Edina Public Schools
DEFINING EXCELLENCE

School Board Regular Meeting
Monday, August 8, 2022; 7:00 PM
ECC Room 349

I. Determination of Quorum and Call to Order

II. Approval of Agenda

III. Excellence in Action

IV. Hearing from Members of the Public

V. Consent Agenda

A. Minutes: *July 18 work session and regular, July 25 special, July 26 special and closed*
B. Personnel Recommendations
C. Expenditures Payable, July 2022
D. Electronic Fund Transfers
E. Acceptance of Donation - Creek Valley Elementary
F. Acceptance of Donation - Edina High School
G. October Board Meeting Date Change
H. Minnesota State High School League Resolution for 2022-2023 Membership

VI. Report

A. COVID-19 Mitigation Status Update
Description: As we prepare to launch the 2022-2023 school year, the administration will provide a COVID-19 Mitigation status update.
Presenter(s): Dr. Stacie Stanley, Superintendent

VII. Discussion

A. 2022-2023 Board Goals
Description: A draft of these board goals was presented and discussed at the board retreat in July. Board member and Superintendent feedback was solicited and integrated into this version of the board goals. These goals have also been reviewed for alignment with Superintendent Stanley's proposed goals for the year. The board goals should be seen as a guiding document from which board meeting topics agendas will be prioritized.
Presenter(s): Governance Committee

B. 2022-2023 Superintendent Goals and Standards
Description: Superintendent goals are aligned with key Edina Public Schools strategic plan priorities and MSBA performance standards.
Presenter(s): Dr. Stacie Stanley, Superintendent

C. Edina High School Travel-Based Learning: Social Studies
Description: At the July 26th Board Workshop the Vietnam Travel Experience approved in March of 2019 was discussed. The focus of the discussion was to provide an update on the history of and status on the Vietnam travel-based learning experience. Following the discussion, Edina High School Administration engaged in further conversations with EF Educational Tours. EF will have more information on the

approved Vietnam trip in approximately two weeks. If the trip to Vietnam is not able to be scheduled, EF has provided two alternative travel-based learning itineraries. Having two alternative itineraries at this time, allows for a greater flexibility in the final planning stages for EF which begins on September 8th, 110 days prior to the trip departure based on EF Education Tours Policy shared on 7.26.2022.
Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; Jenn Carter, Edina High School Assistant Principal; and Christopher Griggs, EHS Social Studies Teacher

VIII. Action

A. EPS Calendar for 2024-25 and 2025-26 School Years
Description: The Calendar Committee will continue to meet annually to establish a rolling calendar that is 2 years ahead of the current school year. This will provide staff and families ample planning time to organize family, life and community activities. A set of parameters for the calendar committee to consider has been drafted and is referred to as the Guiding Change for the 2024-25 & 2025-26 EPS Calendars. Administration is asking for board approval on the parameters to guide the work of the committee, which will begin to meet weekly in August of 2022.
Presenter(s): Dr. Randy Smasal, Assistant Superintendent; Sonya Sailer, Director of Human Resources
Recommendation: Action to approve the Guiding Change parameters is being requested at this meeting.

B. Edina High School Travel-Based Learning: Social Studies
Description: At the July 26th Board Workshop the Vietnam Travel Experience approved in March of 2019 was discussed. The focus of the discussion was to provide an update on the history of and status on the Vietnam travel-based learning experience. Following the discussion, Edina High School Administration engaged in further conversations with EF Educational Tours. EF will have more information on the approved Vietnam trip in approximately two weeks. If the trip to Vietnam is not able to be scheduled, EF has provided two alternative travel-based learning itineraries. Having two alternative itineraries at this time, allows for a greater flexibility in the final planning stages for EF which begins on September 8th, 110 days prior to the trip departure based on EF Education Tours Policy shared on 7.26.2022.
Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; Jenn Carter, Edina High School Assistant Principal; and Christopher Griggs, EHS Social Studies Teacher
Recommendation: Approve the two proposed alternative travel-based learning itineraries as back-up destinations in place of the approved Vietnam travel-based learning experience if Vietnam is not able to be scheduled.

