

Chisholm School District School Board Meeting Agenda

Monday, August 12, 2024 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. Consent Agenda

A. Minutes of the July 22, 2024 Regular Meeting. 5

Accounts Payable for the month of July 2024 in the amount of
\$\$1,460,048.30.

Payrolls for the month of July 2024 in the amount of \$184,597.70.

Attachments:

July 2024 AP 5

V. Approve Agenda

A. Motion to approve the resignation of Adam Schafer, Social Studies
Instructor and All Night Grad Party Advisor, effective July 24, 2024. 15

Attachments:

A. Schafer Resignation 15

B. Motion to accept the resignation of Doug Allen, Custodian/Bus Driver,
Elementary School, effective August 30, 2024. 16

Attachments:	
D. Allen Resignation	16
C. Motion to approve the hiring of Peighton Worlie to Job #276 4-8 Interventionist, Elementary/High School, effective August 26, 2024.	17
Attachments:	
Recommend to Hire P. Worlie	17
D. Motion to approve the hiring of Macoy Rudolph to Job #277, Social Studies Instructor, High School, effective August 26, 2024.	18
Attachments:	
Recommend to Hire M. Rudolph	18
E. Motion to approve the Preschool-6th Grade Student handbook for the 2024-2025 school year as presented.	19
Attachments:	
CE_VS 2024-2025 Student Manual	19
F. Motion to approve the 7th-12th Grade Student Handbook for the 2024-2025 school year as presented.	57
Attachments:	
2024-2025 HS Student Handbook	57
G. Motion to adopt Resolution Stating the Intention of the School Board to Issue and Sell General Obligation Capital Facilities Bonds to Finance Certain Capital Projects; Covenanting and Obligating the District to be Bound by and to Use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and interest on the Bonds; and Declaring the Official intent of the District to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the District	94
Attachments:	
Parameters Resolution-ISD 695 - GO Capital Facilities Bonds	94
H. Motion to approve the Professional Service Agreement between North Homes, Inc. and Independent School District 695 for the 2024-2025 school year.	100
Attachments:	
North Homes 2024-25 Service Agreement	100
I. Motion to approve the Letter of Engagement with Sterle and Co. LTD. for the Fiscal Year 2024 Audit.	110
Attachments:	

Sterle & Co. ltd	110
J. Motion to approve payment to Tyler Technologies in the amount of \$8,665.00 for the purchase of software and services to help student transportation for the 2024-2025 school year.	118
Attachments:	
Tyler Technologies quote 2024-2025	118
K. Approve Policy 722 Public Data and Data Subject Requests	123
Attachments:	
Policy 722 Public Data and Data Subject Requests	123
L. Approve Policy 503 Student Attendance	131
Attachments:	
Policy 503 Student Attendance	131
M. Approve Policy 506 Student Discipline	138
Attachments:	
Policy 506 Student Discipline	138
N. First Reading of Policy 529 Staff Notification of Violent Behavior by Students	158
Attachments:	
Policy 529 Staff Notification of Violent Behavior by Students	158
O. First Reading of Policy 530 Immunization Requirements	163
Attachments:	
Policy 530 Form	163
Policy 530 Immunization Requirements	166
P. First Reading of Policy 531 The Pledge of Allegiance	170
Attachments:	
Policy 531 The Pledge of Allegiance	170
Q. First Reading of Policy 535 Service Animals in Schools	171
Attachments:	
Policy 535 Service Animals in Schools	171
R. First Reading of Policy 605 Alternative Educational Services	176
Attachments:	
Policy 605 Alternative Educational Services	176

VI. Action Agenda

VII. Discussion

VIII. Information

IX. Adjourn

Summary of Payments Issued:

July Accounts Payable Checks	\$1,413,237.30
July Accounts Payable Wires	<u>\$46,811.00</u>
Total Accounts Payable	\$1,460,048.30

ISD 695-Chisholm Void Payment Listing with Detail

Batch	Co	Pmt No	Bank	Check No	Pmt Dt	Type	Grp Code	Rcd	Vendor	Curr	Print	Recon	Void	You No	Period	Void Dt	Amount
0695		38754	10	81058	06/27/2024	Check	1	08215	RADKO IRON & SUPPLY	USD	Yes	No	Yes	65350	202501	07/23/2024	(1,008.00)
Payment Total:																	
																	(1,008.00)
0695		38776	10	81026	06/27/2024	Check	1	2919	ARROWHEAD DRIVERS TR.	USD	Yes	No	Yes	65421	202501	07/30/2024	(660.00)
Payment Total:																	
																	(660.00)
0695		38780	10	81046	06/27/2024	Check	1	3618	KAJEET, INC.	USD	Yes	No	Yes	65436	202501	07/30/2024	(3,949.25)
Payment Total:																	
																	(3,949.25)
0695		38831	10	81128	07/16/2024	Check	1	10275	VAAALER INSURANCE INC	USD	Yes	No	Yes	65575	202501	07/23/2024	(46,551.00)
Payment Total:																	
																	(46,551.00)
Payment Total:																	
																	0.00

**ISD 695-Chisholm
Detail Payment Register By Check**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
0695	10		3881	R1	WEX HEALTH INC		Wire		
PO#:		Voucher #:	65536	Invoice	Invoice No: 0001983902-IN	7/16/2024		\$240.00	\$240.00
			E 01	005	930 000 000 251	Emp Sponser Hlth Reimb Arr			
0695	10		4146	RMIT	CONTINENTAL CASUALTY COMPANY		Wire		
PO#:		Voucher #:	65589	Invoice	Invoice No: 06302024	7/18/2024		\$46,571.00	\$46,571.00
			E 06	005	867 000 382 520	Bldgs Acquisition or Construct			
Report Total:									\$46,811.00

ISD 695-Chisholm

Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695	10	38838	81101	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	07/16/2024	2,254.98
		38899	81162	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	07/30/2024	114.52
		38896	81163	Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	USD	07/30/2024	307.00
		38843	81102	Check	1	3220		APG MEDIA OF MN	Yes	No	No	USD	07/16/2024	2,893.00
		38801	81075	Check	1	00150	R1	ARAMARK	Yes	No	No	USD	07/08/2024	570.70
		38802	81076	Check	1	00428		ARCC	Yes	No	No	USD	07/08/2024	18,159.37
		38865	81137	Check	1	00428		ARCC	Yes	No	No	USD	07/23/2024	700.00
		38900	81164	Check	1	2919		ARROWHEAD DRIVERS TRAINING LTD	Yes	No	No	USD	07/30/2024	664.00
		38853	81103	Check	1	4075		ASCENDANCE TRUCKS, LLC	Yes	No	No	USD	07/16/2024	534.25
		38837	81104	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	07/16/2024	94.14
		38810	81077	Check	1	1944		AVIBEN	Yes	No	No	USD	07/08/2024	138.40
		38817	81078	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	USD	07/08/2024	11,259.00
		38818	81079	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	USD	07/08/2024	3,087.50
		38819	81080	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	USD	07/08/2024	3,087.50
		38820	81081	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	USD	07/08/2024	346.45
		38860	81132	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	USD	07/22/2024	351.15
		38861	81133	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	USD	07/22/2024	11,259.00
		38814	81082	Check	1	2296		BLUE CROSS/BLUE SHIELD OF MN	Yes	No	No	USD	07/08/2024	66,623.50
		38858	81130	Check	1	2296		BLUE CROSS/BLUE SHIELD OF MN	Yes	No	No	USD	07/22/2024	65,212.20
		38884	81138	Check	1	3375		BOBCAT OF DULUTH	Yes	No	No	USD	07/23/2024	75.85
		38846	81105	Check	1	3542	R1	BRAUN INTERTEC CORPORATION	Yes	No	No	USD	07/16/2024	2,197.50
		38842	81106	Check	1	3060		BSN SPORTS	Yes	No	No	USD	07/16/2024	4,689.83
		38880	81139	Check	1	3060	R1	BSN SPORTS	Yes	No	No	USD	07/23/2024	508.71
		38878	81140	Check	1	2774		BUHL WATER CO INC	Yes	No	No	USD	07/23/2024	60.00
		38866	81141	Check	1	01612		C & J INTERIORS	Yes	No	No	USD	07/23/2024	395.94
		38828	81107	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	07/16/2024	4,718.48
		38852	81108	Check	1	3933		CTC	Yes	No	No	USD	07/16/2024	2,552.09
		38877	81142	Check	1	2599		DALCO ENTERPRISE	Yes	No	No	USD	07/23/2024	514.81
		38875	81143	Check	1	1565		DECKER EQUIPMENT	Yes	No	No	USD	07/23/2024	45.55
		38821	81083	Check	1	3420		DYNAMIC GARAGE DOOR, LLC	Yes	No	No	USD	07/08/2024	160.50
		38890	81165	Check	1	02569		ECOLAB PEST ELIMINATION DIV	Yes	No	No	USD	07/30/2024	179.20
		38829	81109	Check	1	03018		EXCEL BUSINESS SYSTEM	Yes	No	No	USD	07/16/2024	2,466.81
		38897	81166	Check	1	2302	R1	FASTENAL	Yes	No	No	USD	07/30/2024	116.05
		38847	81110	Check	1	3756		FRONTLINE TECHNOLOGIES GROUP LI	Yes	No	No	USD	07/16/2024	6,474.89
		38851	81111	Check	1	3929	R1	GIPPER MEDIA INC	Yes	No	No	USD	07/16/2024	3,000.00
		38811	81084	Check	1	1957		GOPHER	Yes	No	No	USD	07/08/2024	156.87
		38804	81085	Check	1	03570		GRAINER	Yes	No	No	USD	07/08/2024	51.19
		38816	81086	Check	1	2341	REMIT	GREGORY SKALKO	Yes	No	No	USD	07/08/2024	400.00
		38812	81087	Check	1	2066		IASCO	Yes	No	No	USD	07/08/2024	308.79
		38845	81112	Check	1	3457		INGENSA INC.	Yes	No	No	USD	07/16/2024	236,426.17
		38823	81088	Check	1	3689		IRON RANGE PLUMBING AND HEATING	Yes	No	No	USD	07/08/2024	1,124.62

