policy #502**

Desks

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

Personal Possessions and Student’s Person

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

Vehicles on Campus

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the

exterior of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. **Please refer to the district's policy, Student Use & Parking of Motor Vehicles, Patrols, Inspections, and Searches, Policy #527.**

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, 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. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

Student Publications and Materials

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building Principal and/or sponsor. Non-school sponsored publications may not be distributed without prior approval. **Please refer to the district's policy, School Sponsored Student Publications and Activities, Policy #512.**

Distribution of Non-school Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. **Please refer to the district's policy, Distribution of Non-school Sponsored Materials on School Premises by Students and Employees, Policy 505..**

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school Principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

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

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations. **Please refer to the district's policy, School Sponsored Student Publications and Activities, Policy #512.**

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. **Please refer to the district's policy, Protecting the Privacy of Pupil Records, Policy #515.**

Transportation of Public School Students

Eligibility

The school district shall provide transportation to and from school for all students deemed eligible based on established criteria, except for those students whose transportation privileges have been revoked or, in the case of a secondary student, have been voluntarily surrendered by the student's parent or guardian. Transportation costs will be borne by the school district for all eligible students. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

Transportation of Nonresident Students

If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders.

Services, Manner of Transportation, and Restrictions

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break.

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating thereto shall be within the sole discretion, control and management of the Superintendent.

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act of 1974. Revocation procedures for a student who is an individual with a disability are governed by the specific legislation relating to those disabilities.

Please refer to the district's policy, Transportation of Public School Students. Policy #707.

Student Transportation Safety Training

1. School Bus Safety Week. The first week of school is designated as school bus safety week.
2. Student Training. The school district shall provide students with age-appropriate school bus safety training. The training shall be results oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:
 - a) Transportation by school bus is a privilege not a right;
 - b) District policies for student conduct and school bus safety;
 - c) Appropriate conduct while on the bus. The danger zones surrounding a school bus;
 - d) Procedures for safely boarding and leaving a school bus;
 - e) Procedures for safe vehicle lane crossing;
 - f) A school bus evacuation and other emergency procedures.

Please refer to the district's policy, Student Transportation Safety Policy. Policy #709.

Automobile Use by Students

Students who are permitted to bring vehicles to school are to park them in the school parking lot or where designated by the Principal, and are not to re-enter their vehicles until they are dismissed from school or unless authorized by the Principal to do so. **Please refer to the district's policy, Student Use & Parking of Motor Vehicles; Patrols, Inspections, and Searches, Policy #527.**

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from optional field trips at locations other than school. **Please refer to the district's policy, Extracurricular Transportation, Policy #707.**

Video and Audio-Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus. **Please refer to the district's policy, Video Recording on School Buses, Policy #711.**

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent. **Please refer to the district's policy, Video Surveillance Other Than on Buses, Policy #712.**

PART II — ACADEMICS

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's Student Discipline policy.

Class Rank/Honor Roll

Chisholm Public Schools graduation valedictorian, salutatorian, and honors students are determined based on School Board Policy#613.1.

Grade Point Average Computation

Grades in all subject areas are used to determine the student's grade point average. Grade point average (GPA) equals the total number of grade points divided by the total number of credits for grades 9-12.

Point Values of Letter Grades

A = 4.000	B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0.000
A- = 3.667	B = 3.000	C = 2.000	D = 1.000	
	B- = 2.667	C- = 1.667	D- = .667	

Beginning with the Class of 2018, honors courses point values will be eliminated. All coursework will be on the 4.0 scale

The Honor Roll will be determined at the end of the first, second, third, and fourth grading periods. The following grade point categories determine the position of academic excellence:

"A" Honor Roll	3.667 – 4.000	"B" Honor Roll	3.000 – 3.666
----------------	---------------	----------------	---------------

Limitations:

1. No student may be placed on the honor roll who receives an "F" in any subject.
2. No student may be placed on the honor roll with an incomplete, The student is to have the instructor from where he/she received the incomplete notify the office of any change to be included on the honor roll.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student (ages 18-21) who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the student's case manager.

Field Trips

Field trips may be offered to supplement student learning. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Students' grades will be reported at the end of each quarter during the year. Some grades may utilize a progress report in lieu of a report card. Report cards/progress reports will be distributed to students quarterly and the final report card/progress report will be mailed home.

Students grades, attendance and behavior reports may be viewed online on PowerSchool.. To access Parent Portal, a link has been provided on the I.S.D. 695 website at www.chisholm.k12.mn.us. Please contact the school office for information regarding usernames and passwords.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from the Chisholm I.S.D.#695.

Course Required

In order to receive a diploma, students must successfully complete at least 21.5 credits in grades 9-12 and comply with the following high school level course requirements:

GRADUATION REQUIREMENTS

Total Credits	Grade Level	17 Credits
English	9-12	4 Credits
Civics	9	1 Credit
American History	10	1 Credit
World History	11	1 Credit
Social 12	12	1 Credit
Math	9-12	3 Credits
Science	9-12	3 Credits
Physical Education	9-10	1 Credit
Health	9-10	1 Credit
Art (Art, Band, Choir)	9-12	1 Credit
Credits Required: 17 Elective Credits: 4.5		

4 Credits of English	English 9-12
3 Credits of Math (minimum)	Informal High School Algebra High School Algebra High School Algebra II or equivalent
3 Credits of Science (minimum)	Physical Science 9 General Biology General Chemistry
1 Credit of Art	Intro to Art Band Choir
4 Credits of Social Studies	Civics American History World History Social Problems 12
1 Credit of Health	Health 9 (.5 Credits) Health 10 (.5 Credits)
1 Credit of Physical Education	Physical Education 9 (.5 Credits) Physical Education 10 (.5 Credits)
17 Required Credits • 4.5 Elective Credits • 21.5 Total Credits	

- Health and Physical Education (K-12);
- School District Standards, Vocational and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the building Principal.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The Superintendent’s decision will be final. The district has a variety of services to help students succeed in school. Please refer to Policy 513 “Student Promotion, Retention, and Program Design” which is posted on the district’s website.

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

Retention/Promotion Policy
For Grades 7 and 8

Students are expected to pass all classes: failing grades are not acceptable. Individual classes failed must be retaken and any student who fails one half of His/her core classes (English, Social Studies, Math, Science, P.E./ Health) for the Year will be retained. A student who fails one or two core classes will have to attend summer school, if available, to make-up one class and will be rescheduled for the other class during the following school year. No student will repeat the same class/classes or grade for more than two years. This policy goes into effect for the 2003-2004 SY.

EFFECTIVE DATE: Beginning with the 2003-2004 school year

Post-Secondary Enrollment Options

I.S.D. #695 schools will comply with all rules and regulations established by the State concerning the post-secondary options program. It will be the responsibility of the building Principal and Counselor to advise students who wish to participate in the options program, of their potential success in the program as well as to advise the post-secondary school of the student’s academic status. Participation in the post-secondary options program by students approved by the school will be limited to only resident students who have enrolled in and attended for at least a full academic year in ISD#695 schools prior to enrolling in a post-secondary options program. Students must also demonstrate that they have met the course requirements for graduation as established by district policy as well as all other state and local requirements. The District will not register homeschool students into the post-secondary options program unless they meet these requirements. Students and parents must notify the district by May 30 of the current year if they plan to attend PSEO classes the following school year.

Summer School/Night School

The school district may provide summer and night school learning opportunities. For more information, contact the school counselor.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child’s classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualificati

PART III — RULES AND DISCIPLINE

503 STUDENT ATTENDANCE

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b. The following reasons shall be sufficient to constitute excused absences:

(1) Illness.

(2) Serious illness in the student's immediate family.

(3) A death or funeral in the student's immediate family or of a close friend or relative.

- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minn. Stat. § 120A.22, Subd. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up. Students are given double the number of days missed to complete make-up work. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from accumulated unexcused tardies (7 tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

c. A death or funeral in the student's immediate family or of a close friend or relative.

d. Medical, dental, orthodontic, or mental health treatment.

e. Court appearances occasioned by family or personal action.

f. Physical emergency conditions such as fire, flood, storm, etc.

g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. Consequences of tardiness may include detention after one unexcused tardy. In addition seven unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted and participation permitted.

3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 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 in three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and

[Note: Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)

Minn. Stat. § 120A.26 (Enforcement and Prosecution)

Minn. Stat. § 120A.30 (Attendance Officers)

Minn. Stat. § 120A.34 (Violations; Penalties)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 260A.02 (Definitions)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)

Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)

Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)

Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)

Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

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

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. For detailed information, please refer to Policy 514 "Bullying Prohibition Policy" which is posted on the district's website.

Conduct on School Buses/Vans

Riding the school bus/van is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses and vans, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

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

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/van and bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/van and bus stop misconduct will be reported to the school Principal. Serious misconduct may be reported to local law enforcement.

Cell Phones, Apple Watches, and Other Electronic Communication Devices

Students are prohibited from using cell phones, pagers, and other electronic communication devices during the instructional day. A student's cell phone or electronic device may be confiscated by the school district. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Student Discipline, Misbehavior and Consequences

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law.

506 Student Discipline Policy

Student Disc. Policy Currently Under Review

504 Student Dress and Appearance

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

B. Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

C. Inappropriate clothing includes, but is not limited to, the following:

1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
5. Any apparel or footwear that would damage school property.

D. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).

E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

F. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendations to the administration for approval.

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8thCir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8thCir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8thCir. 1997)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6thCir. 2007)
Hardwick v. Heyward, No. 4:06-cv-1042-TLW, 2012 WL761249 (D.S.C. Mar. 8, 2012)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

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

418 Drug-Free Workplace/Drug-Free School

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses alcohol, toxic substances, or controlled substances in any school location.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

A. "Alcohol" includes any alcoholic beverage, malt beverages, fortified wine, or other intoxicating liquor.

B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.

C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

A. A violation of this policy does not occur when a person brings onto a school location, for such a person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy.

B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

D. Employees are subject to the school district's drug and alcohol testing policies and procedures.

E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.

F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.

3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

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

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Harassment and Violence Prohibition

The school district strives to maintain a learning and working 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. Please refer to Policy 413 "Harassment and Violence" which is posted on the district's website.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's Student Discipline policy. Please refer to Policy 526 "Hazing Prohibition" which is posted on the district's website.

Internet Acceptable Use

All students have conditional access to the school district's computer system, including internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer 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, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. Please refer to Policy 524 "Internet Acceptable Use and Safety Policy" which is posted on the district's website.

Students are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form each year.

Parking on School District Property

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Contact the building Principal if you have questions or wish to report violations. Please refer to Policy #501

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Please refer to Policy 501 "School Weapons Policy" which is posted on the district's website. Appropriate disciplinary action will be taken against any person who violates this policy.

PART IV — HEALTH AND SAFETY

Accident Insurance

Student accident insurance is available through commercial agencies. The school has no responsibility in this matter.

Asbestos Program

The school district is subject to the Asbestos Hazard Emergency Response Act of 1986 (AHERA) which provides establishment of federal regulations which require inspections for asbestos-containing materials and the preparation and submission of an appropriate management plan with respect to all school buildings. There is a complete policy manual in the Superintendent's office in our district.

Child Abuse and Neglect

District employees are required to immediately report evidence of child physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances to the Child Protection Unit of St. Louis County Social Services. Any person who is required to report this evidence and who willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances is immune from civil or criminal liability that otherwise might result from such action. Please refer to Policy #414

Fire Drills

The fire bells are an emergency warning system. They are not to be set off by anyone unless there is a real emergency. Tampering with the fire bell system is a violation of federal law, and violators will be reported to the proper legal authorities.

Fire drills will be held periodically to keep students familiar with the procedures of evacuation.

Students should immediately discontinue whatever they are doing and walk out of the

building. The following directives will be observed:

- 1) No books or personal belongings should be taken along.
- 2) Students must be quiet in case any special instructions are given.
- 3) Walk, don't run.
- 4) Once outside, move away from the building to the designated area.
- 5) Re-enter the building only after the all-clear signal has been given by the Principal.

Lockdown – Crisis Drills

Lockdown drills will be held periodically to keep students familiar with the procedures should a lockdown be necessary. A lockdown is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. Procedures will vary slightly based upon the type of lockdown drill .

Students should observe the directives of staff:

- 1) If in the hallway when the lockdown alarm sounds, report to the nearest classroom.
- 2) Stay within the classroom – NO STUDENT SHOULD EXIT FOR ANY REASON.
- 3) REMAIN QUIET.
- 4) Turn all cell phones and iPads into staff.
- 5) Follow instructions of staff , which may include moving away from windows and doors, moving to a "safe corner or area".
- 6) When the "all clear" is called over the PA system, classroom activity may resume as scheduled.

Health Services

The purpose of the health service in the school is to help each child attend school in optimum health and to benefit from the school experience. With this purpose in mind, the school shall work to stimulate in every child the desire to safeguard his or her own health so that he or she may face the school experience with a healthy body and an eager mind. However, the school is not to take over the responsibility that belongs to the parents. The training of the school staff does not qualify them to prescribe or make a diagnosis.

First Aid. First aid measures are initiated by school personnel in case of emergency until the parents/guardians can take over. In emergency situations, parents/guardians are notified as soon as possible. Parents/guardians are reminded to keep up to date information available on emergency cards at school. *Basic First Aid as it's defined by the American Red Cross and American Heart

Association

Illness at School. If a student becomes ill while in school, school officials will make every effort to contact parents/guardians or others designated on their child's emergency card.

Health Consultation. The school nurse is available to students, parents, and school staff for health consultations. The school nurse can be reached by contacting the Nurse's office. Parents/guardians should contact the school nurse as soon as possible if their child(ren) has special health needs.

Immunization Requirements

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

Please contact the Nurse's office regarding requirements for your child.

School health staff will review records and if necessary, notify parents of the potential for school exclusion due to noncompliance with Minnesota immunization statutes.

Laboratory Safety Policy

Students should be aware that each secondary building Principal, together with the science teachers, will be responsible for development and implementation of a laboratory safety policy for all science laboratories in the building. All policies shall be posted in each science room in a conspicuous place and reviewed with students on the first day of classes for each course.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. For additional information, please refer to Policy 516 "Student Medication" which is posted on the district's website.

Pesticide Application Notice

The school district may plan to apply pesticides on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the Superintendent's Office at 218-254-5726, Ext. 2900..

Safety and Security

To enhance the safety of students, staff and visitors, district officials follow the safety and security guidelines listed below.

At each school

- All visitors are required to report to the office and sign in when they arrive at school.
- Staff is to report to the building Principal any unauthorized person they observe in their building
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Students

It is the policy of the school board that students with communicable diseases should not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the

transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

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

C. Circumstances and Conditions

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

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

D. Students with Special Circumstances and Conditions

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

E. Extracurricular Student Participation

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

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

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

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

H. Reporting

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

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

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

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), cert. denied, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Wellness

The school district has a Wellness Policy established to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. For additional information, please refer to Policy 533 “Wellness” which is posted on the district’s website.

Notices are the school's means of sharing information between home and school. Please check with your child daily for any notices they may have received.

Parent and School Communications

Communication between parents and the school personnel is very important. If a parent has a question or problem, it is important that this question or problem be discussed with the school personnel involved. If the parent does not feel satisfied, he or she should follow the Chain of Command outlined in Part I of this handbook.

Parent/Guardian Guide for Testing

MCA Reading & Math Testing Schedule

A student in grades 3-11, MCA-III Reading and MCA-III Mathematics testing begins on March 6, 2019. The No Child Left Behind Act of 2001 requires students to be present on these testing dates. Thank you for your cooperation and consideration in this matter when scheduling family vacations

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing
See the I.S.D. #695 website for the complete form, information and district testing schedules.

Parent - Teacher Conferences

Parents are requested to e-mail the teacher, or call the school office, to set up appointments with teachers should a parent-teacher conference be desired. An appointment arranged in advance will insure that the teacher is free and that a room can be scheduled for this purpose.