C. Policy Review *(410, 413, 415, 506, 514, 522, 524, 616, 634, 708, 806)*
Description: These policies were reviewed with an eye toward clarity and alignment with District practice and state and federal statutes.
- Policy 410 – Leaves, Family and Medical Leaves
- Policy 413 – Harassment and Violence Prohibition, Students and Employees
- Policy 415 – Reporting Suspected Maltreatment of a Minor or Vulnerable Adult
- Policy 506 – Student Conduct and Discipline
- Policy 514 – Bullying Prohibition
- Policy 522 – Title IX Nondiscrimination Policy, Grievance Procedure and Process
- Policy 524 – Internet Acceptable Use and Safety Policy
- Policy 616 – School District System Accountability
- Policy 634 – Electronic Technologies Acceptable Use
- Policy 708 – Expense Reimbursement
- Policy 806 – Emergency Management

Presenter(s): Board Policy Committee
Recommendation: Accept the revised policies as presented.

IX. Leadership and Committee Updates

X. Superintendent Updates

XI. Adjournment

XII. Information

A. Update to Student Handbook

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF JULY 18, 2022

WORK SESSION
5:00 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

Ms. Erica Allenburg
Mr. Dan Arom
Mr. Michael Birdman
Ms. Karen Gabler
Mr. David Goldstein
Ms. Julie Greene
Ms. Janie Shaw

ABSENT:

PRESIDING OFFICER: Chair Erica Allenburg

5:00 - 6:55 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

CERTIFIED CORRECT:

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Ms. Janie Shaw, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JULY 18, 2022

5:00 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Goldstein, Greene, Shaw. Staff present: Stanley.

DISCUSSION

A. Board Goals

BOARD CHAIR UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:55 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JULY 18, 2022 WORK SESSION

5:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Goldstein, Greene, Shaw. Staff present: Stanley.

DISCUSSION

Board Goals: Board members discussed refining and prioritizing goals for 2022-2023.

ADJOURNMENT

At 6:55 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE REGULAR MEETING OF JULY 18, 2022

REGULAR MEETING
7:00 PM

Edina Community Center
ECC 349

SCHOOL BOARD MEMBERS PRESENT:

Ms. Erica Allenburg
Mr. Dan Arom
Mr. Michael Birdman
Ms. Karen Gabler
Mr. David Goldstein
Ms. Julie Greene
Ms. Janie Shaw

ABSENT:

PRESIDING OFFICER: Chair Erica Allenburg

7:02 - 8:42 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Anne Marie Leland, Director of Community Education and Strategic Partnerships
Natasha Monsaas-Daly, Director of District Media and Technology Services
Jody Remsing, Director of Student Support Services
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Business Services

Andy Beaton, Principal, Edina High School

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

CERTIFIED CORRECT:

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Ms. Janie Shaw, Clerk

(Official Publication)
MINUTES OF THE REGULAR MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JULY 18, 2022

7:02 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Goldstein, Greene, Shaw. Staff present: Stanley, Leland, Monsaas-Daly, Remsing, Sailer, Woodard.

APPROVAL OF AGENDA BY UNANIMOUS VOTE

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT AGENDA APPROVED BY UNANIMOUS VOTE

A. Minutes: *June 20 special, work session and regular meetings; June 29 special meeting; July 11 and 12 Retreat*
B. Personnel Recommendations
C. Teachers on Call Contract Renewal
D. Expenditures Payable, June 2022
E. Musical instruments purchase
F. Audio Enhancement
G. MSBA Membership
H. AMSD Membership
I. Metro ESCU Membership
J. Acceptance and Oath of Office - David Goldstein
K. Board Committee Appointments, Liaisons, Representatives
L. Resolution Calling Special Election
M. Designation of Responsible Authority and Designation of Data Practices Compliance Officials
N. Designation of Identified Official for the MDE External User Access Recertification System
O. Minnesota Japanese School Room Rental Agreement
P. Minnesota International Chinese School Room Rental Agreement
Q. Student Support Services Agreements
    1. Strategic Behavioral Solutions

DISCUSSION

A. Policy Review (*410, 413, 415, 506, 514, 522, 524, 616, 634, 708, 806*)

ACTION ITEMS APPROVED BY UNANIMOUS VOTE

A. Mandatory Surveillance Testing Program for Unvaccinated Staff
B. District Assessment Plan
C. Kids Club Hiring and Retention Strategy
D. Policy Review *(603, 618, 620)*

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

INFORMATION

A. Enrollment Report
B. Updates to Signatures for US Bank

OFFICIAL MINUTES OF SCHOOL BOARD'S
JULY 18, 2022 REGULAR MEETING

7:02 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Goldstein, Greene, Shaw. Staff present: Stanley, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Beaton.