ISD 695-Chisholm Check Register by Bank and Check

Batch Co	Bank	Pynt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695	10	38867	81144	Check	1 04375		ISD #0709 DULUTH	Yes	No	No	USD	07/23/2024	6,165.50
		38868	81145	Check	1 04377		ISD #0712 MT IRON-BUHL	Yes	No	No	USD	07/23/2024	55,761.84
		38832	81113	Check	1 1842		ISD #8076 NORTHLAND LEARNING	Yes	No	No	USD	07/16/2024	85,566.67
		38848	81114	Check	1 3820		JEFFERY DAVIN ANDERSON	Yes	No	No	USD	07/16/2024	1,750.00
		38895	81167	Check	1 1154		JOHNSON CONTROLS	Yes	No	No	USD	07/30/2024	1,670.00
		38887	81146	Check	1 4148		JRK STEEL	Yes	No	No	USD	07/23/2024	34,713.80
		38803	81089	Check	1 03553		JUBILEE FOODS	Yes	No	No	USD	07/08/2024	49.26
		38901	81168	Check	1 3618		KAJEET, INC.	Yes	No	No	USD	07/30/2024	3,949.25
		38905	81169	Check	1 4151		KAYLA MILLER BECHTHOLD	Yes	No	No	USD	07/30/2024	170.00
		38805	81090	Check	1 05206	R1	L & M FLEET SUPPLY	Yes	No	No	USD	07/08/2024	185.39
		38870	81147	Check	1 05206	R1	L & M FLEET SUPPLY	Yes	No	No	USD	07/23/2024	376.60
		38891	81170	Check	1 05206	R1	L & M FLEET SUPPLY	Yes	No	No	USD	07/30/2024	257.63
		38855	81115	Check	1 4132		LANDWEHR CONSTRUCTION	Yes	No	No	USD	07/16/2024	320,878.65
		38844	81116	Check	1 3431		LEVEL DATA	Yes	No	No	USD	07/16/2024	4,050.50
		38834	81117	Check	1 2232		LOWES	Yes	No	No	USD	07/16/2024	92.79
		38822	81091	Check	1 3605		LVC COMPANIES	Yes	No	No	USD	07/08/2024	1,206.80
		38806	81092	Check	1 05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	07/08/2024	2,413.84
		38859	81131	Check	1 05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	07/22/2024	2,391.01
		38889	81148	Check	1 4150	RMIT	MARSH & MCLENNAN AGENCY	Yes	No	No	USD	07/23/2024	152,669.88
		38856	81118	Check	1 4141		MASBO	Yes	No	No	USD	07/16/2024	110.00
		38815	81093	Check	1 2320		MEDICARE BLUE RX	Yes	No	No	USD	07/08/2024	17,250.00
		38862	81134	Check	1 2320		MEDICARE BLUE RX	Yes	No	No	USD	07/22/2024	17,250.00
		38876	81149	Check	1 2558		MESABI GLASS WINDOW DOORS INC	Yes	No	No	USD	07/23/2024	36,776.75
		38892	81171	Check	1 06183		MESPA	Yes	No	No	USD	07/30/2024	175.00
		38809	81094	Check	1 1584		MID-AMERICAN RESEARCH CHEMICAL	Yes	No	No	USD	07/08/2024	9,586.28
		38881	81150	Check	1 3097	REMIT	MINNEAPOLIS OXYGEN COMPANY	Yes	No	No	USD	07/23/2024	29.53
		38863	81135	Check	1 2971		MINNESOTA LIFE INSURANCE	Yes	No	No	USD	07/22/2024	2,235.71
		38864	81136	Check	1 2971		MINNESOTA LIFE INSURANCE	Yes	No	No	USD	07/22/2024	2,197.71
		38807	81095	Check	1 06375		MN POWER	Yes	No	No	USD	07/08/2024	10,610.42
		38893	81172	Check	1 06375		MN POWER	Yes	No	No	USD	07/30/2024	9,085.76
		38835	81119	Check	1 2278		MN TELECOMMUNICATIONS	Yes	No	No	USD	07/16/2024	751.00
		38850	81120	Check	1 3844		MOSYLE CORPORATION	Yes	No	No	USD	07/16/2024	3,024.00
		38836	81121	Check	1 2303		NAPA AUTO PARTS	Yes	No	No	USD	07/16/2024	387.85
		38898	81173	Check	1 2303		NAPA AUTO PARTS	Yes	No	No	USD	07/30/2024	16.72
		38830	81122	Check	1 06850		NORTHEAST SERVICE COOPERATIVE	Yes	No	No	USD	07/16/2024	150.00
		38871	81151	Check	1 06850		NORTHEAST SERVICE COOPERATIVE	Yes	No	No	USD	07/23/2024	200.00
		38808	81096	Check	1 06979		NORTHERN MINNESOTA DENTAL, INC	Yes	No	No	USD	07/08/2024	8,351.00
		38839	81123	Check	1 2795		PARK STATE BANK	Yes	No	No	USD	07/16/2024	331.90
		38840	81124	Check	1 2795		PARK STATE BANK	Yes	No	No	USD	07/16/2024	857.85
		38879	81152	Check	1 2795		PARK STATE BANK	Yes	No	No	USD	07/23/2024	810.25
		38833	81125	Check	1 2019		PITNEY BOWES/INC	Yes	No	No	USD	07/16/2024	53.77

ISD 695-Chisholm Check Register by Bank and Check

Batch Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695	10	38888	81153	Check	1	4149		PRODIGY DISC INC	Yes	No	No	USD	07/23/2024	337.87
		38872	81154	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	USD	07/23/2024	1,017.59
		38873	81155	Check	1	08310		RANGE CORNICE AND ROOFING CO	Yes	No	No	USD	07/23/2024	827.00
		38882	81156	Check	1	3217		RSCHOOLTODAY	Yes	No	No	USD	07/23/2024	1,563.00
		38813	81097	Check	1	2272		RYANS INDEPENDENT ELECTRIC	Yes	No	No	USD	07/08/2024	3,746.93
		38883	81157	Check	1	3250		SFM	Yes	No	No	USD	07/23/2024	59,469.00
		38904	81174	Check	1	4134		SISU INVESTMENTS, LLC	Yes	No	No	USD	07/30/2024	69.00
		38824	81098	Check	1	4001		SQUIRES, WALDSPURGER & MACE, P.	Yes	No	No	USD	07/08/2024	137.50
		38849	81126	Check	1	3840		TECH CHECK	Yes	No	No	USD	07/16/2024	2,278.57
		38841	81127	Check	1	2803		THELEN HEATING & ROOFING	Yes	No	No	USD	07/16/2024	14,250.00
		38894	81175	Check	1	10255		THRYV	Yes	No	No	USD	07/30/2024	74.00
		38869	81158	Check	1	05150	R1	TK ELEVATOR CORPORATION	Yes	No	No	USD	07/23/2024	5,917.62
		38874	81159	Check	1	1340		ULINE	Yes	No	No	USD	07/23/2024	1,232.50
		38885	81160	Check	1	3847	R1	VC3	Yes	No	No	USD	07/23/2024	968.68
		38903	81176	Check	1	4118		VENTRIS LEARNING	Yes	No	No	USD	07/30/2024	90.00
		38825	81099	Check	1	4112		VESTIS GROUP, INC.	Yes	No	No	USD	07/08/2024	365.99
		38902	81177	Check	1	4051		VITAMIN K12, LLC	Yes	No	No	USD	07/30/2024	1,200.00
		38826	81100	Check	1	4131		WELLS CONCRETE PRODUCTS, CO.	Yes	No	No	USD	07/08/2024	38,845.59
		38854	81129	Check	1	4131		WELLS CONCRETE PRODUCTS, CO.	Yes	No	No	USD	07/16/2024	27,919.74
		38886	81161	Check	1	4147		WTG TERRAZZO & TILE, INC.	Yes	No	No	USD	07/23/2024	4,085.00

Bank Total: 10

Report Total:

\$1,413,237.30
\$1,413,237.30

Jul 24, 2024

To whom it may concern,

I am writing to formally resign from my position(s) as High School Social Studies teacher and All Night Grad Party Advisor effective July 24, 2024.

Thank you for the opportunities for personal and professional growth at CHS over the last 7 years.

Sincerely,

Adam Schafer

Doug Allen retirement

1 message

Doug Allen <dallen@chisholm.k12.mn.us>
To: Lisa Aldrich <laldrich@chisholm.k12.mn.us>

Tue, Jul 30, 2024 at 7:12 AM

Today I tender my resignation for retirement to take effect on August 30th, 2024. Sincerely Douglas P. Allen.

--

Doug Allen
Bus Driver/Custodian
Chisholm Public Schools
(218) 254-5726 ext. 2914

Recommendation to Hire

Position: Job #276 4-8 Interventionist

Posting duration: 6/13/2024 - 7/24/2024

Advertising Location: MN Jobs, Frontline, Newspaper

Number of Qualified: 6

Licensed Applications: 6

Number interviewed: 4

Interview committee Names:

Principal Hake, Principal Winter, Robbi Albert

Recommended for hire: **Peighton Worlie**

Start Date: **August 26, 2024**

Location: Elementary/High School

Supervisor: Principal Hake/Principal Winter

Recommendation to Hire

Position: Job #277 Social Studies Instructor

Posting duration: June 28, 2024 - July 15, 2024

Advertising Location: MN Jobs, Frontline, Newspaper

Number of Qualified: 6

Licensed Applications: 6

Number interviewed: 4

Interview committee Names:

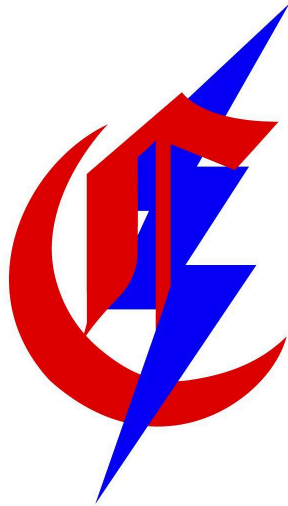
Principal Hake, Jennifer Fleming, Robbi Albert

Recommended for hire: **Macoy Rudolph**

Start Date: **August 26, 2024**

Location: High School

Supervisor: Principal Hake



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	9
Absences	9
Complaints	9
Emergency School Closings	9
E-Learning Days	10
Extracurricular Fees	10
Fundraising	10
Leaving the Building During School Hours	10
Lockers	11
Meal Programs	11
Nondiscrimination	12
Notice of Violent Behavior by Students	12
Parent and Teacher Conferences	12
Pledge of Allegiance	12
Parent Volunteers	12
Release of Student Records	13
Riding the Bus	13
Searches	13

