

# OFFICIAL MINUTES

## Chatfield Public Schools School Board ISD #227

### Regular Board Meeting

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*Date | time* 4/1/2020 7:00 PM | *Meeting called to order by* Board Chair Amy Jeffers

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#### In Attendance

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Pursuant to due call and notice thereof, the regular meeting of the School Board of Independent School District No. 227, Olmsted, Fillmore and Winona Counties was held on Wednesday April 2, 2020 via videoconference due to current social distancing and "Stay At Home" guidelines. Superintendent Ed Harris is present in his office and initiated the meeting.

Roll call was taken with these members present: Jeffers, Isensee, Backer, Priebe, McMahon & Lowrey. Superintendent Harris, Principals Paulson and McBroom, Business Manager O'Connor, Administrative Assistant Lowrey, and Student Senators Muller & Hebrink were also in attendance. All present said the Pledge of Allegiance.

#### Approval of Agenda

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Chair Jeffers asked for a motion to approve the agenda with this addition:

##### 11. Action Items

- c. Discontinuation of Policy 617 School District Ensurance of Preparatory & High School Standards

Lowrey/Priebe motion to approve this addition. Motion carried 6-0

Chair Jeffers asked for a motion to approve the agenda with these removals:

##### 8. Consent Items

- d. Approve the following 2020-2021 Winter Varsity/Head Coaches
  - i. Girls Basketball – Brian Baum
  - ii. Boys Basketball – Jeff DeBuhr
  - iii. Wrestling Travis Bartels

##### 11. Action Items

- a. FY21 Budget Recommendation
- b. FY20 Budget Revision

Isensee/Priebe motion to approve these removals. Motion carried 6-0

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#### Approval of Claims & Accounts

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Priebe recommend approval of Claims and Accounts as presented. Lowrey/Isensee motion to approve as presented.  
Motion carried 6-0

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## Reports

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**Backer/Isensee/McMahon – Facilities & Finance Committee:** They met early this evening also via videoconference.

Discussion on the shed that is needed, possibly moving the batting cage to make room for a potential concession stand & opening up the dugouts at the softball fields and cooperating with the Youth Baseball program on the usage at Mill Creek. Superintendent Harris reminded the community that funds for the shed project are coming out reserved construction funds and will have no effect on the general fund budget.

**Ben Muller & Peter Hebrink – Student Senate Representatives:** This is the first week of distance learning due to the Coronavirus pandemic. Both Ben & Peter felt that things are going well even with the bumps with Schoology. It has been and interesting and good so far.

**Randy Paulson – High School Principal & Shane McBroom – Elementary Principal:** Thanked ALL staff for the work put into preparing and carrying out distance learning. There has been a lot of anxiety and frustration moving into this new territory, but everyone stepped up to the challenge. There is be changes in the future of education due to this pandemic, but both believe that after this week's accomplishments our staff is ready for it. Complete copies of their reports are attached.

**Ed Harris - Superintendent:** Is also very appreciative of our staff and the work that has been completed to make distance learning work so far. He reviewed the parent/staff letter he sent out on Monday. The budget items that were removed from the agenda will be revisited in May and June as well as the approval of the Winter Varsity coaches. He shared why MSBA is asking for removal of Policy 617. A complete copy of his report is attached.

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## Approval of Consent Items

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McMahon/Lowrey motion to approve the Consent Items:

- a. Approve 03/04/2020 Meeting Minutes
- b. Approve 03/18/2020 Special Meeting Minutes
- c. Approve Job Posting of Summer School Teachers/Paras
- d. Approve the following resignation: Scott Schmaltz/8<sup>th</sup> Gr Girls Basketball
- e. Approve the following retirement: Julie Boyum/ADSIS Gr 4-6 Teacher

Motion carried 6-0

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## 1<sup>st</sup> Reading of District Policies

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Jeffers noted that the following district policies are before the board for their first reading. She asked the board to refer any questions they might have to Mr. Harris.

- a. 533 Wellness
- b. 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, LEP Students
- c. 616 School District Accountability
- d. 624 Online Learning Options

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## 2<sup>nd</sup> Reading of District Policies

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Lowrey/Priebe motion to approve the following policies:

- a. 523 Policies Incorporated
- b. 530Frm Immunizations Form and Instructions
- c. 611 Homeschooling
- d. 613 Graduation Requirements

Motion carried 6-0

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## Action Items

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- a. Lowrey/Isensee motion to discontinue policy 617 School District Insurance of Preparatory & High School Standards.