APPROVAL OF AGENDA

Member Birdman motioned and Member Shaw seconded. All voting members voted Aye; Member Goldstein will not vote until the Consent agenda is approved.

EXCELLENCE IN ACTION

Honoring the work of district nurses. District nurses recently received recognition from the City of Edina; Anna Sonday, Health Services Supervisor, and Gretchen Gosh, EHS school nurse, talked about Covid case management, vaccination clinics, and their work to promote and support the District's Strategic Plan.

CONSENT AGENDA APPROVED BY UNANIMOUS VOTE WITH CHANGES

Member Shaw requested to remove the June 20 special meeting minutes and the Board Committee Appointments, Liaisons, Representatives item from the Consent agenda. Member Greene motioned and Member Gabler seconded the motion to approve the Consent agenda. All voting members voted Aye.

The resolutions are:

A. Minutes: *June 20 special, work session and regular meetings; June 29 special meeting; July 11 and 12 Retreat*
B. Personnel Recommendations
C. Teachers on Call Contract Renewal
D. Expenditures Payable, June 2022
E. Musical instruments purchase
F. Audio Enhancement
G. MSBA Membership
H. AMSD Membership
I. Metro ESCU Membership
J. Acceptance and Oath of Office - David Goldstein
K. Board Committee Appointments, Liaisons, Representatives
L. Resolution Calling Special Election
M. Designation of Responsible Authority and Designation of Data Practices Compliance Officials
N. Designation of Identified Official for the MDE External User Access Recertification System
O. Minnesota Japanese School Room Rental Agreement
P. Minnesota International Chinese School Room Rental Agreement
Q. Student Support Services Agreements
    1. Strategic Behavioral Solutions

Member Shaw motioned and Member Gabler seconded to approve the amended minutes from the June 20 special meeting and the updated Board Committee Appointments, Liaisons, Representatives. Member Shaw noted that she arrived late to the special meeting and did not participate in the discussion, and she requested to be the Board representative for the Gifted and Talented committee. All voting members voted Aye.

DISCUSSION

Policy Review *(410, 413, 415, 506, 514, 522, 524, 616, 634, 708, 806)*: Policy Committee members presented Policies 410, 413, 415, 506, 514, 522, 524, 616, 634, 708, and 806, for discussion. All eleven policies will move forward for Action at the next regular board meeting.

- Policy 410 – Leaves, Family and Medical Leaves
- Policy 413 – Harassment and Violence Prohibition, Students and Employees
- Policy 415 – Reporting Suspected Maltreatment of a Minor or Vulnerable Adult
- Policy 506 – Student Conduct and Discipline
- Policy 514 – Bullying Prohibition
- Policy 522 – Title IX Nondiscrimination Policy, Grievance Procedure and Process
- Policy 524 – Internet Acceptable Use and Safety Policy
- Policy 616 – School District System Accountability
- Policy 634 – Electronic Technologies Acceptable Use
- Policy 708 – Expense Reimbursement
- Policy 806 – Emergency Management

ACTION

Mandatory Surveillance Testing Program for Unvaccinated Staff: Member Shaw motioned and Member Arom seconded to approve the motion. All members voted Aye. The motion was approved.

District Assessment Plan: Member Shaw motioned and Member Gabler seconded to approve the motion. All members voted Aye. The motion was approved.

Kids Club Hiring and Retention Strategy: Member Greene motioned and Member Shaw seconded to approve the motion. All members voted Aye. The motion was approved.

Policy Review *(603, 618, 620)*: Member Greene motioned and Member Shaw seconded to approve the motion. All members voted Aye. The motion was approved.

- Policy 603 – Curriculum and Program Review and Development
- Policy 618 – Assessment, Grading and Reporting of Student Progress
- Policy 620 – Receiving Course Credit for Learning

LEADERSHIP AND COMMITTEE UPDATES

Member Greene provided a summary of Superintendent Stanley's review.