APPENDIX A

SCHOOL BREAKFAST/LUNCH PROGRAM

APPLICATION

The Application for Educational Benefits is distributed to all students at the start of the school year. Additional forms are available in the office at each school (V-S Elementary, Chisholm Elementary, and Chisholm High School)

MEAL PRICES

2018-2019

Breakfast

(Kindergarten)	Free
Students Gr 1-6	\$1.90
Students Gr 7-12	\$2.00

Lunch

Elementary Students	\$2.45
High School Students	\$2.55
Adults	\$3.75

Milk

All	0.65
-----	------

In addition to the regular food line, students grades 7-12 may purchase additional a la carte items that are available. Even if your children receive free or reduced price meals, they will be charged for these items and, therefore, need to have money in their accounts.

To assure that your children will be able to receive breakfast and lunch on the first day of school, deposits should be made prior to the start of school or sent with your children on the first day of school. The district encourages the use of its Wordware Payment System as a means to deposit money in your child's lunch account. The food service program can only accept checks or cash specific to school meals, and no change can be given. Please send checks and cash for school meals separately from other school fees/purchases.

UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

PAYMENT OF MEALS

School Meal Accounts are set up on a prepayment basis. Families may add money to School Meal Accounts in a number of convenient ways including: electronic payments, payments mailed to the Food & Nutrition office, and payments delivered to the school office or cafeteria.

When a School Meals Account does not have a positive balance, a student shall not be allowed to charge a second meal or a la carte items on the same day until the account has a positive balance.

If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

The school district will make meals available to all students who do not qualify for free and reduced meal benefits and their accounts will be charged accordingly.

A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families of School Meal Account balances via the parent Portal, US Mail, letters sent home, e-mail or phone calls.

B. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

UNPAID MEAL CHARGES

The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

School Meals Account with negative balances of more than \$200 will be turned over for collection assistance. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

When the account is turned over for collection assistance the school district may provide an alternate meal that meets federal and state requirements to the participant. The cost of the alternate meal will be charged to their School Meals Account. The building principal will be contacted by the Food & Nutrition Department if an alternate meal is provided to a student for two consecutive weeks for the purpose of identifying possible neglect or the need to complete an Application for Educational Benefits.

At the elementary level alternate meals will be discreetly delivered to the classroom. The building principal will be notified prior to the delivery so classroom teachers can be notified.

COMMUNICATION OF POLICY

This policy and any pertinent supporting information shall be provided in writing to:

All households at or before the start of each school year;

Students and families who transfer into the school district, at the time of enrollment; and

All school district personnel who are responsible for enforcing this policy.

The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act)

7 C.F.R. § 210 et seq. (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges:

Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges:

Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges:

Guidance and Q&A

OFFER vs SERVE

As directed by the National Food and Nutrition Services, our schools operate an "offer vs serve" meal program. For breakfast each day, students are offered 4 components (milk, bread, protein and fruit); for lunch each day, students are offered 5 components (milk, bread, protein, fruit and vegetable). Students are required to take a minimum of 3 components (not just three items) at each meal. It is up to the students to choose the components they want.

INAC FOOD SERVICE

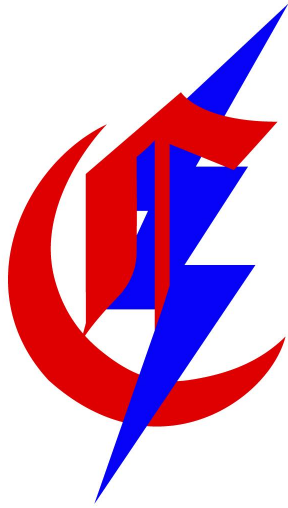
Through pre-pay lunch accounts, parents/guardians can monitor their students' account balances and purchases on a daily basis. Parents/guardians who do not have access to the internet may request a copy of the account statement at any time. Parents/guardians may also use the online payment system available through Wordware to add money to a student's meal account.

New students will be given a four-digit account number. This student enters this number on a ten-key pad at the end of the serving line. Returning students will use the same number as the previous year.

For further information, please contact Cindy in the Cafeteria at 254-5726, Ext. 2907.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write to USDA, Director, Office of Adjudication, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. USDA, the State of Minnesota, and Chisholm Schools are equal opportunity providers and employers.



STUDENT HANDBOOK

Preschool - 6th Grade

Chisholm Public Schools - ISD #695

Chisholm, Minnesota

This handbook is a **summary** of the school's rules and expectations, and is **not** a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at www.chisholm.k12.mn.us or at the Board office, located at:

300 SW 3rd Ave.

Chisholm, MN 55719

Table of Contents

CONTENT	PAGE
Chisholm School Policy Statements and Annual Public Notices	4
Employee Directory	5
Welcome	6
Handbook Description	7
Mission, Vision, and Belief Statements	7
<u>Part I - General Information</u>	
School Calendar - <i>Subject to Changes</i>	8
Arrival and Dismissal Hours	8
Absences	9
Complaints	9
Emergency School Closings	9
E-Learning Days	9
Extracurricular Fees	10
Fundraising	10
Leaving the Building During School Hours	10
Lockers	10
Meal Programs	11
Nondiscrimination	11
Notice of Violent Behavior by Students	11
Parent and Teacher Conferences	12
Pledge of Allegiance	12
Parent Volunteers	12
Release of Student Records	12
Riding the Bus	12
Searches	13

Student Publications and Materials	13
Student Surveys	14
Telephone Use	14
Treats and Snacks in the Classroom	14
Video and Audio Recording	14
Visitors	15
<u>Part II - Academics</u>	
Academic Honesty and Integrity	15
Assessments, Report Cards, & PowerSchool	15
Field Trips/School Trips	16
Homework	16
Make-up Work	16
Parent Right to Know	17
Promotion and Retention	17
Schoolology	17
Section 504 Process for Students	17
Special Education Services for Students	18
Testing - Minnesota MCA/MTASS Testing	18
<u>Part III - Rules and Discipline</u>	
Attendance	19
Bullying Prohibition	23
Bus Conduct & Consequences	23
Cafeteria Expectations	24
Cell Phones and Other Electronic Devices	24
Discipline	25
Dress and Appearance	25
Drug-Free School and Workplace	26
Harassment and Violence Prohibition	26

Hazing Prohibition	26
Internet/Technology Acceptable Use	26
Respect of Persons of Authority	26
Tardies	27
Tobacco-Free Schools	27
Vandalism	28
Weapons Prohibition	28
<i>Part IV - Health and Safety</i>	
Asbestos Management Update	28
Child Abuse and Neglect	28
Crisis Management	29
Crisis Team	29
Emergency Contact Information	29
Emergency Drills	29
Fire Drills	29
Health Services	29
Illnesses/Accidents	30
Immunizations	30
Medications	30
Pesticide Application Notice	31
Wellness	32
<i>Part V - Forms</i>	
MCA-III State Testing Exemption Form (Grades 3-6 only)	33-34
Acknowledgement Form	36

Chisholm School Policy Statements and Annual Public Notices

The following school policy statements and notices can be found online at [Chisholm School Website](#) or are available in print at the district office.

Policy 102 Equal Educational Opportunity	Policy 524 Internet Acceptable Use and Safety
Policy 413 Harassment and Violence	Policy 525 Violence Prevention
Policy 414 Mandated Reporting Child Neglect	Policy 526 Hazing Prohibition
Policy 417 Chemical Use and Abuse	Policy 529 Staff Notification of Violent Behavior
Policy 419 Tobacco Free Environment	Policy 530 Immunizations
Policy 501 School Weapons	Policy 531 Pledge of Allegiance
Policy 502 Search of Lockers	Policy 533 Wellness
Policy 503 Student Attendance	Policy 534 Unpaid Meal Charges
Policy 504 Student Dress and Appearance	Policy 542 Parent Right to Know
Policy 506 Student Discipline	Policy 707 Transportation of Public School Students
Policy 510 Student Activities	Policy 711 Video Recording on School Buses
Policy 512 School Sponsored Student Publications	Policy 712 Video Surveillance other than on Buses
Policy 513 Student Promotion and Retention	Policy 904 Distribution of Material on School District Property by Nonschool Persons
Policy 514 Bullying Prohibition	Asbestos Notification
Policy 515 Protection and Privacy of Pupil Records	Code of Conduct (See Policy 506)
Policy 516 Student Medication	Notice Concerning Use of Pesticides
Policy 520 Student Surveys	
Policy 521 Student Disability Nondiscrimination	
Policy 522 Student Sex Nondiscrimination	

Employee Directory

CHISHOLM ELEMENTARY TEACHERS

Robbi Albert	Curriculum/Dean
Jim Kne	4th Grade
Natalie Yaroscak	4th Grade
Stephanie Jensen	5th Grade
Amy Rossini	5th Grade
Myia. Paradis	6th Grade
Marisa Pessenda	6th Grade
Darlene Esler	Special Education
Meagan Scipioni	Special Education
AnnMarie Lubovich	Music
Ryan Frietas	Band
Kathryn Dewhurst	Physical Education

VAUGHAN STEFFENSRUD TEACHERS

Lora Owens	ECFE Teacher
Deb Lamphere	ECFE Parent Teacher
Karen Copeman	Pre-K
Megan Lescarbeau	Pre-K
Jessica Rice	Kindergarten
Nico Stish	Kindergarten
Julie Nenring	1st Grade
Chelsey Schmitz	1st Grade
Ciri Falcone	2nd Grade
Jeff Hancock	2nd Grade
KristenCopp	3rd Grade
Cindi Nelson	3rd Grade
Debbie Jackson	Special Education
Beth Sullivan	Special Education
Tara Anderson	Title 1
Jennifer Showalter	Title 1
Larry Baker	Music
Kathryn Dewhurst	Physical Education

ADMINISTRATION/OFFICE

Adrian Norman	Superintendent
Karla Winter	VS/CE Principal

Lisa Aldrich	Supt. Secretary
Debbie Ferrell	VS/CE Secretary
Pam Pioske	Community Ed/ADAsst.
Jennifer Crotteau	Counselor
Joe Phillips	IT Director

CAFETERIA

Cindy Carlson	CE Kitchen
Joyce Hobbs	VS Kitchen

HEALTH SERVICES

Tracy Fischer	CE Nurse
Nancy Erickson	VS Nurse

CUSTODIANS/BUS DRIVERS/FACILITIES

Brian Vajdl	Transportation Director
Doug Allen	Custodian/Bus Driver
Nick Hill	Custodian/Bus Driver
Jake Landacre	Custodian/Bus Driver
Kris Perkovich	Bus Driver
Ron Plante	Maintenance Foreman
Dave Pallin	Custodian
Carol Wald	Custodian
Ryan Lucas	Carpenter Shop
Kent Fredeen	Facilities/Grounds Supervisor
Kent Forsline	Building and Grounds

SCHOOL BOARD

Robert Rahja	Chairperson
Cindy Rice	Treasurer
Shelly Lappi	Prottem Treasurer
Jaclyn Corradi Simon	Prottem Chair
Danielle Randa Sauter	Prottem Clerk
Mark Casey	Prottem

Welcome to the Chisholm School District

Dear Parent/Guardian,

Welcome to the 2022-23 school year! This is your copy of the Chisholm Elementary Schools Handbook. It contains information, rules and regulations for grades preschool through sixth grade. The handbook is the official policy book for the elementary schools.

Communication between the teacher and the parent/guardian is important to help bridge the gap between home and school. The school will provide you with as much information as possible concerning your child in the learning environment. All of us are linked together to learn and a strong partnership is key for your child(ren) success.

The Chisholm Elementary Schools staff and administration are ready to team up with you in every way to ensure that your child(ren) have successful experiences in the school/learning environment. All questions and concerns are welcome. Do not hesitate to contact us. It is our desire to build a positive environment for your child(ren). We rely on and are most appreciative of your help in this effort.

Sincerely,

Mrs. Karla Winter
Elementary Principal

PREFACE

The purpose of this handbook is to acquaint students and parents/guardians with our elementary schools. Our goal is to provide a quality education for all students. It is necessary that all involved (parent/guardian, staff and students) have a cooperative attitude and show willingness to work together. Parents/Guardians are invited to visit classes and are encouraged to meet with teachers or the administration for information and/or help.

This Handbook is subject to and may change at any time during the school year. Every attempt will be made to communicate these changes to the affected individuals. Chisholm Public School District does not discriminate on the basis of race, color, national origin, sex or disability.

The latest version of this handbook, including any changes made during the school year is available at our website www.chisholm.k12.mn.us

CHISHOLM SCHOOLS VISION STATEMENT

To foster our students' voices, choices and experiences with innovative, active and flexible learning opportunities to enhance their lives and community.

CHISHOLM SCHOOLS MISSION STATEMENT

In partnership with family and community, Chisholm Public Schools will empower, engage, and equip students to achieve the highest levels of education possible, becoming respectful, and productive citizens.

CHISHOLM SCHOOLS BELIEF STATEMENTS

The Chisholm School District believes:

- In instilling the desire for LIFE-LONG LEARNING
- That ALL children can LEARN and SUCCEED at high levels
- In a well-rounded education - emotional, social, mental, physical and academic
- In RESPECTING dignity and worth of each individual
- In consistently upholding school policies; in high levels of accountability for students, teachers, administration, support staff, parents, the community, and the school board
- In employing, training, and retaining highly qualified and nurturing staff
- That all students will have a healthy, safe, and positive learning environment
- In diverse, rigorous, and world-class education designed to help all students reach their maximum potential
- That education will be a collaborative effort between students, staff, parents, and community
- In equipping students with creative and active minds, a sense of understanding and compassion for others, and the courage to act upon their beliefs

PART I – GENERAL INFORMATION

2022-2023 School Calendar - Subject to Changes

The school calendar is adopted annually by the school board. An additional copy of the school calendar can be found on the school district’s website .

ISD 695 22-23		Chisholm Public Schools																																																																																																																																																				
Aug 3 <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Su	M	T	W	Th	F	S		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				Sept 17 4 <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	Su	M	T	W	Th	F	S					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		Oct 15 4 <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	T	W	Th	F	S							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						<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15px; height: 15px; background-color: #90EE90;"></td><td>Open House</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #D3D3D3;"></td><td>First/Last day students</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #F0F0F0;"></td><td>Early Release</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #FF0000;"></td><td>School Closed/Holiday</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #FFD700;"></td><td>Last day of Quarter</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #FFA500;"></td><td>No students/Teacher Inservice</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #FFFF00;"></td><td>Teacher Conferences/No Students</td></tr> </table>		Open House		First/Last day students		Early Release		School Closed/Holiday		Last day of Quarter		No students/Teacher Inservice		Teacher Conferences/No Students
Su	M	T	W	Th	F	S																																																																																																																																																
	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																																																																																																																																																			
Su	M	T	W	Th	F	S																																																																																																																																																
				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																																																																																																																																																	
Su	M	T	W	Th	F	S																																																																																																																																																
						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																																																																																																																																																					
	Open House																																																																																																																																																					
	First/Last day students																																																																																																																																																					
	Early Release																																																																																																																																																					
	School Closed/Holiday																																																																																																																																																					
	Last day of Quarter																																																																																																																																																					
	No students/Teacher Inservice																																																																																																																																																					
	Teacher Conferences/No Students																																																																																																																																																					
Nov 13 5 1 <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	Su	M	T	W	Th	F	S		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				Dec 10 2 <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	Su	M	T	W	Th	F	S					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	Jan 17 4 1 <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Su	M	T	W	Th	F	S		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				<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15px; height: 15px; background-color: #ADD8E6;"></td><td>Term 1 Sept 6-Nov 4 (42 days)</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #ADD8E6;"></td><td>Term 2 Nov 7-Jan 20 (41 days)</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #ADD8E6;"></td><td>Term 3 Jan 23-March 31 (46 days)</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #ADD8E6;"></td><td>Term 4 April 3-June 1 (41 days)</td></tr> </table>		Term 1 Sept 6-Nov 4 (42 days)		Term 2 Nov 7-Jan 20 (41 days)		Term 3 Jan 23-March 31 (46 days)		Term 4 April 3-June 1 (41 days)													
Su	M	T	W	Th	F	S																																																																																																																																																
	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																																																																																																																																																			
Su	M	T	W	Th	F	S																																																																																																																																																
				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																																																																																																																																																
Su	M	T	W	Th	F	S																																																																																																																																																
	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																																																																																																																																																			
	Term 1 Sept 6-Nov 4 (42 days)																																																																																																																																																					
	Term 2 Nov 7-Jan 20 (41 days)																																																																																																																																																					
	Term 3 Jan 23-March 31 (46 days)																																																																																																																																																					
	Term 4 April 3-June 1 (41 days)																																																																																																																																																					
Feb 13 4 1 <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	T	W	Th	F	S				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 18 5 <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	Su	M	T	W	Th	F	S				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 15 4 <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	T	W	Th	F	S							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							<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15px; height: 15px; background-color: #ADD8E6;"></td><td>MCAs 2023</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #ADD8E6;"></td><td>Math - 4/19th-4/21st- Due 5/5</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #ADD8E6;"></td><td>Reading- 4/3rd-4/6th Due 5/5</td></tr> <tr><td style="width: 15px; height: 15px; background-color: #ADD8E6;"></td><td>Science- 4/26th-4/28th Due 5/12</td></tr> </table>		MCAs 2023		Math - 4/19th-4/21st- Due 5/5		Reading- 4/3rd-4/6th Due 5/5		Science- 4/26th-4/28th Due 5/12						
Su	M	T	W	Th	F	S																																																																																																																																																
			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																																																																																																																																																				
Su	M	T	W	Th	F	S																																																																																																																																																
			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																																																																																																																																																	
Su	M	T	W	Th	F	S																																																																																																																																																
						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																																																																																																																																																						
	MCAs 2023																																																																																																																																																					
	Math - 4/19th-4/21st- Due 5/5																																																																																																																																																					
	Reading- 4/3rd-4/6th Due 5/5																																																																																																																																																					
	Science- 4/26th-4/28th Due 5/12																																																																																																																																																					
May 18 5 <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Su	M	T	W	Th	F	S		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 1 <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	Su	M	T	W	Th	F	S				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		July <table style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	T	W	Th	F	S							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																				
Su	M	T	W	Th	F	S																																																																																																																																																
	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																																																																																																																																																			
Su	M	T	W	Th	F	S																																																																																																																																																
			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																																																																																																																																																	
Su	M	T	W	Th	F	S																																																																																																																																																
						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																																																																																																																																																					