Student Publications and Materials	14
Student Surveys	14
Telephone Use	14
Treats and Snacks in the Classroom	14
Video and Audio Recording	14
Visitors	15
<i>Part II - Academics</i>	
Academic Honesty and Integrity	15
Assessments, Report Cards, & PowerSchool	16
Field Trips/School Trips	16
Homework	16
Make-up Work	17
Parent Right to Know	17
Promotion and Retention	17
Schoology	17
Section 504 Process for Students	18
Special Education Services for Students	18
Testing - Minnesota MCA/MTASS Testing	18
<i>Part III - Rules and Discipline</i>	
Attendance	19
Bullying Prohibition	23
Bus Conduct & Consequences	24
Cafeteria Expectations	24
Cell Phones and Other Electronic Devices	24
Discipline	26
Dress and Appearance	26
Drug-Free School and Workplace	27
Harassment and Violence Prohibition	27

Hazing Prohibition	27
Internet/Technology Acceptable Use	27
Respect of Persons of Authority	28
Tardies	28
Tobacco-Free Schools	29
Vandalism	29
Weapons Prohibition	29
<i>Part IV - Health and Safety</i>	
Asbestos Management Update	29
Child Abuse and Neglect	30
Crisis Management	30
Care Team	30
Emergency Contact Information	30
Emergency Drills	30
Fire Drills	31
Health Services	31
Illnesses/Accidents	31
Immunizations	31
Medications	31
Pesticide Application Notice	33
Wellness	33
<i>Part V - Forms</i>	
MCA-III State Testing Exemption Form (Grades 3-6 only)	34-35
Acknowledgement Form	37

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 418 Drug Free Workplace/School	Policy 530 Immunizations
Policy 419 Tobacco-Free Environment	Policy 531 Pledge of Allegiance
Policy 501 School Weapons	Policy 533 Wellness
Policy 502 Search of Lockers	Policy 534 Unpaid Meal Charges
Policy 503 Student Attendance	Policy 542 Parent Right to Know
Policy 504 Student Dress and Appearance	Policy 707 Transportation of Public School Students
Policy 506 Student Discipline	Policy 711 Video Recording on School Buses
Policy 510 Student Activities	Policy 712 Video Surveillance other than on Buses
Policy 512 School Sponsored Student Publications	Policy 904 Distribution of Material on School District Property by Nonschool Persons
Policy 513 Student Promotion and Retention	Asbestos Notification
Policy 514 Bullying Prohibition	Code of Conduct (See Policy 506)
Policy 515 Protection and Privacy of Pupil Records	Notice Concerning Use of Pesticides
Policy 516 Student Medication	
Policy 520 Student Surveys	
Policy 521 Student Disability Nondiscrimination	
Policy 522 Student Sex Nondiscrimination	

Employee Directory

CHISHOLM ELEMENTARY TEACHERS

Robbi Albert	Curriculum/Dean
Marisa Pessenda	4th Grade
Natalie Yaroscak	4th Grade
Stephanie Jensen	5/6th Science
Amy Rossini	5/6th Math
Myia Paradis	5/6th Social Studies
Julie Nehring	5/6th ELA
Darlene Esler	Special Education
Meagan Scipioni	Special Education
Larry Baker	Music
Ryan Frietas	Band
Kathryn Dewhurst	Physical Education
Lynette Purdy	Physical Education
Peighton Worlie	Title I

VAUGHAN-STEFFENSrud TEACHERS

Laura Owens	ECFE Teacher
Deb Lamphere	ECFE Parent Teacher
Karen Copeman	Pre-K
Megan Lesarbeau	Pre-K
Jessica Rice	Kindergarten
Nico Stish	Kindergarten
Wendy Greer	1st Grade
Chelsey Schmitz	1st Grade
Ciri Falcone	2nd Grade
Chelsea Winans	2nd Grade
Kristen Copp	3rd Grade
Cindi Nelson	3rd Grade
Debbie Jackson	Special Education
Kayla Schneuer	Special Education
Carolyn Ludwig	Special Education
Tara Anderson	Title I
Jennifer Showalter	Title I
Larry Baker	Music
Kathryn Dewhurst	Physical Education
Sarah Peitso	Art

ADMINISTRATION/OFFICE

Mark Morrison	Superintendent
Karla Winter	VS/CE Principal
Lisa Aldrich	Supt. Secretary
Hannah Barney	CE Secretary
Debbie Ferrell	VS Secretary
Hannah Barney	Community Ed Asst.
Jennifer Crotteau	Counselor
Joe Phillips	IT Director

CAFETERIA

Cindy Carlson	CE Kitchen
Jill Ostermann	VS Kitchen

CUSTODIANS/BUS DRIVERS/FACILITIES

Joe Novak	Chief Engineer
Ron Plante	Maintenance Foreman
Jaden Jarmer	Transportation Director
Lindzee Colewell	Custodian/Bus Driver
Kent Forsline	Building and Grounds/Bus Driver
Nick Hill	Custodian/Bus Driver
Jake Landacre	Custodian/Bus Driver
Dan MacLean	Custodian/Bus Driver
Kris Perkovich	Bus Driver
Dave Pallin	Custodian/Bus Driver
Carol Wald	Custodian/Bus Driver

SCHOOL BOARD

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

Welcome to the Chisholm School District

Dear Parent/Guardian,

Welcome to the 2024-25 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

2024-2025 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 2023-2024 Calendar

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					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

August

- 29-30 No Students - Teacher Inservice Day
- 31 Open House

September

- 4 School Closed- Labor day
- 5 First Day of School

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

- 19-20 No School - MEA

November

- 3 End of 1st Quarter
- 16 No Students - Parent/Teacher Conferences
- 17 No School - Conference Exchange Day
- 23 School Closed - Thanksgiving
- 24 No School - Thanksgiving break

December						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

January						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

December

- 25 School Closed - Christmas
- 26-29 No School - Winter Break

January

- 1 School Closed - New Years Day
- 15 No School - Martin Luther King Jr. Day
- 19 End of 2nd Quarter
- 22 No Students - Teacher Inservice Day

February						
Su	Mo	Tu	We	Th	Fr	Sa
				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		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

- 15 No Students - Parent/Teacher Conferences
- 16 No School - Conference Exchange Day
- 19 School Closed - Presidents Day

March

- 28 End of 3rd Quarter
- 29 School Closed - Spring Break

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			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

- 1 School Closed - Spring Break

May

- 27 School Closed - Memorial Day
- 30 Last Day of School for Students and End of 4th Quarter
- 31 No Students - Teacher Inservice Day

June						
Su	Mo	Tu	We	Th	Fr	Sa
						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						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

June

- 19 School Closed - Juneteenth

July

- 4 School Closed - July 4th

Early Release

Open House

No Students / Teacher Inservice Day

School Closed / Holidays

Last Day of Quarter

No Students / Teacher Conferences

First / Last Day for Students

No School

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 7:45-8:00a.m. either on the playground, in the gym (weather depending), or other designated area. 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 – Drop off
 - The small drive through road next to the playground by 1st Ave NE
- Vaughan-Steffensrud- Pick Up
 - On the corner of 9 ½ St. NE and the school bus entrance loop

To avoid congestion parents will be asked to get out of their vehicle and wait at the corner and refrain from coming by the building. All students will be released at the same time.

- 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 North 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 a.m. 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

2024-2025 Participation Fees	Athletic
<i>Varsity and Junior Varsity athletes</i>	\$120.00 per sport
<i>8th Grade and below athletes</i>	\$100.00 per sport
<i>Maximum Fee per Family</i>	\$400.00 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>	<u>Extra Meal</u>
<i>Full Price</i>	Free	Free	\$0.65	\$5.00
<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 for specific requirements. 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 (including phones) 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, FastBridge benchmark assessments are given at least 4 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 35 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.

EXEMPT <u>Absences & Tardies</u>	EXCUSED <u>Absences & Tardies</u>	UNEXCUSED <u>Absences & Tardies</u>
<i>Do Not Count Towards 10</i>	<i>Count Towards 10</i>	<i>Count Towards 10</i>
	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 “Continuing Truant”	Phone call, text, or letter to alert family of attendance concerns and explore what help may be needed	Administration
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 used on school property during the school day (upon entering and exiting the building). All cell phones, smart watches, earbuds/airpods must be turned off and given to their homeroom teacher upon entering the classroom. Students that choose to violate the teacher's classroom rules will be subject to disciplinary action.

Confiscation and Progressive Consequences

Unauthorized Use: If any electronic device, including cell phones, is seen or heard during school hours it may be confiscated by any staff member.

1	First Offense Staff member turns the phone in to the Dean of Students' office or the front office for the remainder of the school day. Staff member will let the student know where the phone can be picked up. STUDENT picks up
2	Second Offense Staff member turns the phone into the Dean of Students' office or the front office for the remainder of the day. Parents will be notified to pick up the phone at the end of the school day. PARENT/GUARDIAN picks up
3	Third Offense Staff member turns the phone into the Dean of Students' office or the front office for the remainder of the day. Parents will be notified to pick up the phone at the end of the school day. PARENT/GUARDIAN picks up
4	Fourth Offense Cell phone plan created. Phone may be held by administration during days or not allowed on site. Parents/Guardians devise a plan together with school administration.
5	Fifth Offense Cell phone no longer allowed on site.

**IF A STUDENT REFUSES TO GIVE A STAFF MEMBER THEIR PHONE,
THE STUDENT WILL CALL HOME AND/OR BE SENT HOME**

Specific Restrictions

- **Bathrooms** - Devices with photo-taking capabilities are NOT allowed in bathrooms at any time. Confiscation and search of such device is standard procedure if found in these areas.
- **Lockdowns & Fire Drills** - Phone usage during lockdown and fire drills is prohibited. The school district will notify parents if/when the need arises.
- **Unauthorized Recording and Posting** - Students who use their device to record, transmit, or post pictures or videos of other students, faculty, or school employees without permission on school grounds or the bus, will face disciplinary action. 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.

- **Smart Watches, Earbuds, and Headphones** - Smart watches, earbuds, and headphones may NOT be worn in the hallways, outside and cafeteria.
- **Phone Calls** - Students are not to use their phones or smart watches to call or text individuals during the school day. Telephones are located in the office and teachers' rooms for student use, if needed. Students will not be called to the telephone during the school day except for emergencies.