Motion carried 6-0

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## Adjournment

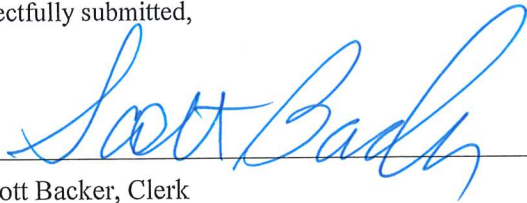
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Baker used this time to thank our medical professionals on the school board for their front-line services. Priebe and Jeffers both feel that we are better prepared than some places in the country due to close location to the Mayo Clinic.

Lowrey/Priebe motion to adjourn at 7:40pm. Motion carried 6-0

Respectfully submitted,

/s/



Scott Backer, Clerk

**THE APRIL 2020 SCHOOL BOARD MEETING WILL BE HELD VIA VIDEOCONFERENCING DUE TO "STAY AT HOME" GUIDELINES AND SOCIAL DISTANCING REQUIREMENTS. THIS MEETING WILL BE RECORDED AND MADE AVAILABLE TO THE MEDIA AND CCTV.**

**INVITED PARTICIPANTS: School Board, Ed Harris, Trista O'Connor, Lorri Lowrey, Randy Paulson, Shane McBroom, Melissa Burnett, Mary Allen, Ben Muller, Peter Hebrink**

**Student Senate**

Ben Muller and Peter Hebrink will be reporting on how Distance Learning is going from a student perspective.

**Superintendent Report**

School Shut Down and Distance Learning

Emergency Executive Order 20-20 (is attached)

Distance Learning Guide (is attached)

Meal Provision

Nearly 200 meals per day by kitchen staff, school staff, and Bernard Bus.

Gwen McCaulley	Katie Schumann	Sue Peterson
Marlys McBroom	Kelsey Mehus	Brooke Boelter
Jesse Arnold	Kristie Kayfes	Sheila Fluegal
Lisa Erding	Lyle Dietz	Michele Perry
Tom Moody	Mike Bernard	Josh Bernard
Connie Walker	Paula Tessier	Nate Bernard
Jessi Peterson	Rianna Cooper	Mischele Stehlik
Julie Pepin	Shane McBroom	Teagan Wampach

School Age Day Care

Providing care for nearly 2 dozen children of state designated critical workers.

Sue Tangen	Sue Danielson	Mackenzie Rowland
Helen Lange	Julie Pepin	Ann Borgen
Jenny Dahley	Katie Schuman	Erin Spelhaug
Kelsey Mehus	Haley Brackett	
Rianna Cooper	Sarah Baum	

Local COVID-19 Cases

Ed's March 30 Parent and Staff Letter (is attached)

Finance and Facilities Committee



Shed report: Notice of Public Hearing for April 6 at 7:00 pm sent out for the shed plan as it is too big and too high according to the current zoning code. And, request for quotes were mailed out on Thursday, March 26 to Ken Baker, Brian Lee, Tim Brogen, and Geoff Griffin. They are due back April 17.

FY21 Budget Recommendation: The committee will review what was presented at the February 19, 2020 budget work session. Ed will offer some minor updates and ask that the formal recommendation be put off until May. It would be best to discuss this in person and there are no non-renewals of staff pending at this time that make this agenda item time-sensitive. And, minimizing the April agenda with discussion items that can be put off will be helpful as it will be done via videoconferencing.

#### Consent Agenda

Winter Head Coach Contracts moved to May. There was some question about the completeness of season end processes. The Board may want in-person discussion (May meeting) of this item. And, minimizing the April agenda with discussion items that can be put off will be helpful as it will be done via videoconferencing.

Julie Boyum: THANK YOU and CONGRATULATIONS!! She is retiring after 31 years of service to the District.

#### **1st Reading of District Policies**

533 Wellness  
No changes.

615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, LEP Students  
Change in web address. Nothing material.

616 School District Accountability  
Guidelines align more cleanly with the World's Best Workforce Report process. No significant changes.