SUPERINTENDENT UPDATES

Dr. Stanley commented on summer programming and high student engagement.

ADJOURNMENT

At 8:42 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JULY 25, 2022

SPECIAL MEETING
7:30 AM

Edina Community Center
ECC 338 and Virtual

SCHOOL BOARD MEMBERS PRESENT:

Ms. Erica Allenburg (virtual)
Mr. Dan Arom
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Julie Greene
Ms. Janie Shaw

ABSENT:

Mr. David Goldstein

PRESIDING OFFICER: Vice Chair Julie Greene

7:30 - 8:28 AM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Business Services

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

CERTIFIED CORRECT:

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Ms. Janie Shaw, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JULY 25, 2022

7:30 AM Vice Chair Greene called to order the special meeting of the School Board. Members present: Allenburg (virtual), Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley, Sailer, Woodard.

CLOSED SESSION

A. Employee Negotiations

BOARD CHAIR UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 8:27 AM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair Ms. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JULY 25, 2022 SPECIAL MEETING

7:30 AM Vice Chair Greene called to order the special meeting of the School Board. Members present: Allenburg (virtual), Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley, Sailer, Woodard.

Member Shaw motioned and Member Allenburg seconded to close the meeting. Motion was approved by unanimous vote.

CLOSED SESSION

Employee Negotiations: Pursuant to Minnesota Statutes section 13D.03, the Board is authorized to vote to move into closed session to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Board will vote to move into closed session to discuss labor negotiations and strategy for the District's negotiations with the following bargaining units: paraprofessionals, clerical staff, custodians, bus drivers, and principals.

ADJOURNMENT

At 8:28 AM, there being no objection, Vice Chair Greene adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JULY 26, 2022

SPECIAL MEETING
5:00 PM

Edina Community Center
ECC 350 and Virtual

SCHOOL BOARD MEMBERS PRESENT:

Ms. Erica Allenburg (virtual)
Mr. Dan Arom
Ms. Karen Gabler
Ms. Julie Greene
Ms. Janie Shaw

ABSENT:

Mr. Michael Birdman
Mr. David Goldstein

PRESIDING OFFICER: Chair Erica Allenburg

5:00 - 7:16 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Jody De St. Hubert, Director of Teaching and Learning
Daphne Edwards, Director of Marketing and Communications
Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships
Natasha Monsaas-Daly, Director of Media and Technology Services
Jody Remsing, Director of Student Support Services
Mert Woodard, Director of Business Services

Jenn Carter, Assistant Principal, Edina High School

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

CERTIFIED CORRECT:

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Ms. Janie Shaw, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JULY 26, 2022

5:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg (virtual), Arom, Gabler, Greene, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Carter.

ACTION

A. Board Letter for District Staff
B. Board Letter for Edina School District Community

DISCUSSION

A. Discussion of Racist Incident
B. EPS Physical Security Processes

CLOSED SESSION

A. EPS Physical Security Processes

DISCUSSION

C. EHS Social Studies - Student Travel to Vietnam
D. Superintendent Goals

BOARD CHAIR UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 7:16 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair Ms. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JULY 26, 2022 SPECIAL MEETING

5:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg (virtual), Arom, Gabler, Greene, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Carter.

ACTION

Board Letter for District Staff: Member Greene motioned, and Member Shaw seconded to approve the motion. All members voted Aye. The motion was approved.

Board Letter for Edina School District Community: Member Shaw motioned, and Member Gabler seconded to approve the motion. All members voted Aye. The motion was approved.

DISCUSSION

Discussion about Racist Incident: Board members discussed recent racist incident and further actions that could be taken.

EPS Physical Security Processes: Director Monsaas-Daly presented information about current district security and possible next steps to enhance a layered approach.

Member Shaw motioned and Member Gabler seconded to recess for a closed session on Physical Security Processes. All members voted Aye. The motion was approved at 5:48 PM.