Compliance

By following these guidelines, students will help maintain a focus and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions described above.

The school district is NOT responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus by students.

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, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled 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 #418* 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.

Care Team

ISD#695 will have a Care 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 30 days 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. *For further information please refer to Board Policy #530 on the district's website.*

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 their classroom teacher.

Your cooperation in this matter is greatly appreciated.

Sincerely,

Karla Winter
Elementary Principal

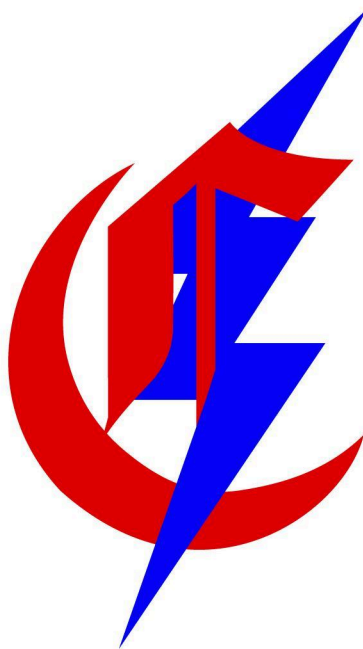
Robbi Albert
Elementary Dean of Students

✂-----

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 _____



Student Manual

2024-2025

7th-12th Grade

Chisholm Public Schools - ISD #695

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

(218) 254-5726 Ext. 2900 : Fax (218) 254-3741

Table of Contents

Welcome	3
PART I – INFORMATION	4
Arrival and Dismissal Hours	4
Calendar	4
Class Assignments	4
Chain of Command, Questions and Concerns	4
Employee Directory	4
Employment Background Checks	4
Fees	4
Food in the Classrooms	5
Fundraising	5
Gifts to Employees	5
Graduation Ceremony	5
Interviews of Students by Outside Agencies	5
Meals	5
Nondiscrimination	5
Notice of Violent Behavior by Students(529)	6
Parent and Teacher Conferences	6
Parent Volunteers	6
Pledge of Allegiance	6
Special Education	7
School Closing Procedures	7
Searches	7
Lockers and Personal Possessions Within a Locker	7
Personal Possessions and Student's Person	8
Vehicles on Campus	8
Student Publications and Materials	8
Distribution of Non-school Sponsored Materials on School Premises	8
School-Sponsored Student Publications	8
Student Records	9
Transportation of Public School Students	9
Cheating and Plagiarism	10
Class Rank/Honor Roll	10
Extended School Year Opportunities	10
Field Trips	10
Grades	10
High School Level Course Required for Graduation	11
GRADUATION REQUIREMENTS	11
Homework	12
Promotion and Retention	12

Post-Secondary Enrollment Options	12
Summer School/Night School	12
Parent Right to Know	12
PART III — RULES AND DISCIPLINE	13
503 STUDENT ATTENDANCE	13
*See Truancy Absence Table End	13
Bullying Prohibition	18
Conduct on School Buses/Vans	18
Cell Phones, Apple Watches, and Other Electronic Communication Devices	19
Cell Phone Procedure for Grades 7-12	19
Student Discipline, Misbehavior and Consequences	19
506 Student Discipline Policy	19
418 Drug-Free Workplace/Drug-Free School	21
Harassment and Violence Prohibition	23
Hazing Prohibition	23
Internet Acceptable Use	23
Parking on School District Property	23
Tobacco-Free Schools	23
Vandalism	23
Weapons Prohibition	23
PART IV — HEALTH AND SAFETY	25
Accident Insurance	25
Asbestos Program	25
Child Abuse and Neglect	25
Fire Drills	25
Lockdown – Crisis Drills	25
Health Services	25
Immunization Requirements	26
Laboratory Safety Policy	26
Medications at School During the School Day	26
Pesticide Application Notice	26
Safety and Security	26
Wellness	29
Notices	29
Parent and School Communications	29
Parent/Guardian Guide for Testing	29
Parent - Teacher Conferences	29
Chisholm Public Schools 1:1 Device Use Agreement	29
APPENDIX A	32
SCHOOL BREAKFAST/LUNCH PROGRAM	32
Signature Page to return to Principal/Dean	38

Welcome



Dear Parents/ Guardians and Students,

Thank you for choosing Chisholm Schools for your child(ren). 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 excited for the new school year and the privilege of working with you,

Mark Morrison
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.

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.

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 12:00pm. 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.

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 are eligible for free lunches and/or breakfasts. **7th and 8th** grade students will eat their lunches on campus unless they have a signed lunch permission form from parent/guardian to eat at home.

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(529)

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.**

Extra-Curricular Fees

Participation Fees

Athletics:	Grades 4-8	\$100.00 per sport
	Grades 9-12	\$120.00 per sport
Activities:	Grades 7-12	\$50.00 per activity
Family Cap:		\$400.00

Certified Free or Reduced Lunch Participants (Must have a certified form on file annually.

Athletics:	Grades 4-8	\$50.00 per sport
------------	------------	-------------------

	Grades 9-12	\$60.00 per sport
Activities:	Grades 7012	\$25.00 per activity

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

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 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.

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.

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 & operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions are recorded. The school district may use

a videotape of the actions of student passengers as evidence in 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.

Courses Required

In order to receive a diploma, students must successfully complete at least 21.5 credits in grades 10-12, 22.5 for 9th grade and comply with the following high school level course requirements:

High School Level Course Required for Graduation 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)

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- 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 qualification

PART III — RULES AND DISCIPLINE
503 STUDENT ATTENDANCE
***See Truancy Absence Table End**

[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.

70

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 handled⁷¹ 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)

EXEMPT Absences & Tardies <i>Do Not Count Towards 10</i>	EXCUSED Absences & Tardies <i>Count Towards 10</i>	UNEXCUSED Absences & Tardies <i>Count Towards 10</i>
	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.

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 "Continuing Truant"	Phone call, text, or letter to alert family of attendance concerns and explore what help may be needed	Administration
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.

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 Cell Phone Procedure for Grades 7-12

Grades 7-12:

Permitted Use: Students may use their cell phones before and after school, as well as during lunch.

Restricted Use: Phones must be turned off and stored away during class time, including in bathrooms and locker rooms, with the exception of before and after school and during lunch. This rule also applies to smart watches and earbuds/airpods.

Passing Time: Phone use is not allowed between classes.

Consequences for Violations:

First Offense: The student will receive a reminder about the policy from a teacher or staff member.

Second Offense: The phone will be confiscated and kept in the office until the end of the school day.

Third Offense: The phone will be taken to the office, and a parent must pick it up.

*Further violations will lead to a meeting with the parent and student to create a management plan.

Rationale for the Policy:

Phone Use: Allows students to check their phones at designated times—before and after school and during lunch.

Time Management: Helps students learn to balance phone use with academic responsibilities.

Tardiness: Reduces tardiness by prohibiting phone use between classes.

Class Focus: Limits distractions, helping students stay more focused during lessons.

Additional Information:

Messaging: If you need to get a message to your child, please call the office #3900.

Special Needs: Contact the Principal if your child has specific medical needs that require phone use during the school day and beyond allowed time frames.

Research Findings: Studies indicate that excessive phone use can negatively impact mental and physical health, relationships, cognitive abilities, and productivity. Face-to-face interactions are crucial for developing essential interpersonal skills, such as interpreting body language and tone of voice.

School Board Policy: 506.1, 503, 524, 525

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.

Legal References: U. S. Const., amend. I
 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.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 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 ⁸³outside 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)

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

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.

Chisholm Public Schools 1:1 Device Use Agreement

This agreement is made effective upon receipt of a 1:1 device (i.e. Chromebook or iPad, depending on the school building) between Chisholm Public Schools ("ISD 695"), the student receiving a 1:1 device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a 1:1 device, including power adapter, charging cable, case and software ("accessories") for use while a student at ISD 695, hereby agree as follows:

1. Equipment:

- a. Ownership: ISD 695 retains sole right of possession of the 1:1 device and grants permission to the student to use the 1:1 device according to the guidelines set forth in this document and in conjunction with the ISD 695 Student Acceptable Use Policy. ISD 695 retains the right to collect and/or inspect the 1:1 device and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software (including the device OS) or hardware.
- b. Equipment Provided: Efforts are made to keep all 1:1 device configurations the same. All systems include ample RAM, applications, and wireless network capability. ISD 695 will retain records of the serial numbers of provided equipment.
- c. Substitution of Equipment: In the event the 1:1 device is inoperable, ISD 695 has a limited number of spares for use while the 1:1 device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a 1:1 device or to avoid using the 1:1 device due to loss or damage.
- d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup indispensable data as necessary. ISD 695 does not accept responsibility for any such files or software.
- e. Responsibility for Installed Software: The Student may not install any software which violates the ISD 695 Student Acceptable Use Policy. Uninstalling any school provided or OS software or profiles from the 1:1 device is not permitted. Operating System and Application updates will be run from a central location. Failure to comply will result in disciplinary action.

2. Damage, Loss or unreturned Equipment:

- a. Warranty for Equipment Malfunction: ISD 695 has a limited manufacturer's warranty for the 1:1 device. The warranty only covers damage to the 1:1 device caused by manufacturer's defects.
- b. Responsibility for Damage: The Student is responsible for maintaining a 100% working 1:1 device and accessories at all times. The Student shall use reasonable care to ensure that the 1:1 device and accessories are not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage or Loss/Theft of the 1:1 device or accessories, it is the Student's responsibility to notify their school administrative office as soon as possible. In such cases, the Student and Parent will be billed according to the cost of replacement parts. Devices that are unable to be repaired will result in full replacement cost of the 1:1 device being billed to the Student and Parent. Devices that are lost/stolen or not returned will result in full replacement cost of the 1:1 device and accessories being billed to the Student and Parent. Other charges may be determined at the discretion of the school administration.
- c. If the 1:1 device or accessories are stolen or vandalized while not at ISD 695 or at an ISD 695 sponsored event, the Parent shall file a police report.
- d. Return of equipment: At the end of each school year all students will be required to return the 1:1 device and all accessories to the school administrative office. ISD 695 will charge the Student and Parent for any items not returned. Any items that are damaged will be charged to the Student or Parent as well.
- e. Students who leave ISD 695 during the school year must return the 1:1 device and all accessories at the time they leave ISD 695. The 1:1 device and accessories must be returned to the administrative office of their school. Failure to do so shall result in legal action.
- f. Technical Support and Repair: ISD 695 will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of ISD 695 may result in the Student and Parent being charged the full replacement cost of the device or accessories. A regular summer maintenance plan is scheduled and all devices will be collected at the end of school. The same serial # device will be re- issued at the start of school when possible.