624 Online Learning Options  
No changes.

#### **2nd Reading of District Policies**

523 Policies Incorporated  
No changes.

530 Frm Immunizations Form and Instructions  
No changes.

611 Homeschooling

Updates/expands definition of Textbooks, Instructional Materials, Standard Tests (Section V). Relatively minor.

613 Graduation Requirements

Removes the term GRAD. Streamlines Section V and VI. Relatively minor.

**Action Items**

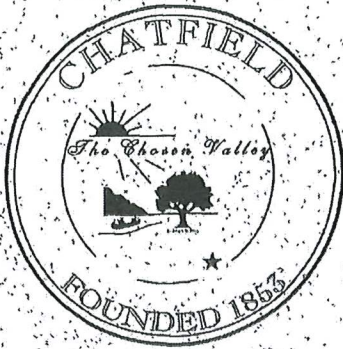
11(a) FY21 Budget Recommendation: Ed will be requesting that this item be moved to May. The Board may want in-person discussion. And, minimizing the April agenda with discussion items that can be put off will be helpful as it will be done via videoconferencing. There are no staff non-renewals planned at this time so this item is not time sensitive.

11b

Removal/Deletion: Board Policy 617

Comments from MSBA legal counsel Terry Morrow...





## CITY OF CHATFIELD

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

### Notice of Public Hearing

#### To Consider a Variance Request Pursuant to Section 113-108 of The Chatfield City Code

Notice is hereby given that the Planning & Zoning Commission will meet at 7:00 p.m. at the Thurber Community Building on Monday, April 6, 2020 to hear public comments on a proposed variance request.

A variance is being requested because the property owner wishes to construct a detached storage building that would be taller and larger in area than is allowed by the Zoning Code.

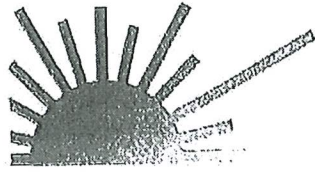
The property in question is owned by the Chatfield Public School District is located at 205 Union Street Northeast.

All persons caring to be heard thereon will be heard at that time and place.

Joel Young, City Clerk

City of Chatfield





# Chatfield MINNESOTA

"THE CHOSEN VALLEY"

To: Chatfield Planning & Zoning Commission  
From: Joel Young, City Clerk  
Date: March 3, 2020  
Subject: Variance application – Chatfield Public Schools Storage Building

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**MEETING DATE:**

April 6, 2020

**REQUEST:**

Applicant: Chatfield Public Schools  
Location: 205 Union Street NE

The Chatfield Public School District is requesting approval of a variance to sections 113-291 (b) and (d) – height and size of footprint– of the City Ordinance.

*The Performance Standards in Section 113-291 (b) states "No accessory building.....shall exceed 16 feet in height....."*

*The Performance Standards in Section 113-291 (d) states "No accessory structure shall exceed 1,008 square feet in area....."*

*The Chatfield Public School District is requesting a variance to replace the storage building that was removed from the property to allow for the construction of the Chatfield Swimming Pool in 2018. The proposed building is smaller in area and in height than the previous building, which was in place by virtue of a variance that had been granted for that building. The purpose of this building is to provide enough permanent cold storage so that the current use of storage containers can be discontinued.*

*(See exhibits)*

..... more





## High School Board Report Go Gophers!

### Distance Learning: Moving Forward

I want to thank Ed, Shane and Damon for their shared leadership the past couple of weeks. At 9:30 a.m., on March 15, Sunday, our lives quickly changed. The Governor was going to announce the closing of the schools and directing us to prepare for Distance Learning. For the next few days, changes were occurring by the hour and it felt like we were doing the 100-meter dash repeatedly. With excellent leadership and great staff, we moved on. Yesterday, even with the misfires of Schoology, it was a very successful day. Thus, I want to thank all of our staff, and I truly mean all of our staff, for their excellent work. The amount of brainstorming, planning and organizing that has taken place in a very short time was impressive. I want to thank the school board for their commitment to providing time and structure for our PLCs. As we move forward, our PLCs are and will continue to be our backbone for Distance Learning at CHS. It is an established, setup, ready to go structure of providing support, sharing and improvement. We are going to learn from each other more now than ever before. In our building we are fortunate for the following: Excellent Technology, PLC Facilitators, PLC teams, High School Leadership Team, Middle School Core Team and the Core Team Scheduling (CTS), Student Assistance Team (SAT), Child Study Team, our skills in Online Learning, our knowledge with Flex Time scheduling, 9<sup>th</sup> grade team, and our SpEd team. We have people serving in many different capacities and I appreciate the great leadership from all of my teachers and staff. I have also been very impressed with the support from our community. They have been very complimentary of our efforts. I also want to thank our parents and students for being patient and ask that they continue to be patient with us as we continue this new journey of discovery together.