Arrival and Dismissal

School	Start Time (Monday-Friday)	End Time (M, T, Th, F)	Early Out Time (Wednesdays)
Vaughan-Steffensrud	8:17 am	2:45 pm	1:45 pm
Chisholm Elementary	8:17 am	3:02 pm	2:00 pm

Students that are dropped off early will be supervised from 7:45 - 8:00am either on the playground or in the gym (weather depending). Students should not be dropped off before 7:45 a.m., as there will not be any supervision of students prior to 7:45 a.m.

Parent Drop-off/Pick-up Area is located

- Vaughan-Steffensrud – Door 3 located on the North Back Door. Drive-up wait line on First Ave. NE along the sidewalk
- Chisholm Elementary – Along the North side of the C.E. building

Bus Drop-off/Pick-up Areas are located

- Vaughan-Steffensrud – In front of the school
- Chisholm Elementary – In front of and along the South side of the C.E. building

Absences

If a student is absent from school, the parent is asked to call the school's office at 254-5726 before 8:25a.m. or 12:00p.m. for an afternoon absence. Calls made before 7:30 AM may be left on the answering machine. Upon returning to school, the student should check in at the office to obtain a pass. The absence will remain unexcused until a note or phone call is received from the parent.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Emergency School Closing

School may be canceled when the Superintendent and/or building Principal believe the safety of students and employees is threatened by severe weather or other circumstances. The Superintendent and/or building Principal will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be sent via the Instant Alert System as well as broadcast on local radio and television stations. Parents should sign up for this service on the school web-site: www.chisholm.k12mn.us or contact the school office for assistance.

E-Learning Day

An "E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather and is counted as a day of instruction. The Chisholm School District may use "E-Learning" days for students to complete assignments. An E-learning day plan has been created.

Extracurricular Fees

2022-2023 Participation Fees	Athletic	Non-Athletic
<i>Varsity and Junior Varsity athletes</i>	\$90.00 per sport	\$90.00 per sport
<i>8th Grade and below athletes</i>	\$70.00 per sport	\$70.00 per sport
<i>Maximum Fee per Family</i>	\$350.00 per family	\$350.00 per family

Spectator Fees

Admission to events is payable at the door or with a season pass. Season passes are available in the Athletic Director's office.

Additional information regarding participation fees may be found in *Board Policy # 510*.

Fundraising

All fundraising activities conducted at the Chisholm elementary must be approved in advance by the Principal. Solicitations of students or employees by students for non-school related activities will not be allowed during the school day.

Leaving the Building During School Hours

Students who need to leave the school at any time during the course of the school day must secure an out of the building pass from the School Office. When leaving the building, parents/guardians and students must complete the following:

1. A parent/guardian must notify the school the student is to leave.
2. The student is responsible for getting a blue slip to leave class and the building.
3. The student or the parent/guardian must "sign out" in the School Office.
4. The student is responsible for attaining and turning in any verification needed.
5. Students must return to school in a timely manner to class.
6. The student or the parent/guardian must "sign in" in the School Office

Lockers

School lockers are assigned according to grade. Students will be required to keep the locker they are assigned. The student is responsible for keeping his/her locker neat, orderly, and safe. Any vandalism to the lockers will be cleaned and/or repaired by the students or by a custodian with the student providing restitution for materials and labor.

The school district is not responsible for any valuables that are placed in lockers and are lost or stolen, including district issued equipment. If students must carry valuables to school, they should check them in for safe-keeping with their teacher.

Meal Programs

Breakfast and hot lunch programs will be provided for those who want to participate in the program. Students who qualify for reduced-price school meals will receive free lunches and breakfasts. Applications for free or reduced lunch costs are sent home with each child. Applications are also available in the office. Some students may wish to bring their own lunch from home. Any parent wishing that their child go home for lunch must complete and return the required form to the school office. Current meal prices are as follows:

	<u>Breakfast</u>	<u>Hot Lunch</u>	<u>Extra Milk</u>
<i>Full Price</i>	\$1.90	\$2.45	\$0.65
<i>Reduced Price</i>	Free	Free	

Breakfast and lunch are to be obtained in the cafeteria and eaten in the designated commons areas. Lunch times will vary by grade and are set at the beginning of each school year. Teachers will notify students of their assigned lunch times on the first day of school.

The cafeteria is run by INAC and is on a computerized payment system. If you have questions regarding your child’s account and/or eligibility, please contact the cafeteria at your child’s school. Students who have insufficient funds to pay for a meal may receive an alternate meal. For more information please refer to the *Unpaid Meal Charges Board Policy #534* on the district’s website.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. Contact the school superintendent as needed.

Notice of Violent Behavior by Students

Chisholm Schools recognizes the rights of students and data privacy. In an effort to provide a safe school environment, staff members will be notified by the Administration of a student’s history of violent behavior. The history of violent behavior and notice to the appropriate staff is an educational record and will be transferred to an enrolling school district. Parents have the right to review and challenge records or data, including the data documenting the history of violent behavior, under both state and federal law as set forth in the school district’s Protection

and Privacy of Pupil Records. For more information please refer to *Board Policies #515 and #529* on the district's website.

Parent and Teacher Conferences

Parents may arrange a conference with a teacher, counselor, or the principal on an appointment basis by calling the school. The faculty and administration encourage parents to visit the school and schedule conferences. Parent-teacher conferences are scheduled during the fall and the spring. Please check the school calendar for the dates and times.

Pledge of Allegiance

The Pledge of Allegiance will be recited one or more times each week. It is the responsibility of every citizen to show proper respect to his/her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. A student who chooses not to participate may either stand or sit, remaining respectfully silent. No homework may be done during this short time. For more information please refer to *Board Policy #531* on the district's website.

Parent Volunteers

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Parents/guardian volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Release of Student Records

When students transfer to another district, the records transferred are: academic records, behavioral records, and medical records.

Riding the Bus

The school district shall provide transportation to and from school for all students deemed eligible based on established criteria, except for those students whose transportation privileges have been revoked or, in the case of a secondary student, have been voluntarily surrendered by the student's parent or guardian. Transportation costs will be borne by the school district for all eligible students. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders.

Transportation by the school district is a privilege and not a right for an eligible student. A

student’s eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district’s discipline policy. Revocation of a student’s bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act of 1974. Revocation procedures for a student who is an individual with a disability are governed by the specific legislation relating to those disabilities. For more information, please refer to *School Board Policy #707* on the district’s website.

Searches (lockers, desks, personal possessions and student’s person)

In the interest of student safety and to ensure that schools are drug-free, district authorities may conduct searches. Please refer to *Board Policy #502* on the district’s website.

Lockers	Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student’s personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.
Desks	School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason, at any time, without notice, without student consent and without a search warrant.
Personal possessions and Student’s person	The personal possessions of a student and/or a student’s person may be searched when school officials have reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Student Publications and Materials

The policy of the school district is to protect students’ free speech rights while, at the same time, preserving the district’s obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building Principal and/or sponsor. Non-school sponsored publications may not be distributed without prior approval. For more information about student surveys, please refer to *Board Policies #512* and *#904* on the district’s website.

Student Surveys

Throughout the school year, students may be asked to take school surveys, student surveys, and other types of personal surveys for the benefit of data. Taking these surveys is OPTIONAL. A student/parent or guardian can choose not to participate in the collection of survey data. A Public Notice of data collection is given or included with our Board Policy 515. For more information about student surveys, please refer to *Board Policy #520* on the district's website.

Telephone Use

Students should realize that our phones are business phones, and no student is to call out except in an emergency, and then only with permission. Students will not be called to the telephone during school hours, except in cases of emergency. Parents will not be allowed to phone students in classrooms unless it is a dire emergency; instead, they should leave a message in the office to be delivered to the classroom.

Treats and Snacks in the Classroom

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. The district strongly encourages you to select a treat or snack with nutritional value. For more information refer to *Board Policy #533* on the district's website.

Video and Audio Recording

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent. For more information refer to *Board Policy #712* on the district's website.

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus. For more information refer to *Board Policy #711* on the district's website.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

PART II – ACADEMICS

Academic Honesty and Integrity

Chisholm students must understand the importance of academic honesty. Cheating and plagiarism are prohibited. School assignments and tests are measures of a student's academic performance. All work submitted for credit is expected to be original work created by the student submitting it. Students who violate the academic honesty policy will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's student discipline policy.

- Cheating: Dishonestly or unfairly gaining an advantage, especially in a game or examination.
- Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's own.

Examples of academic dishonesty include, but are not limited to the following:

- Submitting another's work as your own with or without the other person's knowledge
- Working with others on an assignment that is intended to be done individually Copying and/or sharing academic work
- Sharing test questions and/or answers with other students either orally or electronically
- Looking on another's test/quiz or allowing another to copy a test/quiz

Assessments, Report Cards, Powerschool

A comprehensive student evaluation and assessment program is carried out in both the Vaughan-Steffensrud and the Chisholm Elementary School. Student progress is monitored through a wide variety of measures including but not limited to teacher observation, daily work

results, demonstrations by the student(s), unit tests, standardized tests and teacher designed evaluation instruments. In the areas of reading and math, STAR benchmark assessments are given at least 3 times a year to all K-6th grade students. This data is used to provide tiered intervention services for our district's Multi-tiered System of Supports (MTSS) program. Also, the state requires the MN Comprehensive Assessment test (MCAs) in 3rd through 6th grade.

A report of your student's academic progress will be updated and posted in PowerSchool during the school year. Report cards will be available online throughout the school year. If you wish to have a printed copy of your child's report card, please request a copy in the elementary office.

Parents are encouraged to check their child's attendance, grades, discipline incidents, etc. at any time online using PowerSchool. Students may also check their online information and are encouraged to check it often. Please contact the school office for more information and account access information.

Field Trips/School Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

The school district may use outside agencies and facilities to enhance student learning. When field trips are planned, parental notification will come from your child's teacher. For field trips leaving the district, written parental permission will be required. Note: Students may be held back from attending for: safety reasons, uncompleted work or discipline issues.

Homework

Homework will be required in most classes. It is the responsibility of the student to get the work completed either during class time or at home. The student will remain in the classroom to complete assigned work at the discretion of the teacher/principal in the event of auditorium or gym programs or class outings.

Make Up Work

Except in unusual circumstances, a student will have two days for each day of absence to complete make-up work. Arrangements for an extension may be made with individual teachers. If a student will be absent – due to illness – for three days or more, on request from the parent, homework can be obtained from classroom teachers.

Pre-excused absences are permitted for certain occasions. To obtain such an excuse, the student must bring written permission from his/her parents several days in advance of the planned absence. A written parent permission is to be presented to the office. Students that know about absences in advance (i.e. vacations, appointments, school activities or other school events, etc.)

shall be responsible to get the homework in advance and have it completed upon their return to school. This includes tests, quizzes, papers, projects, etc.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade
2. levels and subject area in which the teacher provides instruction;
3. whether the teacher is teaching under emergency or other provisional licensing
4. the baccalaureate degree major of the teacher and any other graduation certification or degree held by the teacher, and the field of discipline of the certification or degree;
5. whether the student is provided services by paraprofessionals and, if so, their qualification.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents, if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified. For more information please refer to *Board Policy #542* on the district's website.

Promotion and Retention

Promotion and retention situations for students in grades K-6 will be addressed on a case by case basis by administration and teachers jointly involved. For more information please refer to *Board Policy #513* on the district's website.

Schoology

To provide students and parents consistency and continuous access to assignments, resources, feedback and communication, Chisholm ISD uses the Schoology learning management system (LMS). Both parents and students have login credentials to access the Chisholm School District Schoology system. Student progress and activity will be monitored by faculty to ensure a safe, secure, and controlled environment.

Section 504 Process for Students

Section 504 is a federal law, which prohibits discrimination against persons with a disabling condition in any program receiving federal financial assistance. The law defines a person with a disabling condition as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities; Has a record of such an impairment, or is regarded as having such an impairment the district has specific responsibilities under the act, which include identifying, reviewing, and if the child is determined to be eligible, affording access to appropriate educational accommodations.

Special Education Services for Students

In accordance with state and federal mandates, the district assesses and appropriately serves students with disabilities. District staff use a MTSS (Multi-tiered System of Supports) process to systematically screen, assess, and if appropriate, place students in special education services. Students are entitled to a free appropriate public education in the “least restrictive environment” (usually the school the child would attend if the child did not have a disability). The amount of and type of service required shall be determined by the IEP (Individual Education Plan) process. The school district shall protect students with disabilities from discrimination on the basis of disability and shall identify and evaluate learners who, within the intent of the law, need special services, accommodations, or programs in order that such learners may receive the required free appropriate education.

Testing – Minnesota MCA/MTAS Testing

The Minnesota Comprehensive Assessments (MCA) are state tests in reading, mathematics, and science that are used to meet federal and state legislative requirements. The tests are administered every year to measure student performance relative to the Minnesota Academic Standards that specify what students in a particular grade should know and be able to do.

All students in public schools are required to participate in the statewide assessment program. Reading and mathematics tests are administered in grades 3–8 and high school (students in grade 10 take the Reading MCA, and students in grade 11 take the Mathematics MCA). The Science MCA is administered to students in grades 5 and 8 and in the high school grade when students take a life science or biology course. With very few exceptions, all public school students in the above grades take the MCA. Students with an Individualized Education Program (IEP) or 504 plan may be eligible for accommodations. Some students with significant cognitive disabilities may be eligible to take the Minnesota Test of Academic Skills (MTAS) instead of the MCA. The MTAS is an alternate assessment based on alternate achievement standards in reading, mathematics, and science. Eligibility for MTAS testing is determined by Special Education Case Workers.

Student participation in state required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please complete the “Statewide Assessment: Parent/Guardian Decision Not to Participate” form located on page 34 of the handbook. Make sure to provide a reason for your decision on the form. All exemption forms must be returned to the school prior to student testing. Due to state testing rules, forms cannot be accepted after testing begins.