3. Legal and Ethical Use Policies:

- a. Monitoring: ISD 695 will monitor 1:1 device use using a variety of methods to ensure compliance with ISD 695's Student Acceptable Use Policy and this agreement. Any attempt to "jailbreak" the device or remove the ISD 695 profiles will result in disciplinary action.
- b. Legal and Ethical Use: All aspects of ISD 695's Student Acceptable Use Policy remain in effect during the use of the 1:1 device. ISD 695 will make every attempt to provide content filtering within the ISD 695 network and outside the network. However, ISD 695 does not have full control of the information on the Internet or incoming email while off campus.
- c. File-sharing and Proxy Apps/websites: The installation and/or use of any Internet-based file-sharing tools or Proxy Apps/websites designed to circumvent filtering software are explicitly prohibited. File sharing programs and protocols like BitTorrent and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).
- d. Allowable Customizations: Student are permitted to alter or add files to customize the assigned 1:1 device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, ISD 695 reserves the right to insure all customizations follow the ISD 695 Student Acceptable Use Policy and may periodically conduct maintenance that may configure the 1:1 device back to the originally installed state.

ISD 695 Standards For Proper 1:1 Device Care

This document is an important addendum to the Student 1:1 device Use Agreement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned 1:1 device.

Loss or damage resulting in failure to abide by the details below may result in Student and Parent having full financial responsibility for any such loss or damage.

Your Responsibilities

- Treat the equipment with as much care as if it were your own property.
- Update the 1:1 device OS when directed by school staff.
- Bring the 1:1 device every school day.
- Keep the 1:1 device either secured (i.e., locked in your locker, classroom or other secure place where others do not have access) or attended (with you or within your sight) at all times. For example, during athletic events, games, practices and trips, store the 1:1 device in your school locker/classroom and arrange to return to school to retrieve it after the activity. 1:1 devices left unattended may be confiscated by school personnel as a protection against theft.

Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.

- Avoid use in situations that are conducive to loss or damage. For example, never leave the 1:1 device in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the 1:1 device in a car other than in a locked trunk.
- Do not expose the 1:1 device to extreme temperatures or elements including water.
- Do not let anyone use the 1:1 device you have been assigned. Loss or damage that occurs when anyone else is using your assigned 1:1 device or accessories will be your full responsibility.
- Adhere to ISD 695's Student 1:1 device Use Agreement at all times and in all locations. When in doubt about acceptable use, ask a teacher, principal or member of the tech team staff.
- Back up your data. Never consider any electronic information safe when stored on only one device. Use your school-supplied accounts on a regular basis.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to a teacher or tech team member.
- Don't force anything (e.g., connections, charging cables, etc.). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of ISD 695 for repairs.

General Care

- Do not attempt to remove or change the physical structure of the 1:1 device, including the screen cover or school provided case. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the 1:1 device.
- Do not do anything to the 1:1 device or accessories that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the 1:1 device.

Carrying the 1:1 device

- Always leave the 1:1 device in the school provided case.
- Do not grab and squeeze the 1:1 device, as this can damage the screen and other components.
- When moving with the 1:1 device, be sure to hold it securely with both hands.

Screen Care

- The 1:1 device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the 1:1 device screen with anything (e.g., pen, pencil, etc.).
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Always check to make sure no objects such as pencils, pens or head phone plugs have been left on the keyboard prior to closing the 1:1 device. Closing the 1:1 device with an object on the keyboard can damage the screen.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your 1:1 device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Charge when the battery reaches 10% capacity. Immediately shutdown if you are unable to connect to the charger.
- Students who bring a device to the tech staff to charge will forfeit the use of the 1:1 device for the entire time it takes to charge the 1:1 device (no passes from class will be issued to pick up a 1:1 device; the 1:1 device may only be picked up during passing periods).
- The 1:1 device must remain on (awake or sleep mode) at school at all times, with no exceptions.

Personal Health and Safety

- Avoid lengthy use involving repetitive tasks. Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

- Read any safety warnings included with the device.

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

2023-2024

Breakfast

Adults \$2.50
Students 1 free daily

Lunch

Adults \$4.95
Student 1 free daily

Milk

All \$0.75

In addition to the regular food line, students grades 7-12 may purchase an additional meal or a la carte items that are available. Students who get a second meal or a la carte item(s) will be charged at the adult prices 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.

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.

CIVIL RIGHTS

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.



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.



[education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing](https://education.mn.gov/Students-and-Families/Programs-and-Initiatives/Statewide-Testing)

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

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.)



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.

Statewide Assessment: Parent/Guardian Decision Not to Participate

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____

School: _____ District: _____

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.

Signature Page to return to Principal/Dean

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,

Brian Hake
High School Principal

Teresa Allen
High School Dean of Students

✂-----

We, the undersigned, do acknowledge that we have read and understand the materials set forth in the Chisholm High School Student Manual. Please return this bottom portion to the Principal or Dean.

Student Signature _____ Date _____

Parent/Guardian _____ Date _____

**CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION CAPITAL FACILITIES BONDS**

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 695
(CHISHOLM PUBLIC SCHOOLS)
MINNESOTA

GOVERNING BODY: SCHOOL BOARD

DATE, TIME AND PLACE OF MEETING:

A meeting held August 12, 2024, at 5:00 o'clock p.m., in the Chisholm School Board Room, 300 Third Avenue SW, Chisholm, Minnesota 55719.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE AND SELL GENERAL OBLIGATION CAPITAL FACILITIES BONDS TO FINANCE CERTAIN CAPITAL PROJECTS; COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS; AND DECLARING THE OFFICIAL INTENT OF THE DISTRICT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE DISTRICT

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

WITNESS MY HAND officially as such recording officer this ___ day of August, 2024.

School District Clerk

**EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 695
(CHISHOLM PUBLIC SCHOOLS)
STATE OF MINNESOTA**

HELD: August 12, 2024

Pursuant to due call and notice thereof, a regular scheduled meeting of the School Board of Independent School District No. 695 (Chisholm Public Schools), State of Minnesota, was held on August 12, 2024 at 5:00 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE AND SELL GENERAL OBLIGATION CAPITAL FACILITIES BONDS TO FINANCE CERTAIN CAPITAL PROJECTS; COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS; AND DECLARING THE OFFICIAL INTENT OF THE DISTRICT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE DISTRICT

BE IT RESOLVED by the School Board ("Board") of Independent School District No. 695 (Chisholm Public Schools), Minnesota (the "District"), as follows:

Section 1. Authorization and Official Intent.

(a) The District is authorized under the provisions Minnesota Statutes, Chapter 475, as amended (the "Act"), and Minnesota Statutes, Section 123B.62, as amended ("Section 123B.62"), to issue general obligation capital facilities bonds for the purpose of financing certain capital projects approved by the Commissioner of Education (the "Commissioner").

(b) The Board hereby finds and determines that it is necessary and expedient for the District to authorize the issuance of its fully registered general obligation capital facilities bonds, with the approval of the Commissioner, in an amount not to exceed \$1,550,000 (the "Bonds") pursuant to the Act and Section 123B.62. The proceeds of the Bonds will be used to fund the costs of the following projects and related financing costs (the "Projects"):

- The installation of new controls, destratification equipment, lighting upgrades, and building envelope maintenance at the existing school site, and pay costs of issuance associated with the borrowing.

(c) The issuance of the Bonds shall become finally authorized unless a petition calling for a referendum on the question of whether to issue the Bonds, signed by more than fifteen percent (15%) of the registered voters of the District, is filed with the Board within thirty (30) days of the date of the adoption of this Resolution. A petition must be in the form required by law. The minimum number of valid signatures for such a petition shall be determined with reference to the number of registered voters in the District as of the last day before the petition is filed with the Board.

(d) Subject to the conditions set forth herein, the issuance of the Bonds is hereby authorized and, in accordance with the provisions of the Act and Section 123B.62, this resolution shall be considered the District's official intent to issue the Bonds. A portion of the proceeds of the Bonds shall be applied to the costs of issuance of the Bonds.

Section 2. Approval by Commissioner. District staff and officials are authorized to submit such addition information as may be necessary to secure the approval of the Commissioner for the issuance of the Bonds as required by Section 123B.62 and such approval will be received prior to the date on which the Bonds are issued. The issuance of the Bonds is subject to the approval of the Commissioner as required by Section 123B.62.

Section 3. Notice of Publication. The clerk is hereby authorized and directed to cause a notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable after the date of adoption of this resolution.

Section 4. Marketing and Sale. The Board, desires to proceed with the sale of the Bonds by direct negotiation to Robert W. Baird & Co., Inc. (herein "Baird"). Baird will purchase the Bonds in an arms-length commercial transaction with the District. The Board will obtain fee quotes for an independent municipal advisor to provide bond pricing opinion services for the purposes set forth in Minnesota Statutes, Section 475.60, Subdivision 2(9), as amended. The Superintendent is hereby authorized to approve an independent municipal advisor.

Baird is authorized to prepare an Official Statement related to the sale of the Bonds.

Unless within 30 days of the date hereof a petition is filed by more than 15 percent of the registered voters of the District calling for a referendum on the question of whether to issue the Bonds for the Projects, the Superintendent or Business Manager and a School Board officer are hereby authorized to approve the sale of the Bonds in an aggregate original principal amount not to exceed \$1,550,000 and to execute a bond purchase agreement with Baird for the purchase of the Bonds, provided that the True Interest Cost of this issue does not exceed 4.25%. If issued, the Bonds will mature within fifteen (15) years of the date of issuance.

Section 5. Approval Meeting. Upon approval of the sale of the Bonds by the Superintendent or Business Manager and School Board officer, the Board will meet at its next regularly scheduled meeting or a special meeting to adopt the necessary approving resolution as drafted by the District's Bond Counsel.

Section 6. State Credit Enhancement Program. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the paying agent or any successor paying agent for the Bonds (the “Paying Agent”) three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Paying Agent for the Bonds is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Paying Agent. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The Board Chair, Clerk, Business Manager or Superintendent is authorized to execute any applicable Minnesota Department of Education forms.

Section 7. Reimbursement; Official Intent.