### Updates

Prom has been rescheduled for the 23<sup>rd</sup> of May.

The 7-12 Band and Choir concerts have been combined and rescheduled for May 11.

Spring Play, scheduled for the 22<sup>nd</sup> and 23<sup>rd</sup> will only be performing on May 22.

Senior Class Trip has been cancelled. At this time, nothing has been scheduled. Walt Disney World has been shut down until further notice (no reopening date has been stated).

The Golf meet in Southland on May 11 will be rescheduled.

All other contests, meets, and practices for April have been cancelled.

Our tornado drill will be reschedule TBD.

MCA tests have been cancelled.

ACT tests have been cancelled the rescheduled time TBD.

Advance Placement is working on establishing online testing for their AP tests.



Note: Any of our concerts, plays, and meets that have been rescheduled for May, if cancelled, will be postpone indefinitely.

We will need two Board Member volunteers to hand out diplomas in May. Hopefully!



Please call or e-mail me if you have any questions. I am looking forward to seeing everyone Wednesday from a distance.

*Randy Paulson* [rpaulson@chatfield.k12.mn.us](mailto:rpaulson@chatfield.k12.mn.us)

## CHATFIELD ELEMENTARY REPORT TO THE SCHOOL BOARD



**April 1, 2020**

### Distance Learning Update

I want to recognize the efforts of all of the staff for taking a very challenging task of creating a Distance Learning Plan in the matter of 8 days to prepare for students. Our last 2 weeks have challenged our staff but we have persevered and feel confident we have a good plan. Of course things will change and we have to be flexible, but I am proud of all the work we have done. Thank you to the families for being patient as well. We are all in this together.

### MCA Testing

Looks like it is not going to happen this year.

### Kindergarten Round-Up

At this time, Round-up is postponed. We will look for a solution as we know more about the future plans.

### Severe Weather Awareness Week – Next Week

This will look different this year!

I really don't have a lot of information to share this month other than our staff have stepped up to the plate and done a phenomenal job! Proud to be a Gopher.

### Who would have thought – Brady Bunch

The Brady Bunch had ZOOM figured out a long time ago.



taken from

<https://www.bing.com/videos/search?q=brady+bunch+opening&docid=608050601432846213&mid=11EB5B4859DD6DD79C2F11EB5B4859DD6DD79C2F&view=detail&FORM=VIRE> on March 30, 2020

### Upcoming Dates

This is all on hold for now.



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Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

MSBA/MASA Model Policy 523

Orig. 1995

Rev. 2012

## 523 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

Certain policies as contained in the school district's policies are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to students:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; <u>Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices</u>
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Model Policy 511	Student Fundraising
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 613	Graduation Requirements
Model Policy 614	School District Testing Plan and Procedure
Model Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
Model Policy 616	School District System Accountability
Model Policy 707	Transportation of Public School Students
Model Policy 708	Transportation of Nonpublic School Students
Model Policy 709	Student Transportation Safety Policy
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 801	Equal Access to School Facilities

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

***Legal References:***

***Cross References:***

Enter the date of each vaccine your child has received to date. Specify the month, day, and year of each dose such as 01/01/2010.

# Immunization Form

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Immunizations required for child care, early childhood programs, and school.

Birth to 6 months      12 - 24 months      At Kindergarten      At 7th grade      At 12th grade

## Vaccine

Hepatitis B										
Diphtheria, Tetanus, Pertussis (DTaP, DT, Td)										
<i>Haemophilus influenzae</i> type b (Hib)										
Pneumococcal (PCV)										
Polio										
Measles, Mumps, Rubella (MMR)										
Chickenpox (varicella)										
Hepatitis A										
Tetanus, Diphtheria, Pertussis (Tdap)										
Meningococcal (MCV4)										

Minnesota law requires children enrolled in child care, early childhood education, or school to be immunized against certain diseases, unless the child is medically or non-medically exempt.