PART III – RULES AND DISCIPLINE

Attendance

The Chisholm School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The Minnesota Compulsory School Attendance Law states that all children between the ages of 7 and 18, and ages 5 and 6 if they are enrolled, must attend school every day on time unless lawfully excused by the school. Under Minnesota law, school administration has the right and responsibility to determine the validity of any absence from school. The purpose of this procedure is to encourage regular school attendance. It is intended to be positive and not punitive.

ISD 695 is committed to maximizing instructional time. Students present in class are proven to have higher student achievement and dedication to personal growth. We are continuously striving to improve the academic success and social/emotional learning of our students; school attendance and punctuality are foundational pieces of the process. We ask students, parents, and guardians to partner with us in proactively making attendance a priority every day. Attendance rates don't increase overnight and won't remain at acceptable levels without ongoing, intentional focus even when attendance doesn't appear to be a concern.

Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. All parties responsible for promoting regular attendance, punctuality, and compliance with the Minnesota Department of Education Regulations and Attendance Laws of the State of Minnesota (MN Statutes 120A). This procedure will assist students in attending class.

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's/Supervisor's Responsibility

It is the teacher's/supervisor's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and/or study hall. It is also the teacher's/supervisor's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teachers'/supervisor's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility

It is the administrator’s responsibility to require students to attend all assigned classes and/or study halls. It is also the administrator’s responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day’s absences stating the status of each. Finally, it is the administrator’s responsibility to inform the student’s parent or guardian of the student’s attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

Expectations

Chisholm School policy states that students are allowed a maximum of 10 unexcused/excused absences per semester. Absences that are considered exempt in the following chart do not count toward the 10 allowable absences. Other days missed, including illnesses not verified by a medical practitioner will count towards a student’s maximum number of allowable absences.

Under no condition shall a student leave the school without permission from the nurse or office administration. If a student leaves without permission, he/she will be considered truant, which is an unexcused absence. Once permission has been granted, the student must sign out in the office. Students are required to make up all assignments or to complete alternative assignments for all absences as deemed appropriate by the classroom teacher.

Absence Disclaimer

Administration has the right and responsibility to screen and either approve or disapprove excuses brought in by the students. Administration has the right to declare an absence to be unexcused even though parent/guardian may have provided a written excuse. Reasons such as oversleeping, car trouble, missing the bus, excessive illness without consulting a medical practitioner or others do not excuse a student.

<p>EXEMPT <u>Absences & Tardies</u> <i>Do Not Count Towards 10</i></p>	<p>EXCUSED <u>Absences & Tardies</u> <i>Count Towards 10</i></p>	<p>UNEXCUSED <u>Absences & Tardies</u> <i>Count Towards 10</i></p>
---	---	---

	Grades k-12 Maximum 10 Total per Semester	Grades k-12 Maximum 10 Total per Semester
<p>Documented Medical (M) Appointments w/ Medical Note Illness & Injuries w/ Medical Note School Nurse Recommendation</p> <p>School Related Activities (S) School Related Assessments Sport/Activity Participation School Sponsored Outings College or Career Visits w/ Documentation</p> <p>Administrative Referral In School Suspension (ISS) Out of School Suspension (OSS)</p> <p>Administrative Discretion (D) **Prior Approval Required** Community Service Funerals of Immediate Family Documental Legal Concerns Religious/Cultural Observance</p>	<p>Undocumented Medical (X) Illness Injury Appointments w/ documentation Serious Illness of Immediate family</p> <p>Emergencies (X) Fire or Similar Disturbance Weather Related Family Emergency</p> <p>Family Leave/Vacations (X) Excused Absences Require a Pre-Makeup Form</p> <p>Non-school Related Activities (X) Community Activities</p> <p>Unforeseen Circumstances (X) Transportation Trouble</p>	<p>Uncleared Absences (A) Any absence that is not accompanied by a parent/guardian notification to the office Work at home Work at a business, except under a school-sponsored work release program Vacations which have not been pre-approved</p> <p>Truancy (A) Any absence in which a student leaves the building w/o parent/guardian notification to the office</p> <p>Accrued Excused Tardies (A) 7 Unexcused Tardies = 1 Unexcused Absence</p>

Unique Circumstances

Excused Medical Notifications

- After a total of ten cumulative full day absences due to illness, parents/guardians may be required to present a written statement from a medical professional (doctor, dentist, psychologist, etc) for additional absences during the semester in order for the student to be excused.

Pre-Excused Absences

- As necessary, a student may provide advanced notice for absences. If a student intends to be gone for 3 or more full school days for non-medical, non-emergency, or non-school related absences, a student will be issued a pre-makeup form to be signed by teachers.

Progress Reporting

- Teachers will record an INCOMPLETE for all students over 10 allowable absences at the semester report cards. The comment “excessive absences” will be included to indicate that the incomplete is only for absences and not incomplete work. Students will then be

given 2 additional weeks to make up the absences before the earned grade is finalized and no credit is granted. Students participating in MSHSL activities will not be eligible until the incomplete has been made up or turns to a no credit at which time additional eligibility requirements will be reviewed.

Open-Enrolled Students

- Under MN Statute 124D.03, subdivision 12, open enrolled students may be assigned to their home district if they meet the definition of habitual truant and have been referred as indicated by law for truancy. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

Attendance Interventions

We recognize that students and families may be struggling with a variety of concerns, and we acknowledge the need to work together to engage students with the positive supports a school community can offer. To combat chronic absenteeism the Chisholm School District has developed a 3-tiered system of strategies and supports to engage educators, families, and the community in an effort to improve student attendance. Our assumption is that all levels of strategies involve some level of these core ingredients:

- Monitor data
- Engage students and families
- Recognize good and improved attendance
- Provide personalized outreach,
- Remove barriers.

Truancy Notifications and Consequences

While teachers should remind students of excessive absenteeism, it is the student’s responsibility to ultimately be responsible for tracking his or her own absences by checking the student information system or asking the office for support.

Truancy Notifications and Consequences		
3 Unexcused Absences	Phone call, text, or letter to alert family of attendance concerns and explore what help may	Administration

“Continuing Truant”	be needed	
5 Unexcused Absences	Certified Attendance Letter	Administration
7 Unexcused Absences “Habitual Truant”	Attendance Intervention Meeting (AIM) between Administration, County, student, and the parent/guardian to discuss concerns and develop an attendance plan	Administration
8 Unexcused Absences	<u>Elementary (k-6)</u> student will be reported to the county as “educationally neglected” <u>High School (7-12)</u> student will be reported to the county as a “habitual truant”	Administration
9+ Unexcused Absences	Continue to stay in contact with the county	Administration

For more information please refer to *Board Policy #503* on the district’s website.

Bully Prohibition

The school district is committed to providing a safe and a respectful learning environment for all students. Acts of bullying in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology. 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 the bullying prohibition policy, apply throughout the school district, and foster student, parent, and community participation. For more information, please refer to *School Board Policy #514* on the district’s website.

Bus Conduct and Consequences

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.

4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

Cafeteria Expectations

All students are required to stay on a closed campus. The cafeteria/commons area is maintained as a convenience and a service to those pupils who do not go home for their lunch. It is expected that those who use the lunchroom facilities will develop good eating habits, proper table etiquette and proper social relationships. In order that everyone may enjoy the lunch period, the following rules must be observed:

1. Pass to the lunchroom in an orderly manner, without running, horseplay, or breaking through other lines.
2. Keep your voices subdued and avoid unnecessary noises.
3. Students shall not throw food or drinks.
4. Students shall follow the instructions of the lunchroom aides and other staff and show proper respect toward all personnel.
5. Students who eat in the cafeteria should remain on the campus after lunch. The school playground or gym will be used for all "play" activity.
6. The cooperation of all concerned will help to keep the lunchroom and noon hour pleasant and orderly. You can help to make this an enjoyable period.
7. No food or drink shall be taken out of the lunchroom area.

Cell Phones and Other Electronic Devices

Electronic devices, including cell phones, with no apparent educational purpose are not allowed to be "on" during the school day. **Students MAY NOT** live stream on school transportation, as well as, in class or during the school day from 8:00am-3:30pm. All cell phones must be turned off and placed in the student's locker or given to the teacher upon entering the classroom. Students that choose to violate the teacher's classroom rules will be subject to disciplinary action.

It is against school rules to videotape, stream live or take pictures of another student/faculty member or school employee without their knowledge. If such behavior occurs, students will be subject to school discipline. All reported violations of this procedure will be handled based upon the Harassment, Bullying and Hazing Policies. For more information see *Board Policies #413, #506, #514, and #526* on the district's website.

Discipline

Behavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. For more information see *Board Policy #506* on the district's website.

Dress and Appearance

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Any apparel, hair style, cosmetics, or jewelry — even if not specifically mentioned which poses a threat to the health or safety of the student or others, or disrupts the educational process is not acceptable. Inappropriate body markings and clothing at school and school related activities includes, but is not limited to the following:

1. Clothing that exposes the midriff or chest, intentional exposure of undergarments or undergarments that are worn as outer garments, and other clothing that is not in keeping with community standards. "Short shorts", skimpy tank tops, tops that expose the midriff. See-through or sexually suggestive apparel, which exposes the body in an inappropriate or suggestive manner.
2. Wearing of masks or costumes (except those necessary for COVID protection), painted faces, disguises or grooming that limits or prevents the identification of a student or substantially disrupts the learning environment.
3. Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco, or any other product that is illegal for use by minors. Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or gangs.

If an administrator believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified. For more information, please refer to *School Board Policy #504* on the district's website.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location, before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or

take appropriate action against anyone who violates this policy. For more information, please refer to *Board Policy #419* on the district's website.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For more information, please refer to *Board Policy #413* on the district's website.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For more information, see *Board Policy #526* on the district's website..

Internet Acceptable Use Policy

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the district's system is a privilege, not a right. Unacceptable use of the school district's computer 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, but not limited to, suspension, expulsion, or exclusion, or civil or criminal liability under other applicable laws.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use agreement form. For more information refer to *Board Policy #524* on the district's website.

Respect for Persons in Authority

The Board of Education hires personnel and places them in positions of authority; these persons include administrators, teachers, paraprofessionals, and other school employees. Students shall comply with the orders of persons in authority and shall not commit any act of defiance, either in language or action, against the person in authority. For more information refer to the *Code of Conduct* in *Board Policy #506* on the district's website.

Tardies

Students are tardy to school if they arrive after the start of the school day. If a student is tardy to school, he/she MUST report to the office to obtain an admit slip to class.

Tardies will only be excused for legitimate reasons such as appointments, emergencies, or illness. Excuses such as sleeping in, missing the bus, getting assignments done for a class, ride not showing up, etcetera do NOT constitute excused tardies. Students who are late to school should bring a note from their parent or guardian. Students who arrive 10 minutes or later without a note or prior parent phone call are subject to disciplinary actions. After the 10 minute time period, it is considered an unexcused absence.

Elementary (K-6) Tardies		
<ul style="list-style-type: none"> ● Students arriving to school after 8:25 a.m. will be considered tardy ● Tardies reset each Semester 		
2 Unexcused Tardies	Communicate with Parent/Guardian	Administration
4 Unexcused Tardies	2nd Contact with Parent/Guardian	Administration
6 Unexcused Tardies	3rd Contact with Parent/Guardian	Administration
7 Unexcused Tardies	Documented as an Unexcused Absence	Administration

For more information please refer to *Board Policy #503* on the district’s website.

Tobacco Free School

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual’s use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicle, or at any other events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For further information please refer to *Board Policy #419* on the district’s website.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials. For further information please refer to *Board Policy #506* on the district’s website.

Weapons

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A weapon is defined as any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, airguns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace, and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified as a weapon. A weapon also includes lookalike weapons.

Appropriate discipline and action will be taken against any person who violates this policy. Discipline of students will include, at a minimum immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the Superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year subject to school district discretion on a case by case basis. For further information please refer to *Board Policy #501* on the district's website.

PART IV – HEALTH AND SAFETY

The health and safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Asbestos Management Update

The school district is subject to the Asbestos Hazard Emergency Response Act of 1986 (AHERA) which provides establishment of federal regulations which require inspections for asbestos-containing materials and the preparation and submission of an appropriate management plan with respect to all school buildings. A copy of this plan can be found in the Superintendent's office in our district.

Child Abuse and Neglect

District employees are required to immediately report evidence of child physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances to the Child Protection Unit of St. Louis County Social Services. Any person who is required to report this evidence and who willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances is immune from civil or criminal liability that otherwise might result from such action. Please refer to *Board Policy #414* on the district's website.

Crisis Management

The school district has developed a “Crisis Management” policy. The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill.

Each school building has its own building specific crisis management plan. Each building plan includes classroom and building evacuation procedures.

Crisis Team

ISD#695 will have a Crisis Team available both during and following a crisis that may have an impact on students and staff. This team will offer support in helping individuals cope with the crisis. The team is made up of professional people prepared to help in critical situations requiring special assistance.

Emergency Contact Information

Parents will receive an “Emergency Information” form at the beginning of each school year. It is to be completed and returned to the nurse’s office within the first week of school. Parents are reminded to update the information as necessary throughout the school year.

Emergency Drills

Emergency lockdown drills are practiced at random times during the year. These drills should be taken seriously and practiced without incident. Classroom teachers will give the instructions.

Fire Drills

Fire drills are required by law and are an important safety precaution. Students must follow directions quickly and clear the building by the prescribed route. Classroom teachers will give the instructions.

Health Services

Any questions regarding communicable diseases, immunizations, medications in school, and general student health concerns can be directed to the Nurse’s office. It is staffed by trained nurses. Although the primary responsibility for the student’s health rests with the parents, the school assists students to protect and improve their own health and to help develop competence in dealing with health problems.

Illness/Accidents

All student illnesses or injuries that occur at school or school-sponsored activities should be reported to the nurse’s office or the administrator’s office. Parents/guardians of a sick or injured student will be notified as soon as possible, if necessary. Minor injuries may not require notification of parent/guardian. If the student requires immediate medical attention, the principal

or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

The district has installed automated external defibrillators (AEDs) in each building. Tampering with any AED is prohibited and may result in discipline.

Immunizations

The State of Minnesota has set some very specific standards for the immunization of students enrolled in our public schools. Students not in compliance with those immunization requirements will be notified and given a fair amount of time to meet those standards. If, after the given time the law has not been met, we will have no alternative than to exclude the student from school

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Please contact the Nurse's office regarding requirements for your child. For further information please refer to *Board Policy #530* on the district's website.

Medications at School During School Day

1. The administration of medication to pupils shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it.
2. Pupils requiring medications at school shall be identified by parents and or physician to the school nurse, teachers and other school personnel.
3. Written statements shall be required of:
 - a. The family physician (medication, dosage, condition for which being prescribed, possible side effects of medication) verified within three days;
 - b. The parent's permission to give medication and release of school personnel from any liability in relation to the administration of this medication at school.
4. The physician shall then be requested by the parents to prescribe duplicate bottles of said medication, it is necessary that it be given during school hours. One bottle will be kept at home and the other at school under the care of school authorities. Both bottles shall contain the pupil's identification, name of physician and dosage of the drug to be given.
5. The school nurse shall identify the type, dosage and purpose of said medication.
6. Administration of medication shall be supervised by the school nurse or other designated school personnel at a time conforming with the indicated dosage schedule.
7. Said medication will be locked up for the purpose of safety.

Short-term Antibiotic Therapy in School

1. In the event a student required short-term antibiotic therapy, the nurse will:
 - a. Determine if it is absolutely necessary for the medication to be given during school hours.

- b. Require permission note from parents allowing the child to take said medication in school.
 - c. Request the parent provide the school with a properly labeled pharmacy container with only the number of pills or liquid required for the school to dispense. The container will be kept locked in school for the duration required and not travel back and forth from school with the student.
2. A written physician's statement shall not be required unless the nurse determines this to be in the best interest of the student. If and when this occurs, the medication will not be given until the physician has been contacted and the physician has given a written or verbal order to the nurse.