(a) the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met.

(b) the District expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond (including the Bonds).

(c) the District has determined to make this declaration of official intent (the “Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

(d) The District reasonably expects to reimburse the expenditures made for certain costs of the Projects from the proceeds of bonds in an estimated maximum principal amount of \$1,550,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

(e) This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount

not in excess of the lesser of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the District to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(f) This Declaration is an expression of the reasonable expectations of the District based on the facts and circumstances known to the District as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in (d) are consistent with the District’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the District are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the District’s budget or financial policies to pay such Project expenditures.

(g) This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

**NOTICE OF INTENT TO ISSUE
CAPITAL FACILITIES BONDS TO FINANCE CERTAIN PROJECTS**

**INDEPENDENT SCHOOL DISTRICT NO. 695
(CHISHOLM PUBLIC SCHOOLS)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 695 (Chisholm Public Schools), State of Minnesota (the “District”), adopted a resolution (the “Resolution”) on July August 12, 2024, stating the intention of the School Board to issue general obligation capital facilities bonds (the “Bonds”), in the aggregate principal amount of not to exceed \$1,550,000 and for a term not to exceed fifteen (15) years from the date of original issue thereof, pursuant to Minnesota Statutes, Section 123B.62 and Chapter 475, as amended. The proceeds of the Bonds will be used to fund the costs of the following projects and related financing costs:

- The installation of new controls, destratification equipment, lighting upgrades, and building envelope maintenance at the existing school site

The total amount of District indebtedness as of August 12, 2024 is \$36,875,682.80. If the proposed Bonds were issued after that date, the total indebtedness of the District at that time would be \$38,425,682.80.

The School Board is authorized to issue the Bonds unless a petition signed by more than 15 percent of the registered voters of the District calling for a referendum on the question of whether to issue the Bonds for the Projects is filed with the School Board within 30 days of the date of adoption of the Resolution.

Dated: August __, 2024

BY ORDER OF THE SCHOOL BOARD

/s/

School District Clerk
Independent School District No. 695
(Chisholm Public Schools)
State of Minnesota

**PROFESSIONAL SERVICE AGREEMENT
BETWEEN
NORTH HOMES, INC. AND INDEPENDENT SCHOOL DISTRICT 695**

This Agreement is entered into by and between Independent School District #695, 300 SW 3rd Avenue, Chisholm, MN 55719 (hereafter District) and North Homes, Inc., 303 SE First Street, Grand Rapids, MN 55744 (hereafter "Contractor").

RECITALS

The parties hereto recite and declare:

- A. The **District** is a legal entity created and established pursuant to Minn. Stat. 471.51 having the status of an independent school district with a purpose and mission to provide services and programs within the geographical limits and boundaries of its members.
- B. **Contractor** is a provider of mental health and related services under the Minnesota Department of Human Services CTSS (Children's Therapeutic Support Service) certification.
- C. The **District** desires to purchase the services of Contractor for Mental Health services and supports to students and indirect/consultative support into planning pre-interventions;
- D. **Contractor** is duly qualified to provide the desired services.
- E. The parties desire to set forth the terms and conditions of their relationship in written form.

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

1. TERM AND COST OF THE AGREEMENT

This contract shall be in effect from the date of execution by all parties, or from commencement of services hereunder, whichever is first, and shall continue in effect until June 30, 2025. This Agreement shall be renewed automatically for succeeding terms of one (1) year each unless either party gives written notice to the other at least thirty (30) days prior to the expiration of any term.

All of the agreed upon services are available to the District at the same rate with or without the service being included in an individual educational plan (IEP).

NHCFS will bill services provided to District students to appropriate 3rd party funding sources. No service will be billed to the District without their prior written approval. These could include but are not limited to:

Medical Assistance – Primary Funder CTSS
 School Linked Grant – Crisis, Ancillary and Uninsured
 3rd Party Plans – Mental Health Therapy
 Payment Waiver (Guardian Sliding Fee Scale)
 In-Kind - Necessary Unfunded Activity
 School District (with appropriate referral and prior approval)

2. CORE SERVICES OF THE AGREEMENT

CTSS – Standard

School-based CTSS services strengthen students and their families through prevention, intervention and skill building within the school setting. NHCFS professionals and/or practitioners work with the school professional, student and family to formulate goals and objectives identified by the team.

CTSS Services Include:

- Individual, family and group skills training to improve functioning at school, home and in the community.
- Psychotherapy directed towards changing or reducing symptoms of a mental health condition.
- Diagnostic assessments and treatment planning by a licensed Mental Health Professional.
- Student specific consultations with parents and school staff.

CTSS – Intensive

This level incorporates all of the elements in the Standard CTSS but increases the amount of service to the student. Typically, this service works in conjunction with the EBD rooms providing a seamless and intensive mental health component to student's experiencing significant emotional and behavioral challenges.

Crisis Intervention

NHCFS school-based practitioners and professionals remain at the ready to respond to any student experiencing a crisis. This would include early intervention and a course of action to ensure ongoing support.

Day Treatment

When Day Treatment Services are being provided for the District, those services will be addressed under a separate contract.

Diagnostic Assessments

As a Rule 29 provider NHCFS has numerous qualified Mental Health Professionals who will make it a priority to provide high quality and timely Diagnostic Assessments. Please note that NHCFS professionals take this very seriously and do not diagnose unless clearly indicated.

Therapy

NHCFS School Practitioners work under the direction of the Mental Health Professional. They are well-trained and supervised to conduct group, individual and/or family skills work. Mental Health Professionals are also available to do therapy at our clinic or in the school if requested.

Ancillary Services and Other Functions**(a) Parent and Child Study Sessions**

NHCFS feels it is very important to create a team with the school and family. Therefore, our Practitioners and Mental Health Professionals (when requested) will participate in the child and family study, IEP meetings, etc.

(b) Suicide Prevention and Intervention Services

NHCFS has therapists at our clinics with extensive training in suicide prevention and intervention. At the time this contract was written, NHCFS has 23 therapists that have completed Trauma Based Cognitive Behavioral Treatment training, 4 of which are nationally certified.

(c) On-going Behavioral Health Consultation

As stated above, when working in the schools we are one team. NHCFS work with very behaviorally challenging children throughout our continuum. Our effectiveness is dependent on our ability in this regard.

(d) Training (Behavioral Management, Mental Health)

NHCFS trains our staff in the behavioral management model Life Space Crisis Intervention (LSCI). Upon request of the District, NHCFS would offer cross training of these skills to the district staff. NHCFS staff working in the School District locations are not trained in CPI and are instructed not to do physical interventions or holds unless there is no other option for ensuring the immediate safety of the student. School staff are to take lead in any physical interventions or hold.

(e) Tragic Event Response Services

Whenever a tragedy occurs within a school (i.e. suicide, car accident, etc.) NHCFS commits to put our collective resources on-site to assist, counsel and support. NHCFS professionals are trained and skilled in Informed Trauma Therapy and we commit to assisting your staff and students in coping with tragic events.

(f) Wrap Around Services and Coordination with Community Resources

NHCFS has a comprehensive service continuum and strong connections with community resources, as such, we have at our disposal resources and consultants to address the often complex needs of students. Our multi-disciplinary team in our Rule 29 Clinic can staff difficult cases and come up with intervention strategies.

3. SERVICES TO BE PROVIDED

Contractor shall utilize best efforts to:

- a. Provide licensed mental health professionals and qualified mental health practitioners that meet the guidelines of Minnesota Department of Human Services certification for Children's Therapeutic Support Services (CTSS). Upon request by the District, the Contractor will provide license, background and supporting professional and practitioner documentation for Contractor staff working in their District.
- b. Provide appropriate mental health services on a regular basis according to DA (Diagnostic Assessment) specifications.
- c. Provide appropriate documentation required by the school.
- d. Bill all appropriate third-party payer sources.
- e. Participate in student's educational meetings and appropriate conferences in person, via computer, or by phone. If the Provider cannot attend a meeting by one of these means, a written update will be provided for the team's review.

4. PAYMENT FOR SERVICES

Payment for services shall be made directly to the Contractor by Third Party Payor source. It will be the Contractors responsibility to bill and collect for services provided.

The District will provide referral data to the Contractor and will aid in obtaining Consent Authorizations as deemed necessary and appropriate.

If payment under this Agreement is dependent upon the availability of federal, state, District or other funds and such funds are reduced or terminated, this Agreement may be renegotiated or terminated at the sole discretion of the District.

Contractor certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of services.

5. INDEPENDENT CONTRACTOR

- A. Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the Contractor. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available Contractor's employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.
- B. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or other, will be made from the payments due Contractor and it is Contractor's sole obligation to comply with all federal and state tax laws.
- C. Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified in this Agreement.
- D. Contractor is responsible for hiring sufficient workers to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf.
- E. The Contractor is solely responsible for supervision, control and direction of the Contract personnel utilized to provide the services under this agreement.

6. INDEMNIFICATION AND INSURANCE

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately

perform its obligations pursuant to this Agreement.

It is understood and agreed that the District's and the Contractor's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

Contractor further agrees that in order to protect itself as well as the District under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force liability limits in compliance with Minnesota Statutes, Section 466 or:

- A. Commercial General Liability Insurance Policy with minimum limits of \$1,500,000 combined single limit (CSL), with coverage pertaining premise operations. In the event Combined Single Limits Coverage is not secured by the Contractor, the minimum limits apply:
 - \$3,000,000 Aggregate
 - \$2,000,000 Each Occurrence
- B. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$2,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.
- C. Professional Liability Insurance (when required) the following minimum limits apply:
 - \$3,000,000 Aggregate
 - \$2,000,000 Each Occurrence
- D. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.
- E. Worker's Compensation Insurance.
- F. At the request of the District, the Contractor will furnish the District with an original Certificate of Insurance providing proof of the coverage areas.

7. DATA PRIVACY/DATA OWNERSHIP

A. Data Practices.

All data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules promulgated pursuant to Chapter 13 and the Federal Health Insurance Portability and Accountability Act (45 C.F.R. §§160,162,164) The Contractor will be responsible for release of all data under this Agreement and will abide by all governing State and Federal laws.