CLOSED SESSION

EPS Physical Security Processes: Closed session pursuant to Minnesota Statutes section 13D.05, subdivision 3(d), for the board to receive security briefings and reports; to discuss issues related to security systems; to discuss emergency response procedures; and to discuss recommendations regarding public services, infrastructure and facilities. The disclosure of this private security data would pose a danger to public safety and/or compromise security procedures and responses. During this closed session, the Board will be reviewing the safety and security information and plans to be used for each campus or school site, as well as District-wide safety and security procedures and recommendations for safety upgrades and training. Any voting related to the financial issues involved with the safety and security plans, if any, will take place during open session.

Member Gabler motioned and Member Shaw seconded to leave the closed session. All members voted Aye. The motion was approved at 6:33 PM.

DISCUSSION

EHS Social Studies - Student Travel to Vietnam: Director De St. Hubert and Assistant Principal Carter shared information about a student travel experience to Vietnam that was approved by the Board before Covid and updated information about possible alternatives.

Superintendent Goals: Dr. Stanley presented her proposed goals for 2022-2023.

ADJOURNMENT

At 7:16 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JULY 26, 2022

SPECIAL MEETING
7:00 PM

Edina Community Center
ECC 338 and Virtual

SCHOOL BOARD MEMBERS PRESENT:

Ms. Erica Allenburg (virtual)
Mr. Dan Arom
Mr. Michael Birdman
Ms. Karen Gabler
Mr. David Goldstein
Ms. Julie Greene
Ms. Janie Shaw

ABSENT:

PRESIDING OFFICER: Chair Erica Allenburg

7:25 - 8:21 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Mert Woodard, Director of Business Services

Mick Spence, Esq.

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

CERTIFIED CORRECT:

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Ms. Janie Shaw, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JULY 26, 2022

7:25 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Goldstein, Greene, Shaw. Staff present: Stanley, Smasal, Woodard; Spence.

CLOSED SESSION

A. Legal Issue

BOARD CHAIR UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 8:21 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JULY 26, 2022 SPECIAL MEETING

7:25 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Goldstein, Greene, Shaw. Staff present: Stanley, Smasal, Woodard; Spence.

Member Gabler motioned and Member Arom seconded to close the meeting. Motion was approved by unanimous vote.

CLOSED SESSION

Legal Issue: Pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b), to engage in discussions with the School Board's legal counsel related to litigation that has been filed against the District in the case of Otto v. ISD 273, Court File No. 22-cv-00005-KMM-BRT. The Board seeks legal advice on the status of the matter, alleged claims against the District, the District Attorney's analysis of the same, and the District's options for the potential settlement of the matter.

ADJOURNMENT

At 8:21 PM, there being no objection, Chair Allenburg adjourned the meeting.

Board Meeting Date: August 8, 2022

TITLE: Personnel Recommendations

TYPE: Consent

PRESENTER(S): Sonya Sailer, Director of Human Resources

BACKGROUND: Personnel recommendations are made monthly. Conditional offers of employment are subject to successful completion of a criminal background check.

RECOMMENDATION: Approve the attached personnel recommendations.

PRIMARY ISSUE(S) TO CONSIDER:

ATTACHMENTS:

1. Report (next page)

LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

Name	*Building*	*Position*	*Salary*	*Date*
BRADLEY, KAYLA	HL	ART TEACHER LTS	27.63/HR	22-23 SY
CHERRY, MARIE	CS	GRADE 1-2	55,149	22-23 SY
CULVER, ANNIKA	CN	PE/DAPE	40,672	22-23 SY
EHLERT, KRISTEN	VV	MATHEMATICS	87,799	22-23 SY
ENDO, ANGIE	VV	MEDIA SPECIALIST	76,137	22-23 SY
FEILY, LEIGH ANN	DW	CONTINUOUS IMPROVEMENT SPECIALIST - ADDITIONAL 15 DUTY DAYS	6,216.44	22-23 SY
FUREY, KIMBERLY	CS/VV	VISUAL ARTS	21,078.80	22-23 SY
GULBRANDSON, HANS	EHS	MATH TEACHER, LTS	27.63/HR	22-23 SY
HOFFMAN, JADA	CN	SPECIAL EDUCATION	42,207	22-23 SY
HULST, ADAM	EHS	ML/INTERVENTION	48,151	22-23 SY
KAHN, ALEA	HL	4TH/5TH GRADE MULTI-AGE	48,151	22-23 SY
KENNEDY, AMY	DW	LITERACY COACH	84,018	22-23 SY
KROHN, ASHLEY	HL	MEDIA SPECIALIST	78,068	22-23 SY
NELSON, KWENEN	EHS	ENGLISH/LANGUAGE ARTS	59,220	22-23 SY
OPATZ, KARI	HL	GRADE 2	60,726	22-23 SY
SKAAR, JORDAN	HL	PE/DAPE	46,814	22-23 SY
TISSER, ROBYN	EHS	MATHEMATICS	51,423	22-23 SY
WILLAERT, WENDY	SV/VV	PE/DAPE, LTS	27.63/HR	22-23 SY