## Instructions for parent or guardian:

- Fill out the dates in chronological order even if your child received a vaccine outside of the age/grade category that the box is in. Depending on the age of your child, they may not have received all vaccines; some boxes will be blank.
  - If you have a copy of your child's immunization history, you can attach a copy of it instead of completing the front of this form.
  - Your doctor or clinic can provide a copy of your child's immunization history. If you are missing or need information about your child's immunization history, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-3980 or 800-657-3970.
- Sign or get the signatures needed for the back of this form.
  - Document medical and/or non-medical exemptions in section 1.
  - Verify history of chickenpox (varicella) disease in section 2.
  - Provide consent to share immunization information (optional) in section 3.



**Instructions:** Complete section 1 to document a medical or non-medical exemption, section 2 to verify history of varicella disease, and section 3 to consent to share immunization information.

Name \_\_\_\_\_

**1. Document a medical and/or non-medical exemption (A and/or B).**

Place an X in the box to indicate a medical or non-medical exemption. If there are exemptions to more than one vaccine, mark each vaccine with an X.

Vaccine	Medical Exemption	Non-Medical Exemption
Diphtheria, Tetanus, and Pertussis		
Polio		
Measles, Mumps, Rubella		
<i>Haemophilus influenzae</i> type b		
Chickenpox (varicella)		
Pneumococcal		
Hepatitis A		
Hepatitis B		
Meningococcal		

**A. Medical exemption:** By my signature below, I confirm that this child should not receive the vaccines marked with an X in the table for medical reasons (contraindications) or because there is laboratory confirmation that they are already immune.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(of health care practitioner\*)

**2. History of chickenpox (varicella) disease.** This child had chickenpox in the month and year \_\_\_\_\_

My signature below means that I confirm that this child does not need chickenpox vaccine because:

☐ I am a health care practitioner and this child was previously diagnosed with chickenpox or the parent provided a description that indicates this child had chickenpox in the past.

☐ I am the parent or guardian and this child had chickenpox on or before September 1, 2010.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(of health care practitioner\*, representative of a public clinic, or parent/guardian). Parent can sign if chickenpox occurred before September 2010.

\*Health care practitioner is defined as a licensed physician, nurse practitioner, or physician assistant.

**B. Non-medical exemption:** A child is not required to have an immunization that is against their parent or guardian's beliefs. However, choosing not to vaccinate may put the health or life of your child or others they come in contact with at risk. Unvaccinated children who are exposed to a vaccine-preventable disease may be required to stay home from child care, school, and other activities in order to protect them and others.

By my signature, I confirm that this child will not receive the vaccines marked with an X in the table because of my beliefs. I am aware that my child may be required to stay home from child care, school, and other activities if exposed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(of parent or guardian in presence of notary)

**Non-medical exemptions must also be signed and stamped by a notary:**

This document was acknowledged before me on \_\_\_\_\_ (date)

Notary Stamp

by \_\_\_\_\_  
(name of parent or guardian)

Notary Signature: \_\_\_\_\_

STATE OF MINNESOTA, COUNTY OF \_\_\_\_\_

**3. Consent to share immunization information:** This school is asking for permission to share your child's immunization record with Minnesota's immunization information system. Giving your permission will:

- Provide easier access for you and your school to check immunization records, such as at school entry each year.
- Support your school in helping to protect students by knowing who may be vulnerable to disease based on their immunization record. This can be important during a disease outbreak.

Under Minnesota law, all the information you provide is private and can only be released to those authorized to receive it. Signing this section of the form is optional. If you choose not to sign, it will not affect the health or educational services your child receives.

I agree to allow my child's school to share my child's immunization documentation with Minnesota's immunization information system:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(of parent/guardian)



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 611

Orig. 1996

Revised: \_\_\_\_\_

Rev. ~~2017~~ 2019

## **611 HOME SCHOOLING**

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

### **I. PURPOSE**

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

### **II. GENERAL STATEMENT OF POLICY**

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

### **III. CONDITIONS FOR HOME SCHOOLING**

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

### **IV. IMMUNIZATION**

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

### **V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS**

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental

cost as a result of providing access electronically.