- B. Health Insurance Portability and Accountability Act (HIPAA - 45 C.F.R. §§160,162,164)
If under this Agreement the exchange of Protected Health Information in any form is anticipated the Contractor shall comply with all regulatory obligations including signing any required agreements (e.g., Business Associate Agreement). Such Agreements shall be attached to and incorporated into this Agreement.
- C. Release.
No educational data may be released by the Contractor to a third party without the express consent of the District's representative as indicated below – this includes any media relations.
- D. Ownership.
Ownership of all data prepared by the Contractor for the District under this contract, whether having commercial value or not shall be owned by the Contractor. Any reports, studies, photographs, negatives or other documents or any other form of data prepared by the Contractor in the performance of its obligations under this contract shall be maintained by the Contractor as part of the mental health records. Contractor shall not use, allow, or cause to have such materials used for any purpose other than performance of the Contractor's obligations under this contract without the prior written consent of the District.

8. RECORDS: AVAILABILITY AND RETENTION

Pursuant to Minnesota Statute §16C.05, subd. 5, the Contractor agrees that the District, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement. Any educational data may be retained for a longer period, as the District may determine in accordance with applicable law and policy.

9. MERGER AND MODIFICATION

- A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.

- B. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

10. DEFAULT AND CANCELLATION

- A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Contractor’s default is excused by the District, the District may, upon written notice to the Contractor’s representative listed herein, cancel this Agreement in its entirety as indicated in (10 B.) below.
- B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.
- C. Representatives for each of the parties to this Agreement are as listed below:

<u>District</u>	<u>Contractor</u>
Mark Morrison, Superintendent	James C. Christmas, President & CEO
ISD #695	North Homes, Inc.
300 SW 3 rd Avenue	303 SE First Street
Chisholm, MN 55719	Grand Rapids, MN 55744
218.254-5726	218.327.3000

- D. The District and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable efforts to mitigate its effects.

11. SUBCONTRACTING AND ASSIGNMENT

- A. Contractor shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions as the District may deem necessary. The Contractor shall be responsible for the performance of all Subcontracts. Any agreement between the Contractor and any subcontractor shall obligate the subcontractor with the general terms of this Contract.
- B. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.

12. NONDISCRIMINATION

During the performance of this Agreement, the Contractor agrees to the following:
No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

13. HEALTH AND SAFETY

The Contractor shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement. Upon the request of the District, the Contractor shall provide copies of any licenses and/or training records for Contractor and/or Contractor's employees or subcontractor's employees who perform services pursuant to this Agreement.

14. NONWAIVER, SEVERABILITY & APPLICABLE LAWS

- A. Nonwaiver.
Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations or exceptions on liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- B. Severability.
If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.
- C. Applicable Laws.
The Laws of the State of Minnesota shall apply to this Agreement. The Contractor shall abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Contractor is responsible.

15. SECTION HEADINGS

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

16. THIRD PARTIES

This Agreement does not create any rights, claims or benefits inuring to any person that is not a party hereto nor create or establish any third-party beneficiary.

17. CONFLICT OF INTEREST

Contractor agrees that it will not contract for or accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit or any other organization that would create a conflict of interest in the performance of its obligations under this Contract.

District and Contractor, having signed this Agreement and pursuant to the proper District and Contractor officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein and attached.

NORTH HOMES, INC.

ISD #695

Contractor Date

Superintendent Date

Chairperson, School Board Date



July 6, 2024

To the Members of
the Board
Independent School District 695
Chisholm, MN

We are pleased to confirm our understanding of the services we are to provide to the Independent School District 695 for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, including the disclosures and budgetary statements, which collectively comprise the entity's basic financial statements of the District as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Changes in the District's Net OPEB Liability and Related Ratios and Notes
3. Schedule of Employer's Share of Net Pension Liability and Schedule of Employer Contributions and Notes (TRA)
4. Schedule of Employer's Share of Net Pension Liability and Schedules of Employer Contributions and Notes (PERA)

We have also been engaged to report on supplementary information other than RSI that accompanies the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements to the financial statements themselves, and other additional procedures in accordance with GAAS, and will provide an opinion on it in relation to the financial statements as a whole:

- In a reported combined with our auditor's report on the financial statements:
 - a. Schedule of Expenditures of Federal Awards
 - b. Uniform Reporting Standards Compliance Table

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, and contracts or award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct effect on the financial statements or to major programs.

However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriations of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Control risk is deemed high over all risk assessment areas due to identifiable significant deficiency in the financial processing of the District due to the lack of segregation of duties. According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks as well.

We have not concluded the audit planning phase for the District as of the date of this letter. As such additional risks of material misstatement may be identified as relating to the year ending June 30, 2024 and will be disclosed to those in charge of governance in a separate communication.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Governmental Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing and detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Districts compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of our audit will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities; to help ensure that appropriate goals and objectives are met, (2) following laws and regulations, (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements, and ensuring that management is reliable and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and relation information available to us and for the accuracy and completion of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the onset of our fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including the notes and any noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is used with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP;

(3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information. Management is responsible for establishment and maintenance of process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, net pension and OPEB calculations, schedule of expenditures of federal awards, and related notes of the District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspections.

The audit documentation for this engagement is the property of Sterle & Co, Ltd and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain workpapers available to the District's cognizant or grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. General Accounting Office for purposes of quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Sterle & Co's personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to the aforementioned parties. They may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or any additional period requested by an oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit towards the end of September 2024, and to issue our reports no later than December 31, 2024. Jeff Sterle is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs except that we agree that our gross fee, including expenses, will not exceed \$18,500. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. Our invoices for our fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

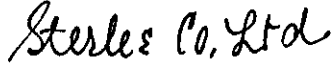
Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons for you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinion, we may decline to express opinions or issue reports, we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Independent School District 695 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Sterle & Co., Ltd
RESPONSE:

This letter correctly sets forth the understanding of the Independent School District 695.

Management Signature:

By: _____

Title: _____

Governance Signature:

By: _____

Title: _____



Quoted By:
 Quote Expiration:
 Quote Name:

Ryan Oakes
 9/30/24

Sales Quotation For:

Chisholm Independent School District
 300 3rd Ave SW
 Chisholm MN 55719-2074

Software as a Service (SaaS)

Description	QTY	List Price	First Year Cost
Student Transportation			
Student Transportation			
Student Transportation Vehicles up to 20	1	\$ 2,678	\$ 2,678
Reportwriter	1	\$ 0	\$ 0
<i>Sub-Total</i>			\$ 2,678
<i>Less Discount:</i>			<i>\$ 53</i>
TOTAL			\$ 2,625
Term # of Years	1		

Fixed Fee Services

Description	Units	Price	Maintenance
Student Transportation			
Student Transportation			

Implementation		29	\$ 3,364	\$ 0
Base Training		1	\$ 1,856	\$ 0
	TOTAL		\$ 5,220	\$ 0

Hourly Services

Description		Hours	Total
Student Transportation			
Student Transportation			
Go Live Assistance Implementation		2	\$ 410
-Core Go Live Assistance			
Project Management - Hourly		2	\$ 410
	<i>Total</i>	4	\$ 820
	TOTAL	4	\$ 820

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$ 0	\$ 0
Total SaaS	\$ 0	\$ 2,625
Total Tyler Annual Services	\$ 0	\$ 0
Total Tyler Services	\$ 6,040	\$ 0
Total Third-Party Hardware, Software, Services	\$ 0	\$ 0
Summary Total	\$ 6,040	\$ 2,625
Contract Total	\$ 8,665	

Currency displayed as US Dollar

Comment

Base County - St. Louis

Travel expenses for trainer and/or project manager to visit the user's site are not included and will be billed at actual costs. Online Training Classes are limited to 5 persons and are delivered in 2 hour increments. Onsite Training Classes are limited to 5 persons and are delivered in 8 hour increments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available to you (the "Software Access Date").
- Fees for hardware are invoiced upon shipment.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the availability of the SaaS environment (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.

Unless otherwise indicated above, fees for annual services are first invoiced upon commencement of the service, with subsequent annual fees, at our then-current rates, invoiced upon each anniversary thereof.

- Fees for services included in this sales quotation shall be invoiced as indicated below.
- Implementation and other professional services fees shall be invoiced as delivered.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment. For the avoidance of doubt, this paragraph does not apply to migrations for Tyler Student Transportation solutions.
- Expenses associated with onsite services are invoiced as incurred, subject to any travel max indicated in the investment summary.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler’s SaaS Services terms found here:

<https://www.tylertech.com/terms/tyler-saas-services>

Your use of a certain software, products, or services in connection with a Tyler student transportation transaction may be subject to additional terms found here:

<https://www.tylertech.com/terms/transportation-solution-terms>.

Transportation Solution Fees. Notwithstanding language to the contrary above, fees for Tyler student transportation solution items are invoiced in accordance with the following:

- Implementation and Other Professional Services (including training): Implementation and training fees for transportation solutions are invoiced as follows: (a) Implementation fee is billed and invoiced when the map is available to you in Tyler’s data center and (b) Base Training is billed and invoiced upon completion of the Base Training.
- Other Professional Services: Other professional services, such as route building, project management, consulting, additional product training, hardware installation, additional maps and self-installation training, are invoiced as delivered. For the avoidance of doubt, project management priced on a monthly basis is invoiced on a monthly basis, in arrears.
- Third Party Software Maintenance: First year maintenance fees for the Third Party Software, if any, are invoiced when we make that Third Party Software available to you (“Software Access Date”) and cover the one (1) year period commencing on the first day of the month following the Software Access Date.
- Third Party Hardware, Installation Services, Self-Installation Training Services and Shipping and Handling: Third Party Hardware, installation services, and shipping and handling costs, if any, are invoiced upon completion of installation, in the event we are performing the installation. Third Party Hardware, self-installation training services and shipping and handling costs, if any, are invoiced upon delivery, in the event you are performing the installation. If Tyler has quoted the installation, it is assumed that the installation will commence at one location unless additional installation locations are included. It is the clients responsibility to consolidate the vehicles for installation to the amount of quoted installation locations.
- Third Party Hardware Maintenance: The first year maintenance fees for the Third Party Hardware are invoiced when installation/shipment takes place commencing as follows: (a) if installation/shipment occurs between the first day and fourteenth day of the month, maintenance shall commence on the first day of that month; or (b) if installation/shipment occurs between the fifteenth day and the last day of the month, maintenance shall commence on the first day of the following month. Subsequent maintenance fees for the Third Party Hardware are invoiced annually in advance of each anniversary thereof.