Non-prescription Medication in School

1. A written statement shall be given from the parent indicating medication to be given (dosage and time) and reason for said medication.
2. Non-prescription medication must be brought in the original bottle.
3. Administration of medication shall be supervised by the school nurse or other designated school personnel.
4. The designated bottle of medication shall be kept in school, not travel back and forth with the student, for the time necessary for administration.

For further information please refer to *Board Policy #516* on the district's website.

Pesticide Application Notice

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. inspection and monitoring to determine whether pests are present and whether any treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and
4. application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule to interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material,

should such an application be deemed necessary on a day different from the days specified in the schedule.

Wellness

Congress passed the Child Nutrition and WIC Reauthorization Act of 2004, which is required by law, that by the first day of the school year in 2006 each school district participating in the National School Lunch Program adopt local school wellness policies that address healthy eating and physical activity. For more information refer to *Board Policy #533* on the district's website.

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

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

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Name: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

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/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 2022 - Page 2 of 2

This Page is Intentionally Left Blank

Dear Parents/Guardians:

Throughout the first week of school, the staff and your principal will be discussing the contents of the handbook with all of our students. We encourage you to review the handbook and discuss it with your child(ren). We will also encourage the students to share our discussions with you.

We share your concerns for all aspects of your child’s development while in our educational community. Further, we believe that this handbook covers the day to day management of the procedures we must follow to ensure that our students receive the best education possible. We are requesting that upon completion of your review that you please sign and date the lower portion of this letter. Your child(ren) will then return the form to the high school office.

Your cooperation in this matter is greatly appreciated.

Sincerely,

Karla Winter
Elementary Principal

Robbi Albert
Elementary Dean of Students

✂-----

We, the undersigned, do acknowledge that we have read and understand the materials set forth in the Chisholm Elementary Student Manual.

Student Signature _____ Date _____

Parent/Guardian _____ Date _____

Chisholm 2 Sport Athletic Form

It is my intention to participate in two sports this season. I understand the following:

1. I understand that some workouts may need to be done on my own time.
2. A competition will take precedence over practice.
3. If there are competitive events on the same day, my first choice will take precedence.

My Athletic choices are:

1. _____

2. _____

Athlete's Signature: _____

Parent's Signature: _____

Coach's Signature: _____

Coach's Signature: _____

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

Adopted: _____ MSBA/MASA Model Policy 208

Chisholm Public Schools Independent School District No. 695

Board Policy 208

Series: 200-School Board

Subject: 208 Development, Adoption, and Implementation of Policies

Adopted/Revised: August 8, 2022

Revised: _____

Orig. 1995

Rev. 2022

~~208~~ DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple

majority vote of the school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.

- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be placed in the office of each school attendance center and in the central school district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

Chisholm Public Schools Independent School District 695

Board Policy 210

Series: 200-School Board

Subject: 210 Conflict of Interest-School Board Members

Adopted/Revised: August 8, 2022

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;

4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
 5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (**Note:** *This section applies only when the school district has a population of 1,000 or less according to the last federal census.*)
 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.

[Note: The \$8,000 figure increased to \$20,000 effective July 1, 2022]

- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member’s Right to Employment)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

416 DRUG AND ALCOHOL TESTING

Chisholm Public Schools Independent School District No. 695

Board Policy 416

Series: 400-Employees/Personnel

Subject: 416 Drug and Alcohol Testing

Adopted/Revised: August 8, 2022

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school

district property.

- E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.

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

A. General Statement of Policy

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

B. Definitions

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

such devices.

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

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

C. Policy and Educational Materials

[Note: Federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 Code of Federal Regulations section 382.601. Most of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of Section C.]

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

[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she received a copy of these materials. 49 Code of Federal Regulations section 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 Code of Federal Regulations section 382.601(b)(1).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting

to the test. Employee questions concerning this policy shall be directed to the program manager.

2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[Note: The specific prohibitions for drivers are contained, in large part, in 49 Code of Federal Regulations sections 382.201-382.215.]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 Code of Federal Regulations section 382.505.]

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

G. Prescription Drugs/Cannabinoid Products

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

H. Testing Requirements

[Note: School districts must utilize the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") to conduct pre-employment queries, annual queries, and reports regarding CDL holders who operate CMVs on public roads (including school bus drivers) and who are covered by the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Testing Program. In addition to utilizing the Clearinghouse, school districts must continue to comply with the alcohol and controlled substance testing required under Title 49 of the Federal Regulations.]

1. Pre-Employment Testing

[Note: 49 Code of Federal Regulations section 382.301 details the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified

adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[Note: Federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 Code of Federal Regulations section 382.413 and 49 Code of Federal Regulations section 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

3. Post-Accident Testing

[Note: 49 Code of Federal Regulations section 382.303 governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical

cannabis, no later than thirty-two (32) hours after the accident.

- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

4. Random Testing

[Note: 49 Code of Federal Regulations section 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration (FHWA) set the random alcohol selection and testing rate at 10% of the average number of driver positions and evaluates this minimum percentage each year. School districts can elect to stay at the 1998 level of 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-

sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

5. Reasonable Suspicion Testing

[Note: 49 Code of Federal Regulations section 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: 49 Code of Federal Regulations sections 382.309, 40.23(d) and 40.305 govern return-to-duty testing.]

6. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.

[Note: 49 Code of Federal Regulations sections 382.311, 40.307 and

40.309 govern follow-up testing.]

7. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
8. Refusal to Submit and Attendant Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 Code of Federal Regulations sections 40.191, 40.261 and 382.211. They are more specifically addressed in 49 Code of Federal Regulations sections 382.501-382.507 and in 49 United States Code section 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 Code of Federal Regulations section 40.45.]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles,

complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.

- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:

- (1) The donor expressly declines the opportunity to discuss the test results;
- (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
- (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 Code of Federal Regulations section 40.225.]

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

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See Minnesota Statutes section 221.031, Subd. 10.

Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be **Lakes County Service Cooperative**, which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

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

M. Recordkeeping Requirements and Retention of Records

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

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations, 49 Code of Federal Regulations sections 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver's license as part of its Alcohol & Drugs: DOT Compliance Manual.]

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

Basic records	5 years
---------------	---------

"Basic records" includes records of: (a) alcohol test results with

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

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

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

3. Personal Information

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

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

N. Training

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

O. Consequences of Prohibited Conduct and Enforcement

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

2. Referral, Evaluation, and Treatment

a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 Code of Federal Regulations section 40.289.]

b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]

c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.

d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.

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

P. Other Testing

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

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minnesota Statutes, sections 181.950-181.957. See Minnesota Statutes section 221.031, subdivision 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

- 1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used

a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701.

2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

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

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for

that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

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

6. Routine Physical Examination Testing

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

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
2. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job Applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).
5. "Positive Test Result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
6. "Random Selection Basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-Sensitive Position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

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

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

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

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

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

E. Reliability and Fairness Safeguards

1. Pretest Notice

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

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the

right to explain the results and to submit additional information.

- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.
- e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

- 6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs

2. through 6. of this Section E.

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

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

was impaired by medical cannabis on school district property during the hours of employment.

7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

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

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

H. Chain-of-Custody Procedures

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

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

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

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

2. Confidentiality Limitations

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

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

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

4. Privilege

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

J. Notice of Testing Policy to Affected Employees

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

V. POSTING

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

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

Cross-References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

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

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

Chisholm Public Schools Independent School District No. 695

Board Policy 418

Series: 400-Employee/Personnel

Subject: Drug-Free Workplace/Drug-Free School

Adopted/Revised: August 8, 2022

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

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

method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the commissioner.

- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health.
- I. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.

["Students who have a prescription from a physician for medical treatment

with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 United States Code section 8103; 34 Code of Federal Regulations Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids (including edible cannabinoid products),
 - 2. Students may be referred to drug or alcohol assistance or rehabilitation

programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.

3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

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

C. The Public

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

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.22, subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)

20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

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

Adopted: _____

MSBA/MASA Model Policy 201

Orig. 1995

Revised: _____

Rev. 2009

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

"School board" means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

[Note: This number may be different for combining or consolidating school boards that are in a transition period.]

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.

- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
 - 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
 - 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 - 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 - 4. lease rooms or buildings for school purposes;
 - 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 - 6. authorize cocurricular and extracurricular activities;

7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)
 Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
 Minn. Stat. § 123B.09 (Boards of Independent School Districts~~School Board Powers~~)
 Minn. Stat. § 123B.14 (~~School District~~ Officers of Independent School Districts)
 Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)
 Minn. Stat. § 123B.49 (~~Cocurricular and~~ Extracurricular Activities; Insurance)
 Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings~~Access for Noncurricular Purposes~~)
 Minn. Stat. § 123B.85 (Definitions)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233 (1924)

Cross References:

MSBA/MASA Model Policy 101 (Legal Status of the School District)
 MSBA/MASA Model Policy 202 (School Board Officers)
 MSBA/MASA Model Policy 203 (Operation of the School Board -Governing Rules)
 MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

Adopted: _____

MSBA/MASA Model Policy 202

Orig. 1995

Revised: _____

Rev. 20~~22~~11

202 SCHOOL BOARD OFFICERS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.]

The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]

IV. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with [Minnesota Statutes section Minn. Stat. § 123B.12](#).

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.

5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 ([Insufficient Funds to Pay Orders Finance](#))
 Minn. Stat. § 123B.14 ([Officers of Independent School Districts](#))
 Minn. Stat. § 123B.143 (Superintendent)
 Minn. Stat. § 126C.17 (Referendum Revenue)
 Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
 MSBA/MASA Model Policy 201 (Legal Status of the School Board)
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

Adopted: _____

MSBA/MASA Model Policy 203

Orig. 1995

Revised: _____

Rev. 2009

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order* (latest edition) where not inconsistent with A. and B., above.

[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 203.1

Orig. 1997

Revised: _____

Rev. 1999

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.

- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

[Note: The school board may choose to include in the policy a method of calling the roll.]

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: _____

MSBA/MASA Model Policy 203.2

Orig. 1997

Revised: _____

Rev. 2007

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors.
4. Approval of prior meeting minutes.
5. Consent agenda.
6. Presentation of additional bills for payment.
7. Reports.
8. Written communications.
9. Superintendent's announcements.
10. Other old or unfinished business.
11. New business.
12. Adjournment.

[Note: The school board should incorporate its preferred order of business into this policy.]

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

Adopted: _____

MSBA/MASA Model Policy 203.5

Orig. 1997

Revised: _____

Rev. 20~~22~~12

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Minnesota Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members _____ (___) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)

Minn. Stat. § 123B.09, Subd. 7 ([Boards of Independent School Districts](#)~~School~~)

Board Powers)

Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References:

MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: _____

MSBA/MASA Model Policy 203.6

Orig. 1997

Revised: _____

Rev. 1999

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Adopted: _____

MSBA/MASA Model Policy 204

Orig. 1995

Revised: _____

Rev. 202208

204 SCHOOL BOARD MEETING MINUTES

[Note: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
 1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
 2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.

- e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
 4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
 5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
 6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated.

The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 ([Boards of Independent School Districts Publishing Proceedings](#))
Minn. Stat. § 123B.14, Subd. 7 ([Officers of Independent School Districts Record of Meetings](#))
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 ([Form of Public Notices Notice Regarding Published Summaries](#))
Minn. Stat. § 331A.08, Subd. 3 ([Computation of Time Publication of Proceedings](#))
Op. Atty. Gen. 161-a-20 (Dec. 17, 1970)
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: _____

MSBA/MASA Model Policy 205

Orig. 1995

Revised: _____

Rev. 202217

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect ~~the~~ Minnesota's Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces ~~the philosophy of openness accountability and transparency~~ in the conduct of its business, in the belief that openness produces better programs, more efficient ~~cy in~~ administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting ~~the an~~ individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum ~~or more of school board~~ members ~~of the school board~~, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at ~~its primary~~ the school district offices. If the school board decides to hold a

regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. ~~This notice shall be posted and mailed or delivered at least three days before the date of the meeting.~~ As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment ~~of the school board~~, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, ~~the~~ advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Meetings during Pandemic or ~~Declared Chapter 12~~ Emergency

In the event of a health pandemic or an emergency declared under ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 12, a meeting may be conducted by telephone or ~~other electronic~~interactive technology means in compliance with ~~Minn. Stat. § Minnesota Statutes section~~ 13D.021.

8. Meetings ~~Conducted~~ by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with ~~Minnesota Statutes section Minn. Stat. §~~ 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose, ~~and the journal or any minutes used to record votes of a meeting shall be available must be open~~ to the public during all normal business hours at the school district's administrative offices ~~of the school district~~.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data Data

1. Meetings may not be closed ~~merely because the to discuss data to be that discussed~~ are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation ~~sessions~~ meetings, and hearings between the school board and its employees or their respective representatives are public meetings. ~~These~~ Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on ~~the~~ dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.

- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the-its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. §Minnesota Statutes section 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- ~~a.~~ a. Any portion of a meeting must be closed if the following types of data are discussed:

- ~~a.~~ a. (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

- ~~b.~~ b. (2) active investigative data collected or created by a law enforcement agency;

- ~~c.~~ c. (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or

- ~~d.~~ d. (4) an individual's personal medical records.

- ~~b.e.~~ b.e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the

date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 ([Exclusion and Expulsion Procedures](#))[Student Dismissal Hearing](#))
Minn. Stat. § 122A.33, Subd. 3 ([License and Degree Exemption for Head Coach](#)[Coaches; Opportunity to Respond](#))
Minn. Stat. § 122A.40, Subd. 14 ([Employment; Contracts; Termination](#))[Teacher Discharge Hearing](#))
Minn. Stat. § 179A.14, Subd. 3 ([Negotiation Procedures](#)[Labor Negotiations](#))
Minn. Rules Part 5510.2810 ([Petition for Mediation](#)[Bureau of Mediation Services](#))
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
[Dept. of Admin. Advisory Op. No. 21-003 \(April 19, 2021\)](#)
[Dept. of Admin. Advisory Op. No. 21-002 \(January 13, 2021\)](#)
[Dept. of Admin. Advisory Op. No. 19-012 \(October 24, 2019\)](#)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin "C" (Minnesota's Open Meeting Law)

Adopted: _____

MSBA/MASA Model Policy 206

Orig. 1995

Revised: _____

Rev. 20~~12~~27

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and

awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. [Ch. 260E §-626.556](#) (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, [address](#), the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with

governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 ([Meetings Having Data Classified as Public](#)) ~~Open Meeting Law~~
Minn. Stat. § 121A.47, Subd. 5 ([Exclusion and Expulsion Procedures; Closed or Open Meeting](#)) ~~Student Dismissal Hearing~~
Minn. Stat. § 122A.33, Subd. 3 ([License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond](#)) ~~Coaches; Opportunity to Respond~~
Minn. Stat. § 122A.40, Subd. 14 ([Employment; Contracts; Termination; Hearing Procedures](#)) ~~Teacher Discharge Hearing~~
Minn. Stat. § 122A.44 (Contracting with Teachers; [Substitute Teachers](#))
Minn. Stat. § 123B.02, Subd. 14 ([General Powers of Independent School Districts](#); Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 ([Superintendents](#); Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. ~~Ch. 260E § 626.556~~ (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 207

Orig. 1995

Revised: _____

Rev. 202209

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

~~In order for~~ For the school board to efficiently receive public input on matters properly before the school board, the school board establishes the procedures set forth in this policy are established ~~by the school board~~.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law ~~to be held~~ concerning certain issues, including but not limited to, school closings (~~Minn. Stat. § Minnesota Statutes section~~ 123B.51), education district establishment (~~Minn. Stat. § Minnesota Statutes section~~ 123A.15), and agreements for secondary education (~~Minn. Stat. § Minnesota Statutes section~~ 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the school board's discretion ~~of the school board~~.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to ~~the~~ commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the school board's discretion ~~of the school board~~.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation: The school board retains the discretion to limit the time for

each presentation as needs dictate.

3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. ~~In the event that~~ If the school board requires ~~the~~ designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as the school board otherwise determines ~~sd by the school board~~.
4. Privilege to Speak: A school board member should direct ~~any~~ remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary ~~in order~~ to provide an orderly, efficient, and fair opportunity ~~for those present~~ to be heard.