## **VI. PUPIL SUPPORT SERVICES**

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

## **VII. EXTRACURRICULAR ACTIVITIES**

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

## **VIII. SHARED TIME PROGRAMS**

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

*[Note: The provisions of Article VIII. - Shared Time Programs do not make a determination as to whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]*

## **IX. OPTIONAL COOPERATIVE ARRANGEMENTS**

### **A. Activities**

- 1. Minnesota State High School League-sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative

sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
  - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
  - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. § 123B.36 (School Boards May Require Fees)  
Minn. Stat. § 123B.41 (Definitions)  
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material,



Standard Tests)

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)

Minn. Stat. § 123B.86 (Equal Treatment - Transportation)

Minn. Stat. § 123B.92 (Transportation Aid Entitlement)

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials,  
Standardized Tests)

***Cross References:*** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA/MASA Model Policy 510 (School Activities)



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 613

Orig. 1997

Revised: \_\_\_\_\_

Rev. ~~2017~~ 2019

## 613 GRADUATION REQUIREMENTS

*[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]*

### I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### III. DEFINITIONS

- A. "Academic standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- C. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- E. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

~~F. "GRAD" means the graduation required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.~~

#### IV. DISTRICT ASSESSMENT COORDINATOR

(Position Title) shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

#### V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

~~A. encouragement to participate on a nationally normed college entrance exam in grade 11 or grade 12;~~

~~B A.~~ a Achievement and career and college readiness ~~tests~~ in mathematics, reading, and writing, as measured against. ~~The tests must have~~ a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation. ~~In addition, the tests must ensure that the foundational knowledge and skills for students' successful performance in postsecondary employment or education and articulated series of possible targeted interventions are clearly identified and satisfy Minnesota's postsecondary admission requirements. To the extent available, the tests should:~~ and which facilitates the

~~1. monitoring of~~ students' continuous development of and growth in requisite knowledge and skills; analyze analysis of students' progress and performance levels, identifying identification of students' academic strengths and diagnosing diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and

~~2. based on analysis of students' progress and performance data, determine~~ determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and

~~C B.~~ e Consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.



- ~~D~~ C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- ~~E~~ D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- ~~F~~ E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college ~~must be~~ are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment ~~under this subdivision~~ to graduate from high school.
- ~~G~~ F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## VI. GRADUATION CREDIT REQUIREMENTS

Students beginning 8<sup>th</sup> grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent; ~~geometry, statistics and probability, or its equivalent~~, sufficient to satisfy all of the academic standards in mathematics;
- C. ~~Students in the graduation class of 2015 and beyond must complete an~~ An algebra I credit by the end of 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics;
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. A minimum of seven elective credits.
- H. Credit equivalencies
  - 1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
  - 2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
  - 3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
  - 4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
  - 5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.

## **VII. GRADUATION STANDARDS REQUIREMENTS**

- A. All students must demonstrate their understanding of the following academic standards:
  - 1. School District Standards, Health (K-12);
  - 2. School District Standards, Career and Technical Education (K-12); and
  - 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical



education will be reviewed on an annual basis.\* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

\* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
  - 1. Minnesota Academic Standards, English Language Arts K-12;
  - 2. Minnesota Academic Standards, Mathematics K-12;
  - 3. Minnesota Academic Standards, Science K-12;
  - 4. Minnesota Academic Standards, Social Studies K-12; and
  - 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

### **VIII. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.023 (Benchmarks)  
 Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)  
 Minn. Stat. § 120B.07 (Early Graduation)  
 Minn. Stat. § 120B.11 (School District Process)  
 Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)  
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~  
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
 Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:***

MSBA/MASA Model Policy 104 (School District Mission Statement)  
 MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
 MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
 MSBA/MASA Model Policy 616 (School District System Accountability)



## Lorri Lowrey

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**From:** MSBA <msba@mnmsba.org>  
**Sent:** Wednesday, March 11, 2020 3:50 PM  
**To:** Ed Harris  
**Subject:** MSBA Policy Update | March 11, 2020

Dear MSBA Policy Services Subscriber:

I write to inform you that MSBA is removing Model Policy 617: School District Ensurance of Preparatory and High School Standards. The model policy's introductory note explains:

Note: With the repeal of the Profile of Learning, school districts no longer are required to comply with the procedures set forth in this policy. School districts which retain any portion of the Profile of Learning graduation requirements, however, may choose to retain all or a portion of this policy and may implement and manage the Profile of Learning content standards in whatever manner they deem appropriate.