Customer Approval: _____

Date: _____

Print Name: _____

P.O.#: _____

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

Chisholm Public Schools Independent School District No. 695

Board Policy 722

Series: 700-Non-Instructional Operations and Business Services

Subject: 722 Public Data and Data Subject Requests

Adopted/Revised: August 12, 2024

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Confidential Data on Individuals

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

B. Data on Individuals

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

C. Data Practices Compliance Officer

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

D. Government Data

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

E. Individual

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

F. Inspection

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

G. Not Public Data

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

H. Nonpublic Data

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

I. Private Data on Individuals

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

J. Protected Nonpublic Data

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

K. Public Data

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

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

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

N. Responsible Authority

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

O. Summary Data

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

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
 - 1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 - 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
 - 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 - 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
 - 1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

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

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

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

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

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

B. Summary Data

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

C. Data Belonging to an Individual Subject

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

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

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

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

IX. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

Mark Morrison, Superintendent
300 SW 3rd Avenue, Chisholm, MN 55719
218-254-5726 mmorrison@chisholm.k12.mn.us

Data Practices Compliance Official:

Mark Morrison, Superintendent
300 SW 3rd Avenue, Chisholm, MN 55719
218-254-5726 mmorrison@chisholm.k12.mn.us

Data Practices Designee(s):

Brian Hake, Principal
301 4th Street SW, Chisholm, MN 55719
218-254-5726, bhake@chisholm.k12.mn.us

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References:

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

503 STUDENT ATTENDANCE

Chisholm Public Schools Independent School District No. 695

Board Policy 503

Series: 500-Students

Subject: 503 Student Attendance

Adopted/Revised: August 12, 2024

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, Minnesota Statutes, section 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. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to any member of the board, a truant officer, a principal, or the superintendent. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

- b. 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.

- c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

- (a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;

- (b) family emergencies;

- (c) the death or serious illness or funeral of an immediate family member;
 - (d) active duty in any military branch of the United States;
 - (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
 - (f) other exemptions included in this attendance policy.
- (2) that the child has already completed state and district standards required for graduation from high school; or
 - (3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

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 within 2 days from the date of the student's return to school. 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 cumulated unexcused tardies (3 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, Minnesota Statutes, sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated 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.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the ninth cumulated unexcused absences in a quarter the student will not be allowed to make up work missed due to such absence, or as determined by the teacher and administration.
 - (b) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
 - (c) After 10 cumulated unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
 - (d) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

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 1unexcused tardies. In addition, 3 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.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be

presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

- A. 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.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

- 1. Three days if the child is in elementary school; or
- 2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 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 Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
- 4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;
- 5. That alternative educational programs and services may be available in the child's enrolling or resident 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 Minnesota Statutes, chapter 260C;
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 Minnesota Statutes, section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
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 Minnesota Statutes, chapter 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.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
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 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 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)

506 STUDENT DISCIPLINE

Chisholm Public Schools Independent School District No. 695

Board Policy 506

Series: 500-Students

Subject: Student Discipline

Adopted/Revised: July 22, 2024

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services,

academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within

the framework of this discipline policy.

- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

[For the purpose of Minnesota Statutes, section 121A.582 \(Student Discipline; Reasonable Force\), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph \(c\) is not a school employee or agent of the district.](#)

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
 - 3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;

- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority,

cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers

the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;

- 2. the student's parent or guardian specifically consents to the use of recess detention; or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
 - E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
 - F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
 - G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

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 code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;

- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires

removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class.

*Please see student handbook by school building.

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

*Please see student handbook by school building.

E. Responsibility for and Custody of a Student Removed from Class.

*Please see student handbook by school building.

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

*Please see student handbook by school building.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

*Please see student handbook by school building.

H. Students with a Disability; Special Provisions.

*Please see student handbook by school building.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

*Please see student handbook by school building.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

*Please see student handbook by school building.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

*Please see student handbook by school building.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

*Please see student handbook by school building.

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services;

*Please see student handbook by school building.

N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031;

O. Unscheduled Student Removal From Class

A public school is encouraged to adopt a school policy on parental notification for unscheduled student removal from class. The public school must consult with child abuse prevention experts to incorporate best practices into the school policy. A public school with a policy on parental notification must include the policy in the employee handbook and disseminate information to school staff regarding child abuse prevention in a school setting.

XII. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or

the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes, chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school

district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes, section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The

readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an

Enrollment Option Program (Minnesota Statutes, section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes, section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes, chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended

changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.611 (Recess and Other Breaks)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
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 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

Chisholm Public Schools Independent School District No. 695

Board Policy 529

Series: 500-Students

Subject: 526 Staff Notification of Violent Behavior by Students

Adopted/Revised:

[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

- A. Administration

"Administration" means the superintendent, building principal, or other designee.

- B. Classroom Teacher

"Classroom teacher" means the instructional personnel responsible for the course or

room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

"Incident(s) of violence" means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or the employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

"School staff member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a "school staff member." However, the definition of a "school staff member" in this policy should be identical to the

school district's definition of a "school official" in Policy 515, Protection and Privacy of Pupil Records.]

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records

Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (**Compulsory Instruction**)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (**Notification; Teachers' Legitimate Educational Interest**)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Rules Parts 1205.0100-1205.2000 (**Data Practices**)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

SAMPLE LETTER A

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school begins on [date]. Before your child, [name of child], can be enrolled, however, we must receive proof that he/she has received immunization against a number of diseases as required by state law or is excepted therefrom. To date, we have no immunization records for your child nor a claim of exception.

Please complete the enclosed form verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards and return the form to [name of school official], *before school begins*. By state law, we cannot allow [name of child] to stay in school longer than thirty days unless we have received proof that he/she has had the required immunizations or is excepted therefrom.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person, by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If we do not receive proof of immunization or exception by [date], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school began today. To date, we have no immunization records for your child nor any record of a request for an exception. In order for your child, [name of child], to remain enrolled, we must receive proof that he/she has received immunization against a number of diseases as required by state law or that he/she qualifies for one of the statutory exceptions. By this letter, we wish to verify that our records concerning your child are accurate and complete.

Please submit a statement on the enclosed form to [name of school official] from a physician or a public clinic verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards. By state law, we cannot allow [name of child] to stay in school unless we have received proof that he/she has had the required immunizations or has satisfied one of the statutorily recognized exceptions.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If you have already submitted a statement to us, please indicate how the statement was submitted (i.e. hand-delivered, mailed), when it was delivered and to whom. It may be necessary for you to obtain a duplicate statement if the original cannot be found. If additional time to obtain a duplicate is required, please so indicate in your response.

If we do not receive proof of immunization or exception by [ten school days], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

SAMPLE LETTER C

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Non-Enrollment for Lack of Immunization Proof

Dear Parent:

We are sending your child, [name of child], home today because we have not yet received proof that he or she has received appropriate immunizations or is excepted therefrom. Minnesota law does not allow us to enroll an elementary or secondary school student without proof that the student has received the required immunizations or is excepted therefrom.

As we advised earlier, State law and School District policy allow for a thirty-day grace period and a ten-day due process period during which your child may attend school. Those grace periods have now expired.

[Name of child] may re-enroll as soon as we have received appropriate proof of immunizations. If you have any questions about the proof or the immunizations required, please contact [name of school official] at [telephone number] as soon as possible.

We look forward to having [name of child] back in school soon.

Very truly yours,

[School District Official]

DISTRICT NOTES:

Previous notices sent on _____ by _____

Phone contacts on _____ by _____

_____ by _____

_____ by _____

530 IMMUNIZATION REQUIREMENTS

Chisholm Public Schools Independent School District No. 695

Board Policy 530

Series: 500-Students

Subject: 530 Immunization Requirements

Adopted/Revised:

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

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

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.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), stating affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 2. a medical statement ~~from a physician or a public clinic which provides immunizations, stating affirming~~ that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement ~~of a physician or public clinic which administers immunizations~~. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent

or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a ~~physician's~~ signed medical statement ~~stating affirming~~ that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3. review student health records to determine whether the required information has been provided; and
 - 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, C, and D.]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district

also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

- Legal References:** Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)
- Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

531 THE PLEDGE OF ALLEGIANCE

Chisholm Public Schools Independent School District No. 695

Board Policy 531

Series: 500-Students

Subject: 531 The Pledge of Allegiance

Adopted/Revised:

[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

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

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

III. EXCEPTIONS

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

IV. INSTRUCTION

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

Legal References: Minn. Stat. § 121A.11, Subd. 3 and Subd. 4 (United States Flag)

Cross References: None

535 SERVICE ANIMALS IN SCHOOLS

Chisholm Public Schools Independent School District No. 695

Board Policy 535

Series: 500-Students

Subject: 535 Service Animals in Schools

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Handler

A "handler" is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, "handler" means the person who cares for and supervises the animal on that individual's behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

B. Service Animal

A "service animal" is a dog (regardless of breed or size) or miniature horse that is individually trained to perform "work or tasks" for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

C. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

D. Work or Tasks

1. "Work or tasks" are those functions performed by a service animal.
2. Examples of "work or tasks" include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens,

retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.

B. It is an unfair discriminatory practice to prohibit a person with a disability from taking a service animal into the public place or conveyance to aid persons with disabilities, and if the service animal is properly harnessed or leashed so that the person with a disability may maintain control of the service animal.

C. The school district shall not require a person with a disability to make an extra payment or pay an additional charge when taking a service animal into any school district building.

[NOTE: The 2024 Minnesota legislature revised Minn. Stat. 3631.19, as reflected in Paragraphs B. and C.]

D. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:

1. Is the service animal required because of a disability; and
2. What work or tasks is the service animal trained to perform.

E. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.

F. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

A. The service animal must be required for the individual with a disability.

B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.

- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
 - 1. Any of the requirements described in Part V., above, are not met.
 - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
 - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or

4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104 (ADA Regulations)
28 C.F.R. § 35.130(b)(7) (ADA Regulations)
28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations)
Minn. Stat. § 363A.19 (Discrimination Against Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

605 ALTERNATIVE EDUCATIONAL SERVICES

Chisholm Public Schools Independent School District No. 695

Board Policy 605

Series: 600 Education Program

Subject: 605 Alternative Educational Services

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational services for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.
- B. It shall be the responsibility of the superintendent to identify alternative educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational services to the school board.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions)
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

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

MSBA/MASA Model Policy 604 (Instructional Curriculum)