Legal References: Minn. Stat. § 123A.15 (~~Establishing~~ Education Districts ~~Establishment~~)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Adopted: _____

MSBA/MASA Model Policy 209

Orig. 1995

Revised: _____

Rev. 202209

209 CODE OF ETHICS

[NOTE: A code of ethics establishes standards of conduct that members of a school board create and agree to follow. The principles and values embodied in this code of ethics prioritize board members' obligations to students, the district, and the community. As a written set of expectations, a code of ethics guides board members' decision making and behavior. This model policy offers a starting point for school boards as they create a code that establishes parameters for board member conduct that best serve their district. Minnesota law and rules of parliamentary procedure establish sanctions that a school board may choose to pursue.]

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.

4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None



Northeast Service Cooperative

Collaborating to meet your changing needs

August 2022

Dear School Partners,

The Northeast Service Cooperative is pleased to introduce our newest employee, Aubrie Hoover. Aubrie recently accepted a senior staff position at NESC as Regional Manager of our new Behavioral and Mental Health Services initiative. Aubrie comes to us via St. Louis County where, along with teams from MDE and MDH, she supported all St. Louis County schools in their pandemic response, working closely with school administrators, nurses and staff, throughout St. Louis County and the Northeast Region. Her passion and heart for helping people makes her the perfect fit for this new role at NESC.

Reflecting upon her two years as the Public Health School Liaison for all St. Louis County schools, Aubrie looks forward to this special opportunity to continue to help schools navigate and thrive in a post-pandemic world. "Working closely with schools over the past couple of years, I witnessed the toll the pandemic has taken on students, families, and some of our most valued frontline workers; all of which made me excited to join the Northeast Service Cooperative to continue to work with schools in an area I am extremely passionate about: health and mental well-being."

We wanted to share a brief overview of how we would like to intentionally support schools during the upcoming 2022-2023 school year and beyond:

- We would like to take some time visiting each district as you come back together in August and throughout the school year to meet with you and your staff and get to know one another.
- We would like to meet with your mental health and wellness leadership teams or help you create a team if one does not exist.
- In the fall, we would like to run a brief staff survey to check in on how your staff are doing after the whiplash of COVID and help provide ongoing support in areas your district defines as priorities.
- We plan to bring [The Lionheart Experience](#) to schools and communities across the Northeast Region. Given the size of our area and how long the group can be on tour, we are currently mapping out three separate tours with the first tour starting in October 2022.

We understand that no two schools are alike and there is rarely a one size fits all approach for schools, but our intent is to meet you where you are at and see how we can help support all of the hard work you do daily on a daily basis. We look forward to meeting and connecting with each of you!

Sincerely,

Paul Brinkman
Executive Director

Aubrie Hoover
Regional Manager, Behavioral and Mental Health Services

Central Office:
5525 Emerald Avenue
Mt. Iron, MN 55768
218-741-0750
218-741-1719 FAX
shaavisto@nescmn.net

Executive Director:
Paul Brinkman

Board Chairperson:
John Berklich, Jr.
Hibbing

Board of Directors:

Walt Hautala
Mesabi East

Timothy Riordan
Virginia

Julie Peterson
Moose Lake

Bob Rahja
Chisholm

Kerry Juntunen
Superintendent
Proctor

John Klarich
Buhl

Susan Kaslow
Member at Large

NESC is an equal opportunity
provider and employer



Quarantine and Isolation

Updated Mar. 30, 2022



Quarantine and Isolation Calculator

A tool to help determine how long you need to isolate, quarantine, or take other steps to prevent spreading COVID-19.

[Get Started](#)

This information is intended for a general audience. Healthcare professionals should see Ending Isolation and Precautions for People with COVID-19.

People with COVID-19 and close contacts should follow the recommendations outlined on this page. These recommendations do not change based on COVID-19 community levels.



Quarantine

If you were exposed

Quarantine and stay away from others when you have been in close contact with someone who has COVID-19.

Isolate

If you are sick or test positive

Isolate when you are sick or when you have COVID-19, even if you don't have symptoms.

When to Stay Home

Calculating Quarantine

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days. Learn why CDC updated guidance for the general public.

IF YOU
Were exposed
to COVID-19
and are NOT
up to date on
COVID-19
vaccinations

Quarantine for at least 5 days

Stay home
Stay home and quarantine for at least 5 full days.

After quarantine

Watch for symptoms
Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

Take precautions until day 10

Wear a well-fitting mask
Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.

Wear a well-fitting mask if you must be around others in your home.

Do not travel.

Get tested

Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

Avoid travel

It is best to avoid travel until a full 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitting mask around others.

If you must travel during days 6-10, take precautions.

Avoid being around people who are more likely to get very sick from COVID-19.

**IF YOU
Were exposed
to COVID-19
and are up to
date on
COVID-19
vaccinations**

No quarantine

You do not need to stay home unless you develop symptoms.

Get tested

Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

Watch for symptoms

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitting mask around others.

Take precautions until day 10

Wear a well-fitting mask

Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.

Take precautions if traveling

Avoid being around people who are more likely to get very sick from COVID-19.

**IF YOU
were exposed
to COVID-19
and
had confirmed
COVID-19
within the
past 90 days
(you tested
positive using
a viral test)**

No quarantine

You do not need to stay home unless you develop symptoms.

Watch for symptoms

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitting mask around others.

Take precautions until day 10

Wear a well-fitting mask

Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.

Take precautions if traveling

Avoid being around people who are more likely to get very sick from COVID-19.

Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

**IF YOU
Tested
positive for
COVID-19 or**

Stay home for at least 5 days

Stay home for 5 days and isolate from others in your home.

Ending isolation if you had symptoms

End isolation after 5 full days if you are fever-free for 24 hours (without the

Take precautions until day 10

Wear a well-fitting mask

Wear a well-fitting mask for 10 full days any time you are around others

symptoms, regardless of vaccination status	Wear a well-fitting mask if you must be around others in your home.	use of fever-reducing medication) and your symptoms are improving.	inside your home or in public. Do not go to places where you are unable to wear a mask.
	Do not travel.	Ending isolation if you did NOT have symptoms End isolation after at least 5 full days after your positive test.	Do not travel Do not travel until a full 10 days after your symptoms started or the date your positive test was taken if you had no symptoms.
		If you got very sick from COVID-19 or have a weakened immune system You should isolate for at least 10 days. Consult your doctor before ending isolation.	Avoid being around people who are more likely to get very sick from COVID-19.

DEFINITIONS

Exposure

Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Close Contact

A close contact is someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes. People who are exposed to someone with COVID-19 after they completed at least 5 days of isolation are not considered close contacts.

Quarantine

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.

Who does not need to quarantine?

If you had close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine.

- You are up to date with your COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (meaning you tested positive using a viral test).

If you are up to date with COVID-19 vaccines, you should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). Get tested at least 5 days after you last had close contact with someone with COVID-19. If you test positive or develop COVID-19 symptoms, isolate from other people and follow recommendations in the Isolation section below. If you tested positive for COVID-19 with a viral test within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or get tested after close contact. You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). If you have COVID-19 symptoms, get tested and isolate from other people and follow recommendations in the Isolation section below.

Who should quarantine?

If you come into close contact with someone with COVID-19, you should quarantine if you are not up to date on COVID-19 vaccines. This includes people who are not vaccinated.

What to do for quarantine

- Stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a well-fitting mask when around others at home, if possible.
- For 10 days after your last close contact with someone with COVID-19, watch for fever (100.4°F or greater), cough, shortness of breath, or other COVID-19 symptoms.
- If you develop symptoms, get tested immediately and isolate until you receive your test results. If you test positive, follow isolation recommendations.
- If you do not develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.
 - If you test negative, you can leave your home, but continue to wear a well-fitting mask when around others at home and in public until 10 days after your last close contact with someone with COVID-19.
 - If you test positive, you should isolate for at least 5 days from the date of your positive test (if you do not have symptoms). If you do develop COVID-19 symptoms, isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Follow recommendations in the isolation section below.
 - If you are unable to get a test 5 days after last close contact with someone with COVID-19, you can leave your home after day 5 if you have been without COVID-19 symptoms throughout the 5-day period. Wear a well-fitting mask for 10 days after your date of last close contact when around others at home and in public.
 - Avoid people who have weakened immune systems or are more likely to get very sick from COVID-19, and nursing homes and other high-risk settings, until after at least 10 days.
- If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19, as well as others outside your home throughout the full 10 days after your last close contact with someone with COVID-19.
- If you are unable to quarantine, you should wear a well-fitting mask for 10 days when around others at home and in public.
- If you are unable to wear a mask when around others, you should continue to quarantine for 10 days. Avoid people who have weakened immune systems or are more likely to get very sick from COVID-19, and nursing homes and other high-risk settings, until after at least 10 days.
- See additional information about travel.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until after 10 days after your last close contact with someone with COVID-19.

After quarantine

- Watch for symptoms until 10 days after your last close contact with someone with COVID-19.
- If you have symptoms, isolate immediately and get tested.

Quarantine in high-risk congregate settings

In certain congregate settings that have high risk of secondary transmission (such as correctional and detention facilities, homeless shelters, or cruise ships), CDC recommends a 10-day quarantine for residents, regardless of vaccination and booster status. During periods of critical staffing shortages, facilities may consider shortening the quarantine period for staff to ensure continuity of operations. Decisions to shorten quarantine in these settings should be made in consultation with state, local, tribal, or territorial health departments and should take into consideration the context and characteristics of the facility. CDC's setting-specific guidance provides additional recommendations for these settings.

Isolation

Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, or wear a well-fitting mask when they need to be around others. People in isolation should stay in a specific "sick room" or area and use a separate bathroom if available. Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). They should wear a mask when around others at home and in public for an additional 5 days. People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:

- People who have a positive viral test for COVID-19, regardless of whether or not they have symptoms,
- People with symptoms of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

What to do for isolation

- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Take steps to improve ventilation at home, if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- Wear a well-fitting mask when you need to be around other people.


Learn more about what to do if you are sick and how to notify your contacts.

Ending isolation for people who had COVID-19 and had symptoms

If you had COVID-19 and had symptoms, isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

- You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- You should continue to wear a well-fitting mask around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. Avoid people who have weakened immune systems or are more likely to get very sick from COVID-19, and nursing homes and other high-risk settings, until after at least 10 days.
- If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a well-fitting mask through day 10. Contact your healthcare provider if you have questions.
- See additional information about travel.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until a full 10 days after your first day of symptoms.

If an individual has access to a test and wants to test, the best approach is to use an antigen test¹ towards the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and avoiding travel as described above.

¹As noted in the labeling for authorized over-the counter antigen tests:  Negative results should be treated as presumptive. Negative results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.


Note that these recommendations on ending isolation do not apply to people who are moderately ill or very sick from COVID-19 or have weakened immune systems. See section below for recommendations for when to end isolation for these groups.

Ending isolation for people who tested positive for COVID-19 but had no symptoms

If you test positive for COVID-19 and never develop symptoms, isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

- If you continue to have no symptoms, you can end isolation after at least 5 days.
- You should continue to wear a well-fitting mask around others at home and in public until day 10 (day 6 through day 10). If you are unable to wear a mask when around others, you should continue to isolate for 10 days. Avoid people who have weakened immune systems or are more likely to get very sick from COVID-19, and nursing homes and other high-risk settings, until after at least 10 days.
- If you develop symptoms after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for ending isolation for people who had COVID-19 and had symptoms.
- See additional information about travel.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

If an individual has access to a test and wants to test, the best approach is to use an antigen test¹ towards the end of the 5-day isolation period. If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can also choose to test daily and if your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and avoiding travel as described above.

¹As noted in the labeling for authorized over-the counter antigen tests  : Negative results should be treated as presumptive. Negative results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.

Ending isolation for people who were moderately or very sick from COVID-19 or have a weakened immune system

People who are moderately ill from COVID-19 (experiencing symptoms that affect the lungs like shortness of breath or difficulty breathing) should isolate for 10 days and follow all other isolation precautions. To calculate your 10-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. If you are unsure if your symptoms are moderate, talk to a healthcare provider for further guidance.

People who are very sick from COVID-19 (this means people who were hospitalized or required intensive care or ventilation support) and people who have weakened immune systems might need to isolate at home longer. They may also require testing with a viral test to determine when they can be around others. CDC recommends an isolation period of at least 10 and up to 20 days for people who were very sick from COVID-19 and for people with weakened immune systems. Consult with your healthcare provider about when you can resume being around other people. If you are unsure if your symptoms are severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.

People who have a weakened immune system should talk to their healthcare provider about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow current prevention measures (including

COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people—including household members—should also be encouraged to receive all recommended COVID-19 vaccine doses to help protect these people.

Isolation in high-risk congregate settings

In certain high-risk congregate settings that have high risk of secondary transmission and where it is not feasible to cohort people (such as correctional and detention facilities, homeless shelters, and cruise ships), CDC recommends a 10-day isolation period for residents. During periods of critical staffing shortages, facilities may consider shortening the isolation period for staff to ensure continuity of operations. Decisions to shorten isolation in these settings should be made in consultation with state, local, tribal, or territorial health departments and should take into consideration the context and characteristics of the facility. CDC's setting-specific guidance provides additional recommendations for these settings.

This CDC guidance is meant to supplement—not replace—any federal, state, local, territorial, or tribal health and safety laws, rules, and regulations.

Recommendations for Specific Settings

These recommendations do not apply to healthcare professionals. For guidance specific to these settings, see

- **Healthcare professionals:** Interim Guidance for Managing Healthcare Personnel with SARS-CoV-2 Infection or Exposure to SARS-CoV-2
- **Patients, residents, and visitors to healthcare settings:** Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic

Additional setting-specific guidance and recommendations are available.

- These recommendations on quarantine and isolation do apply to K-12 School settings. Additional guidance is available here: Overview of COVID-19 Quarantine for K-12 Schools
- Travelers: Travel information and recommendations
- Congregate facilities and other settings: guidance pages for community, work, and school settings

Ongoing COVID-19 Exposure FAQs

I live with someone with COVID-19, but I cannot be separated from them. How do we manage quarantine in this situation? ▼

It is very important for people with COVID-19 to remain apart from other people, if possible, even if they are living together. If separation of the person with COVID-19 from others that they live with is not possible, the other people that they live with will have *ongoing* exposure, meaning they will be repeatedly exposed until that person is no longer able to spread the virus to other people. In this situation, there are precautions you can take to limit the spread of COVID-19:

- The person with COVID-19 and everyone they live with should wear a well-fitting mask inside the home.
- If possible, one person should care for the person with COVID-19 to limit the number of people who are in close contact with the infected person.
- Take steps to protect yourself and others to reduce transmission in the home:
 - Quarantine if you are not up to date with your COVID-19 vaccines.
 - Isolate if you are sick or tested positive for COVID-19, even if you don't have symptoms.

Learn more about the public health recommendations for testing, mask use, and quarantining of close

contacts, like yourself, who have ongoing exposure. These recommendations differ depending on your vaccination status.

What should I do if I have ongoing exposure to COVID-19 from someone I live with?

Recommendations for this situation depend on your vaccination status:

If you are not up to date on COVID-19 vaccines and have ongoing exposure to COVID-19, you should:

- Begin quarantine immediately and continue to quarantine throughout the isolation period of the person with COVID-19.
- Continue to quarantine for an additional 5 days starting the day *after* the end of isolation for the person with COVID-19.
- Get tested at least 5 days after the end of isolation of the infected person that lives with them.
 - If you test negative, you can leave the home but should continue to wear a well-fitting mask when around others at home and in public until 10 days after the end of isolation for the person with COVID-19.
- Isolate immediately if you develop symptoms of COVID-19 or test positive.

If you are up to date with COVID-19 vaccines and have ongoing exposure to COVID-19, you should:

- Get tested at least 5 days after your *first* exposure. A person with COVID-19 is considered infectious starting 2 days before they develop symptoms, or 2 days before the date of their positive test if they do not have symptoms.
- Get tested again at least 5 days after the end of isolation for the person with COVID-19.
- Wear a well-fitting mask when you are around the person with COVID-19, and do this throughout their isolation period.
- Wear a well-fitting mask around others for 10 days after the infected person's isolation period ends.