Your district may choose to retain or remove the policy if it has been adopted. If your district chooses to remove the policy, it can be accomplished in a single meeting (removal of policy does not require multiple meetings/readings).

I hope this information is helpful. Please contact me if I can assist.

Thank you,

Terry Morrow

MSBA Director of Legal and Policy Services

tmorrow@mnmsba.org

Adopted: December 18, 2006

MSBA/MASA Model Policy 617

Orig. 1998

Revised: \_\_\_\_\_

Rev. 2003

## **617 SCHOOL DISTRICT ENSURANCE OF PREPARATORY AND HIGH SCHOOL STANDARDS**

### **I. PURPOSE**

The purpose of this policy is to ensure that all locally adopted preparatory and high school content standards of the Profile of Learning are addressed directly in both curriculum and assessment for all students, including those with special needs.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to implement the Minnesota Graduation Standards, including local adoption of the former Profile of Learning content standards, during the transition to the implementation of the required Minnesota Academic Standards.
- B. This policy ensures that all students who qualify and elect to satisfy their graduation requirements through the Profile of Learning content standards will continue to receive instruction, curriculum and assessment which address the preparatory and high school content standards of the Profile of Learning. This policy also defines how technology will be integrated across student learning areas. In implementing the preparatory and high school content standards, the school district will work to improve the scope and sequences of curriculum, research-based instructional skills of teachers and other district staff who work with students, and alternative assessments of student achievement while making the transition to the required Minnesota Academic Standards.

### **III. ESTABLISHMENT OF CURRICULUM AND INSTRUCTION**

#### **A. Preparatory Content Standards**

*[To the extent school districts retain preparatory content standards as part of their locally adopted academic standards, school districts should insert in this section how their curriculum and instructional opportunities for all students will address the preparatory content standards, including the primary, intermediate and middle level standards. This section should contain an outline of each learning area's sequence in a manner which provides notice as to when various achievements are expected.] This section will be completed at a later date by District #227, Chatfield Public Schools, when the board revises the policy.*

#### **B. High School Content Standards**

The school district will follow Policy 613, Graduation Requirements, as it



implements the graduation standards. This policy ensures that all students will receive instruction, curriculum and assessment which addresses the high school content standards of the Profile of Learning in all learning areas and that the uses of technology are integrated across student learning areas

C. Assessment of Content Standards

*[School districts should insert their procedure for determining where student achievement of preparatory and high school content standards will be assessed.] This section will be completed at a later date by District #227, Chatfield Public Schools, when the board revises the policy.*

D. Additional Requirements

*[School districts may wish to consider including additional graduation requirements beyond those required by the Minnesota Academic Standards.] This section will be completed at a later date by District #227, Chatfield Public Schools, when the board revises the policy.*

E. Special Needs Students

*[School districts should insert their procedure for addressing preparatory and high school content standards for students with special needs.] This section will be completed at a later date by District #227, Chatfield Public Schools, when the board revises the policy.*

F. Integration of Technology

*[School districts may insert their procedure for addressing how technology will be integrated across the learning areas. With the repeal of the Profile of Learning, school districts are not required to integrate technology across learning areas and may, in their discretion, delete this provision.] This section will be completed at a later date by District #227, Chatfield Public Schools, when the board revises the policy.*

G. Evaluation and Remediation of Student Difficulties and Achievement

*[School districts should insert their procedure for addressing how diagnosis of student difficulties and remediation will be accomplished as well as how diagnosis of student achievement and acceleration or continuous progress will be accomplished.] This section will be completed at a later date by District #227, Chatfield Public Schools, when the board revises the policy.*

***Legal References:*** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)  
Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation Standards - Written Composition)  
Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards)

***Cross References:*** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)