Isolate immediately if you develop symptoms of COVID-19 or test positive.

What should I do if multiple people I live with test positive for COVID-19 at different times?

Recommendations for this situation depend on your vaccination status:

- If you are not up to date with your COVID-19 vaccines, you should:
 - Quarantine throughout the isolation period of *any* infected person that you live with.
 - Continue to quarantine until 5 days *after* the end of isolation date for the *most recently infected* person that lives with you. For example, if the last day of isolation of the person most recently infected with COVID-19 was June 30, the new 5-day quarantine period starts on July 1.
 - Get tested at least 5 days *after* the end of isolation for the *most recently infected* person that lives with you.
 - Wear a well-fitting mask when you are around *any* person with COVID-19 while that person is in isolation.
 - Wear a well-fitting mask when you are around other people until 10 days after your last close contact.
 - Isolate immediately if you develop symptoms of COVID-19 or test positive.
- If you are up to date with COVID-19 your vaccines, you should:
 - Get tested at least 5 days after your first exposure. A person with COVID-19 is considered infectious starting 2 days before they developed symptoms, or 2 days before the date of their positive test if they

- Get tested again at least 5 days *after* the end of isolation for the *most recently infected* person that lives with you.
- Wear a well-fitting mask when you are around *any* person with COVID-19 while that person is in isolation.
- Wear a well-fitting mask around others for 10 days *after* the end of isolation for the *most recently infected* person that lives with you. For example, if the last day of isolation for the person most recently infected with COVID-19 was June 30, the new 10-day period to wear a well-fitting mask indoors in public starts on July 1.
- Isolate immediately if you develop symptoms of COVID-19 or test positive.

I had COVID-19 and completed isolation. Do I have to quarantine or get tested if someone I live with gets COVID-19 shortly after I completed isolation?

No. If you recently completed isolation and someone that lives with you tests positive for the virus that causes COVID-19 shortly after the end of your isolation period, you do not have to quarantine or get tested as long as you do not develop new symptoms. Once all of the people that live together have completed isolation or quarantine, refer to the guidance below for new exposures to COVID-19.

- If you had COVID-19 in the previous 90 days and then came into close contact with someone with COVID-19, you do not have to quarantine or get tested if you do not have symptoms. But you should:
 - Wear a well-fitting mask indoors in public for 10 days after your last close contact.
 - Monitor for COVID-19 symptoms for 10 days from the date of your last close contact.
 - Isolate immediately and get tested if symptoms develop.
- If more than 90 days have passed since your recovery from infection, follow CDC's recommendations for close contacts. These recommendations will differ depending on your vaccination status.

More Information

[How to Determine a Close Contact for COVID-19](#)

[How To Talk To Your Close Contacts](#)

[Covid-19 Quarantine vs. Isolation](#)

Last Updated Mar. 30, 2022



Quarantine and Isolation

Updated Mar. 30, 2022



Quarantine and Isolation Calculator

A tool to help determine how long you need to isolate, quarantine, or take other steps to prevent spreading COVID-19.

[Get Started](#)

This information is intended for a general audience. Healthcare professionals should see Ending Isolation and Precautions for People with COVID-19.

People with COVID-19 and close contacts should follow the recommendations outlined on this page. These recommendations do not change based on COVID-19 community levels.



Quarantine

If you were exposed

Quarantine and stay away from others when you have been in close contact with someone who has COVID-19.

Isolate

If you are sick or test positive

Isolate when you are sick or when you have COVID-19, even if you don't have symptoms.

When to Stay Home

Calculating Quarantine

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days. Learn why CDC updated guidance for the general public.

IF YOU
Were exposed
to COVID-19
and are NOT
up to date on
COVID-19
vaccinations

Quarantine for at least 5 days

Stay home
Stay home and quarantine for at least 5 full days.

After quarantine

Watch for symptoms
Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

Take precautions until day 10

Wear a well-fitting mask
Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.

Wear a well-fitting mask if you must be around others in your home.

Do not travel.

Get tested

Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

Avoid travel

It is best to avoid travel until a full 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitting mask around others.

If you must travel during days 6-10, take precautions.

Avoid being around people who are more likely to get very sick from COVID-19.

**IF YOU
Were exposed
to COVID-19
and are up to
date on
COVID-19
vaccinations**

No quarantine

You do not need to stay home unless you develop symptoms.

Get tested

Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

Watch for symptoms

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitting mask around others.

Take precautions until day 10

Wear a well-fitting mask

Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.

Take precautions if traveling

Avoid being around people who are more likely to get very sick from COVID-19.

**IF YOU
were exposed
to COVID-19
and
had confirmed
COVID-19
within the
past 90 days
(you tested
positive using
a viral test)**

No quarantine

You do not need to stay home unless you develop symptoms.

Watch for symptoms

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitting mask around others.

Take precautions until day 10

Wear a well-fitting mask

Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.

Take precautions if traveling

Avoid being around people who are more likely to get very sick from COVID-19.

Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

**IF YOU
Tested
positive for
COVID-19 or**

Stay home for at least 5 days

Stay home for 5 days and isolate from others in your home.

Ending isolation if you had symptoms

End isolation after 5 full days if you are fever-free for 24 hours (without the

Take precautions until day 10

Wear a well-fitting mask

Wear a well-fitting mask for 10 full days any time you are around others

symptoms, regardless of vaccination status	Wear a well-fitting mask if you must be around others in your home.	use of fever-reducing medication) and your symptoms are improving.	inside your home or in public. Do not go to places where you are unable to wear a mask.
	Do not travel.	Ending isolation if you did NOT have symptoms End isolation after at least 5 full days after your positive test.	Do not travel Do not travel until a full 10 days after your symptoms started or the date your positive test was taken if you had no symptoms.
		If you got very sick from COVID-19 or have a weakened immune system You should isolate for at least 10 days. Consult your doctor before ending isolation.	Avoid being around people who are more likely to get very sick from COVID-19.

DEFINITIONS

Exposure

Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Close Contact

A close contact is someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes. People who are exposed to someone with COVID-19 after they completed at least 5 days of isolation are not considered close contacts.

Quarantine

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.

Who does not need to quarantine?

If you had close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine.

- You are up to date with your COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (meaning you tested positive using a viral test).

If you are up to date with COVID-19 vaccines, you should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). Get tested at least 5 days after you last had close contact with someone with COVID-19. If you test positive or develop COVID-19 symptoms, isolate from other people and follow recommendations in the Isolation section below. If you tested positive for COVID-19 with a viral test within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or get tested after close contact. You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). If you have COVID-19 symptoms, get tested and isolate from other people and follow recommendations in the Isolation section below.

Who should quarantine?

If you come into close contact with someone with COVID-19, you should quarantine if you are not up to date on COVID-19 vaccines. This includes people who are not vaccinated.

What to do for quarantine

- Stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a well-fitting mask when around others at home, if possible.
- For 10 days after your last close contact with someone with COVID-19, watch for fever (100.4°F or greater), cough, shortness of breath, or other COVID-19 symptoms.
- If you develop symptoms, get tested immediately and isolate until you receive your test results. If you test positive, follow isolation recommendations.
- If you do not develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.
 - If you test negative, you can leave your home, but continue to wear a well-fitting mask when around others at home and in public until 10 days after your last close contact with someone with COVID-19.
 - If you test positive, you should isolate for at least 5 days from the date of your positive test (if you do not have symptoms). If you do develop COVID-19 symptoms, isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Follow recommendations in the isolation section below.
 - If you are unable to get a test 5 days after last close contact with someone with COVID-19, you can leave your home after day 5 if you have been without COVID-19 symptoms throughout the 5-day period. Wear a well-fitting mask for 10 days after your date of last close contact when around others at home and in public.
 - Avoid people who have weakened immune systems or are more likely to get very sick from COVID-19, and nursing homes and other high-risk settings, until after at least 10 days.
- If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19, as well as others outside your home throughout the full 10 days after your last close contact with someone with COVID-19.
- If you are unable to quarantine, you should wear a well-fitting mask for 10 days when around others at home and in public.
- If you are unable to wear a mask when around others, you should continue to quarantine for 10 days. Avoid people who have weakened immune systems or are more likely to get very sick from COVID-19, and nursing homes and other high-risk settings, until after at least 10 days.
- See additional information about travel.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until after 10 days after your last close contact with someone with COVID-19.

After quarantine

- Watch for symptoms until 10 days after your last close contact with someone with COVID-19.
- If you have symptoms, isolate immediately and get tested.

Quarantine in high-risk congregate settings

In certain congregate settings that have high risk of secondary transmission (such as correctional and detention facilities, homeless shelters, or cruise ships), CDC recommends a 10-day quarantine for residents, regardless of vaccination and booster status. During periods of critical staffing shortages, facilities may consider shortening the quarantine period for staff to ensure continuity of operations. Decisions to shorten quarantine in these settings should be made in consultation with state, local, tribal, or territorial health departments and should take into consideration the context and characteristics of the facility. CDC's setting-specific guidance provides additional recommendations for these settings.

Isolation

Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, or wear a well-fitting mask when they need to be around others. People in isolation should stay in a specific "sick room" or area and use a separate bathroom if available. Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). They should wear a mask when around others at home and in public for an additional 5 days. People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:

- People who have a positive viral test for COVID-19, regardless of whether or not they have symptoms,
- People with symptoms of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

What to do for isolation

- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Take steps to improve ventilation at home, if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- Wear a well-fitting mask when you need to be around other people.


Learn more about what to do if you are sick and how to notify your contacts.

Ending isolation for people who had COVID-19 and had symptoms

If you had COVID-19 and had symptoms, isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

- You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- You should continue to wear a well-fitting mask around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. Avoid people who have weakened immune systems or are more likely to get very sick from COVID-19, and nursing homes and other high-risk settings, until after at least 10 days.
- If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a well-fitting mask through day 10. Contact your healthcare provider if you have questions.
- See additional information about travel.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until a full 10 days after your first day of symptoms.

If an individual has access to a test and wants to test, the best approach is to use an antigen test¹ towards the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and avoiding travel as described above.

¹As noted in the labeling for authorized over-the counter antigen tests:  Negative results should be treated as presumptive. Negative results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.


Note that these recommendations on ending isolation do not apply to people who are moderately ill or very sick from COVID-19 or have weakened immune systems. See section below for recommendations for when to end isolation for these groups.

Ending isolation for people who tested positive for COVID-19 but had no symptoms

If you test positive for COVID-19 and never develop symptoms, isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

- If you continue to have no symptoms, you can end isolation after at least 5 days.
- You should continue to wear a well-fitting mask around others at home and in public until day 10 (day 6 through day 10). If you are unable to wear a mask when around others, you should continue to isolate for 10 days. Avoid people who have weakened immune systems or are more likely to get very sick from COVID-19, and nursing homes and other high-risk settings, until after at least 10 days.
- If you develop symptoms after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for ending isolation for people who had COVID-19 and had symptoms.
- See additional information about travel.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

If an individual has access to a test and wants to test, the best approach is to use an antigen test¹ towards the end of the 5-day isolation period. If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can also choose to test daily and if your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and avoiding travel as described above.

¹As noted in the labeling for authorized over-the counter antigen tests  : Negative results should be treated as presumptive. Negative results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.

Ending isolation for people who were moderately or very sick from COVID-19 or have a weakened immune system

People who are moderately ill from COVID-19 (experiencing symptoms that affect the lungs like shortness of breath or difficulty breathing) should isolate for 10 days and follow all other isolation precautions. To calculate your 10-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. If you are unsure if your symptoms are moderate, talk to a healthcare provider for further guidance.

People who are very sick from COVID-19 (this means people who were hospitalized or required intensive care or ventilation support) and people who have weakened immune systems might need to isolate at home longer. They may also require testing with a viral test to determine when they can be around others. CDC recommends an isolation period of at least 10 and up to 20 days for people who were very sick from COVID-19 and for people with weakened immune systems. Consult with your healthcare provider about when you can resume being around other people. If you are unsure if your symptoms are severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.

People who have a weakened immune system should talk to their healthcare provider about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow current prevention measures (including

COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people—including household members—should also be encouraged to receive all recommended COVID-19 vaccine doses to help protect these people.

Isolation in high-risk congregate settings

In certain high-risk congregate settings that have high risk of secondary transmission and where it is not feasible to cohort people (such as correctional and detention facilities, homeless shelters, and cruise ships), CDC recommends a 10-day isolation period for residents. During periods of critical staffing shortages, facilities may consider shortening the isolation period for staff to ensure continuity of operations. Decisions to shorten isolation in these settings should be made in consultation with state, local, tribal, or territorial health departments and should take into consideration the context and characteristics of the facility. CDC's setting-specific guidance provides additional recommendations for these settings.

This CDC guidance is meant to supplement—not replace—any federal, state, local, territorial, or tribal health and safety laws, rules, and regulations.

Recommendations for Specific Settings

These recommendations do not apply to healthcare professionals. For guidance specific to these settings, see

- **Healthcare professionals:** Interim Guidance for Managing Healthcare Personnel with SARS-CoV-2 Infection or Exposure to SARS-CoV-2
- **Patients, residents, and visitors to healthcare settings:** Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic

Additional setting-specific guidance and recommendations are available.

- These recommendations on quarantine and isolation do apply to K-12 School settings. Additional guidance is available here: Overview of COVID-19 Quarantine for K-12 Schools
- Travelers: Travel information and recommendations
- Congregate facilities and other settings: guidance pages for community, work, and school settings

Ongoing COVID-19 Exposure FAQs

I live with someone with COVID-19, but I cannot be separated from them. How do we manage quarantine in this situation? ▼

It is very important for people with COVID-19 to remain apart from other people, if possible, even if they are living together. If separation of the person with COVID-19 from others that they live with is not possible, the other people that they live with will have *ongoing* exposure, meaning they will be repeatedly exposed until that person is no longer able to spread the virus to other people. In this situation, there are precautions you can take to limit the spread of COVID-19:

- The person with COVID-19 and everyone they live with should wear a well-fitting mask inside the home.
- If possible, one person should care for the person with COVID-19 to limit the number of people who are in close contact with the infected person.
- Take steps to protect yourself and others to reduce transmission in the home:
 - Quarantine if you are not up to date with your COVID-19 vaccines.
 - Isolate if you are sick or tested positive for COVID-19, even if you don't have symptoms.

Learn more about the public health recommendations for testing, mask use, and quarantining of close

contacts, like yourself, who have ongoing exposure. These recommendations differ depending on your vaccination status.

What should I do if I have ongoing exposure to COVID-19 from someone I live with?

Recommendations for this situation depend on your vaccination status:

If you are not up to date on COVID-19 vaccines and have ongoing exposure to COVID-19, you should:

- Begin quarantine immediately and continue to quarantine throughout the isolation period of the person with COVID-19.
- Continue to quarantine for an additional 5 days starting the day *after* the end of isolation for the person with COVID-19.
- Get tested at least 5 days after the end of isolation of the infected person that lives with them.
 - If you test negative, you can leave the home but should continue to wear a well-fitting mask when around others at home and in public until 10 days after the end of isolation for the person with COVID-19.
- Isolate immediately if you develop symptoms of COVID-19 or test positive.

If you are up to date with COVID-19 vaccines and have ongoing exposure to COVID-19, you should:

- Get tested at least 5 days after your *first* exposure. A person with COVID-19 is considered infectious starting 2 days before they develop symptoms, or 2 days before the date of their positive test if they do not have symptoms.
- Get tested again at least 5 days after the end of isolation for the person with COVID-19.
- Wear a well-fitting mask when you are around the person with COVID-19, and do this throughout their isolation period.
- Wear a well-fitting mask around others for 10 days after the infected person's isolation period ends.

Isolate immediately if you develop symptoms of COVID-19 or test positive.

What should I do if multiple people I live with test positive for COVID-19 at different times?

Recommendations for this situation depend on your vaccination status:

- If you are not up to date with your COVID-19 vaccines, you should:
 - Quarantine throughout the isolation period of *any* infected person that you live with.
 - Continue to quarantine until 5 days *after* the end of isolation date for the *most recently infected* person that lives with you. For example, if the last day of isolation of the person most recently infected with COVID-19 was June 30, the new 5-day quarantine period starts on July 1.
 - Get tested at least 5 days *after* the end of isolation for the *most recently infected* person that lives with you.
 - Wear a well-fitting mask when you are around *any* person with COVID-19 while that person is in isolation.
 - Wear a well-fitting mask when you are around other people until 10 days after your last close contact.
 - Isolate immediately if you develop symptoms of COVID-19 or test positive.
- If you are up to date with COVID-19 your vaccines, you should:
 - Get tested at least 5 days after your first exposure. A person with COVID-19 is considered infectious starting 2 days before they developed symptoms, or 2 days before the date of their positive test if they

- Get tested again at least 5 days *after* the end of isolation for the *most recently infected* person that lives with you.
- Wear a well-fitting mask when you are around *any* person with COVID-19 while that person is in isolation.
- Wear a well-fitting mask around others for 10 days *after* the end of isolation for the *most recently infected* person that lives with you. For example, if the last day of isolation for the person most recently infected with COVID-19 was June 30, the new 10-day period to wear a well-fitting mask indoors in public starts on July 1.
- Isolate immediately if you develop symptoms of COVID-19 or test positive.

I had COVID-19 and completed isolation. Do I have to quarantine or get tested if someone I live with gets COVID-19 shortly after I completed isolation?

No. If you recently completed isolation and someone that lives with you tests positive for the virus that causes COVID-19 shortly after the end of your isolation period, you do not have to quarantine or get tested as long as you do not develop new symptoms. Once all of the people that live together have completed isolation or quarantine, refer to the guidance below for new exposures to COVID-19.

- If you had COVID-19 in the previous 90 days and then came into close contact with someone with COVID-19, you do not have to quarantine or get tested if you do not have symptoms. But you should:
 - Wear a well-fitting mask indoors in public for 10 days after your last close contact.
 - Monitor for COVID-19 symptoms for 10 days from the date of your last close contact.
 - Isolate immediately and get tested if symptoms develop.
- If more than 90 days have passed since your recovery from infection, follow CDC's recommendations for close contacts. These recommendations will differ depending on your vaccination status.

More Information

[How to Determine a Close Contact for COVID-19](#)

[How To Talk To Your Close Contacts](#)

[Covid-19 Quarantine vs. Isolation](#)

Last Updated Mar. 30, 2022



When it comes to concussion management, choose the first FDA-cleared aid in the assessment and management of concussion for ages 12-80: ImPACT.





Get More. Get IMPACT.

As media attention increases and public awareness grows about the risks of concussion, the number of companies making diagnostic and prescriptive claims about brain injury multiples.

With so much noise out there, it's critical to separate validated research from unsubstantiated claims. It is time to set the record straight.

What do you need to ask and know when considering a solution for concussion evaluation and management? A lot more than you might expect:

- Who is the first FDA-cleared aid in the assessment and management of concussion for ages 12-80?
- Who has the most experience creating a valid and clinically useful measure of neurocognitive abilities?
- Which assessment aid for concussion offers the greatest reliability?
- Who offers industry-leading product training and continuing education?
- Why do I need normative data for informed decision making?
- How can I ensure extensive, industry-leading security of my data in the U.S., Canada, and the E.U?
- What additional components should I consider for my concussion management program?

The human brain is often referred to as the most complex structure in the known universe.

Unlock this complexity with IMPACT, the standard of care in concussion assessment.



Who has the most experience?

You need complete confidence in the team and technology that stands behind your concussion evaluation and management solution. When evaluating a company's concussion products, know that 9 out of 10 healthcare providers surveyed¹ select IMPACT.

It's also important to understand that the test is just the tip of the iceberg. Look for depth of knowledge and experience—this can only be amassed from many years of specialized concussion-related neurocognitive clinical research.

If a company presents you a "solution" to your concerns about reducing the risks associated with concussion, ask them about the research supporting their claims, the internal quality assurance they maintain, and how they support their solution. IMPACT has more research supporting its reliability than all of our competitors combined and offers comprehensive, person-based product support.

Get this: Less experienced companies may place heavy focus on the simplicity of their product. But remember, you're not in need of a computer game; you need the clinician's choice—IMPACT. An effective concussion management solution should deliver as much comprehensive, clinically-accepted information that professional healthcare providers need to inform clinical decisions.

Get more: IMPACT Applications is the most experienced provider of computerized neurocognitive concussion evaluation tools in the market. Our depth of experience has remained unchallenged since we created and defined the space over 19 years ago. We are the first medical device to receive concussion-specific clearance from the US Food and Drug Administration (FDA) and we continue to lead in quality, support, research, and product training.

96%+
of Healthcare Providers
Choose IMPACT Over
Other Concussion
Management Offerings

- IMPACT leads the industry—and has done so for over 19 years—and has been administered over 20 million times.
- Founded by the pioneers of concussion management, our offerings continue to be developed with input from—and used by—the world's leading medical experts.

¹ In 2015, IMPACT Applications engaged a 3rd party firm to survey doctors and athletic trainers who use computerized neurocognitive testing. Survey results reflect data collected from the 282 respondents who completed the survey.



Which product shows the greatest reliability?

Test reliability is an often-discussed issue in concussion evaluation. Many factors can contribute to improved measurement accuracy, consistency of results, and overall reliability. Understand these factors for any concussion tools you consider — and demand independent research to support all claims.

ImpACT is a highly reliable concussion assessment aid that can assist trained clinicians in their decision making. Here's some context:

- ImpACT has higher reliability and sensitivity than many common medical tests – including heart rate, blood pressure and blood glucose tests. Our normative database contains over 72,000 cases, providing you a sound basis for decision making about an individual's performance.

Get this: Some companies promote home-based concussion testing. To ensure reliability, ImpACT is designed to be delivered by a trained test administrator in a controlled environment—and we've trained hundreds more administrators than anybody else.

Get more: ImpACT is the most scientifically researched concussion assessment aid you can find. We are the undisputed leader in reliable and valid concussion assessment.

Superior & Unmatched Reliability

- ImpACT is cleared by the FDA and backed by the largest database of clinical research.
- Supported by over 600 peer-reviewed research articles.
- Over 75% of healthcare providers surveyed agree that ImpACT is the most scientifically validated computerized neurocognitive tool available.
- No baseline? No worries. ImpACT provides more normative data to compare post-injury tests against.

178



Where can I find industry-leading product training?

IMPACT Applications maintains a longstanding commitment to concussion evaluation and management training. Our training programs are critical for learning how to use IMPACT products properly and for understanding what our products can and cannot do.

Any concussion management program is only as good as the test administrators and clinicians who use the test to inform their decision-making. Our 4800+ trained healthcare providers include clinicians (doctors), athletic trainers, physical/physio therapists, and occupational therapists and the training they have completed is recognized in the industry. Professional groups including the Board of (BOC) allow IMPACT Applications to award Continuing Education (CE) and Evidence-Based Practice (EBP) credits in accordance with their exacting standards.

No one else in the industry continuously offers training delivered by experts and led by concussion-industry pioneers. Options include:

- Live webinars
- Video on-demand educational courses
- Healthcare provider programs
- Customized client-partner training
- Credentialing courses
- Required annual CE to ensure up-to-date education

Get this: Most concussion management companies hope you won't ask them about their training. That's because, for many, their training offerings are limited and have not been approved for continuing education credit.

Get more: More than 73 percent of survey respondents² say that the high quality training we provide is part of why they choose IMPACT. Our clients and partners praise the quality and selection of our training and the course material.

Quality Training that Leads the Industry

"The IMPACT Training Workshop was extremely well-organized, and the presentations were excellent. It has already made a difference in how I approach treatment for concussions in motor-vehicle accidents, and will be of great value as we set up a sports concussion program."

Mitchell Clionsky, PhD / Clionsky Neuro Systems, Springfield, MA

² Of the 282 responders to IMPACT's 2015 survey, 272 identified themselves as IMPACT users.



Why do I need normative data for informed decision making?

Healthcare providers rely on normative data to understand characteristics in a specific population at a given time. Due to the importance of making accurate clinical decisions about an individual, you should only rely on a test that is well normed.

We believe that a sufficient amount of normative data helps to address these known issues. Additionally, normative data gives you a basis for comparison when the individual does not have a baseline assessment. ImpACT Applications is committed to providing trained care providers information that they can use to inform their clinical decisions. Our normative database contains over 72,000 cases.

Get this: It is time consuming and expensive to collect a large and representative normative sample. ImpACT Applications has made those resource investments to collect comprehensive normative data to aid your clinical decision making. On the other hand, products that have too little data or simplify the decision making to “red-yellow-green” can lead to inaccurate decisions and poor care.

Get more: ImpACT has been administered millions of times. As an ImpACT user, that's data you can apply to confidently make care decisions.

More Normative Data =

More Ways to Identify Concussion Symptoms, Surface Possible Aberrations, and Determine a Course of Action

- ImpACT's normative database contains over 72,000 cases.
- Comparisons to normative data allow clinicians to identify signs of concussion, even in the absence of baseline scores.



How can I ensure extensive, industry-leading security of my data?

In an era where concussions are being discussed in the courtroom and on the news nearly as often as they're talked about in clinical settings, you need complete confidence that you have a data security plan that can withstand wide-ranging scrutiny. At IMPACT Applications, our rigorous approach maintains the accessibility of your data without compromising security.

3. We follow a strict disaster recovery process.
4. In the event of a data breach, all data access is immediately disabled.
5. Data center uptime is safeguarded by a service level agreement (SLA).
6. We maintain redundant data backup in multiple secure and independent data centers.

IMPACT Applications' quality policy is to meet or exceed all relevant global regulations and standards. We comply with HIPAA and all applicable Principles defined by the GDPR, PIPEDA, UK GDPR, and Australia Privacy Act. We maintain an EU-compliant data center and abide by a strict and comprehensive quality management system for medical device product development, safety, security and privacy risk management. IMPACT Applications, Inc. is ISO 13485 certified and audited to SOC 2 Type 2.

Data security is a serious matter. Here are a few facts to consider:

1. All personally identifiable information is encrypted at rest and transmission for added security.
2. Your data cannot be accessed or viewed by any other client. You must have the proper credentials to retrieve any data.

Get this: Some concussion management solutions may not meet the data security requirements of large organizations—or even the data security best practices that growing businesses seek. When evaluating concussion management partners, be sure to ask for and understand the facts on their data security. If they can't tell you how they are protecting your data, move on.

Get more: IMPACT is SOC 2 Type 2 audited every year. You can rest assured knowing your data is secure with us.

IMPACT: Extensive Global Data Security

- Certified ISO 13485 global company
- SOC 2 Type 2 audited
- Operates in four separate data centers and maintains EU data security compliance
- Maintains redundant and independent data backups
- 24x7x365 data availability



What additional components should I consider for my program? How should they be delivered?

IMPACT Applications offers a carefully developed suite of products for use by multi-disciplinary concussion management teams. We provide high-quality, validated concussion evaluation and management technology driven by the latest data, research, and customer needs. Our tools have undergone use and interpret.

When considering other concussion management on the market, healthcare providers have told us that it is to products that provide the level of support they need. IMPACT Applications comprehensive, person-based product support across US and European time zones. And when asked about their most recent experience with IMPACT support, 96% of survey respondents agree their issue was handled promptly and professionally, that the answer addressed their issue and that the support personnel took a genuine interest in helping them solve it.

Get this: Some “concussion experts” who sell other products actually use IMPACT in their daily practice. That’s right—they sell one solution, and they use ours. Before you invest in their program, check to see if their founder, clinic or staff is listed as an IMPACT-trained healthcare provider. If so, ask them why they’re hedging their investment!

Get more: IMPACT offers multiple fully-supported products that operate on stand-alone platforms, giving you access to specific norm data for each product you use and providing you the flexibility to customize a concussion management protocol that fits the needs of you and your test takers.

Who uses IMPACT?

We're glad you asked:

- Over 10,000 US high schools and over 700 US colleges and universities
- Most professional US sports teams
- The UK-based football (soccer) governing body The Football Association
- International Football & Futsal Development Campus (IFFDC)
- F1 Racing
- World Rally Racing



The IMPACT Product Suite: Developed Based on Science; Fully Supported



IMPACT (Immediate Post-Concussion Assessment and Cognitive Test)

IMPACT is an FDA-cleared concussion assessment aid for ages 12-80.



IMPACT Pediatric

IMPACT Pediatric is an FDA-cleared concussion assessment aid for ages 5-11.



IMPACT Quick Test

IMPACT Quick Test is an FDA-cleared concussion screening tool for removal from activity decisions for ages 12-70.



Cognitive Impairment Screener (CIS)

CIS is a screening tool for identifying cognitive deficits and mental illnesses for ages 18-80.



IMPACT Passport

IMPACT Passport is a free mobile app that allows test takers to store their unique 12-digit IMPACT Passport ID and grant healthcare providers access to their test results.

Many of the discussions that occur in the media about concussion management today—and most of the products that companies are racing to bring to market—minimize the importance of trained clinical expertise and fail to fully address the complexities of neurocognitive science. At IMPACT Applications, we take a different approach. While others hope you'll believe their products are similar to ours, **no other** concussion management product on the market today offers more experience, reliability, training & support, normative data and security than IMPACT.

To discuss how IMPACT can help you build or improve your concussion management program, please contact us today:
email: info@impacttest.com



IMPACT
APPLICATIONS, INC.

WEB

www.impacttest.com

E-MAIL

info@impacttest.com

TELEPHONE

+1 (877) 646 7991



BASELINE

- 200
- 400
- 600
- 1000

POST-INJURY

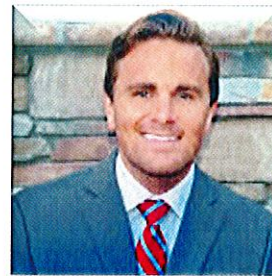
10 Post-Injury Tests Included

Impact Quick Test annual unlimited use

license included

Package 1

\$462



Nick Gigliotti, PT, DPT, MTC

To: Parents of Chisholm Student Athletes
RE: Sports Medicine Services

We are pleased to inform you that **Big Stone Therapies, Inc.** again is offering sports medicine coverage to student athletes at **Chisholm** High School:

- 1) *Nick Gigliotti* will be available to screen athlete injuries on Wednesday afternoons between 3 p.m. and 4:30 p.m. when school is in session. During the winter season, Nick will be in the training room at the high school gym from 3:30 – 4:30 p.m.
 - a. Following the screen, he will communicate with the athlete, their coach and/or parent(s) if needed regarding any recommendations, referrals or needed care.
- 2) *Nick* will be on the sideline to provide care for athletes of all home varsity football games, all home-site playoffs games. Additional event coverage will be arranged by Athletic Director Travis Vake.
- 3) For injuries that occur when Nick is not present, you can contact his cell at 218.780.2991 to set up an alternative time for a screen. Nick is available for calls and texts from parents and looks forward to discussing any and all concerns.
- 4) We are unable to provide treatment or rehabilitation at the school. If an athlete is injured and unable to participate in their sport, we will recommend athlete schedules an appointment with their provider of choice to determine the best course of care.
 - a. Big Stone Therapies offers comprehensive Physical and Occupational Therapy for CHS student athletes at our clinic located at 321 6th St NE, Chisholm, MN. We will work with the athletes and their provider to get them back to their sport as quickly as possible.
 - i. Our number at the clinic is 218.274.7712
 - ii. If you have questions or concerns about your child at any time, please contact Nick you can contact his cell at 218.780.2991
- 5) If a suspected concussion occurs, athlete will enter the concussion protocol and a concussion screen will be completed.
 - a. Prior to returning to sports, athlete must complete all phases of the concussion protocol as set forth by Minnesota state legislation and the MN State High School league in order to return to clearance for competition.

Thank you and we wish the Bluestreak student athletes and their families the best for this upcoming school year. Stay Healthy!!

Visit our website at www.bigstonetherapies.com.

Nicholas W. Gigliotti
Nicholas W. Gigliotti, PT, DPT, MTC