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

Name	*Assignment*	*Building*	*Date*
BANDY, KATHERINE	MATH	EHS	06/03/2022
BRIDGES, GARY	PREMIER SUB	EHS	06/02/2022
BRISCOE, JASON	SPANISH LTS	EHS	08/03/2022
COON, MARCIA	PREMIER SUB	VV	06/02/2022
DENG, YUEFEN	PREMIER SUB	VV	06/02/2022

DORRANCE, ANNE	SUCCESS CENTER	CV	06/15/2022
KUBES, JON	PREMIER SUB	SV	06/02/2022
LEE, MARISA	PREMIER SUB	ECSE	06/02/2022
NORDBERG, JAMES	PREMIER SUB	EHS	06/02/2022
OLSON, GUY	PREMIER SUB	HL	06/02/2022
PICKERING, MEGAN	PREMIER SUB	CS	06/02/2022
ROBERTS, ELIZABETH	PREMIER SUB	CC	06/02/2022
SAMPSON, TATIANA	PREMIER SUB	HL	06/02/2022
SCHEIDLER, MATTHEW	PREMIER SUB	CV	06/02/2022
SCHWARTZ, ROBB	PREMIER SUB	SV	06/02/2022
SCHWINGHAMMER, ANDREA	PREMIER SUB	CC	06/02/2022
SEEMUTH, PATRICK	PREMIER SUB	EHS	06/02/2022

C. REQUEST FOR LEAVE OF ABSENCE

Name	*Position*	*Building*	*Anticipated Dates of Leave*
FRUCI, ERIN	MATH	EHS	10/17/2022-1/20/2023
JOHNSON, MORGAN	GRADE 1	CS	11/04/2022-03/06/2023
STENGEL, KATHERINE	GRADE 5	ND	8/2022-8/2023

D. CHANGE OF EMPLOYMENT STATUS

Name	*Building*	*Assignment Change*	*Salary*	*Date*

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

Name	*Building*	*Position*	*Salary*	*Date*
AHMED, SHUKRI	CREEK VALLEY	EDUCATIONAL ASSOCIATE	$19.12/hr	08/29/2022
BACKSTROM, CATHERINE	COUNTRYSIDE	EDUCATIONAL ASSOCIATE	$20.20/hr	08/29/2022
BREITSTEIN, EMILY	CORNELIA	EDUCATIONAL ASSOCIATE	$19.12/hr	08/29/2022
HAMILTON, TIANA	HIGH SCHOOL	EDUCATIONAL ASSOCIATE COLLEGE & CAREER CTR	$20.20/hr	08/29/2022

HICKS, DAVID	DISTRICT OFFICE	HUMAN RESOURCES SPECIALIST	$5439/mo	07/25/2022
GAYLES, TASHA	CREEK VALLEY	EDUCATIONAL ASSOCIATE	$20.20/hr	08/29/2022
KALLAS, MARIA	NORMANDALE	EDUCATIONAL ASSOCIATE	$20.20/hr	08/29/2022
LANGE-OLSON, MELISSA	CONCORD	9 MO CLASS G DUE PROCESS	$3285/mo	08/29/2022
LYNES, ANDREW	SOUTHVIEW	EDUCATIONAL ASSOCIATE	$20.20/hr	08/29/2022
MBAGNICK, DIOUF	NORMANDALE	EDUCATIONAL ASSOCIATE SECURITY	$20.20/hr	08/29/2022
MEERSMAN, NICHOLAS	HIGH SCHOOL	EDUCATIONAL ASSOCIATE	$18.05/hr	08/29/2022
O'SULLIVAN, AURELIE	NORMANDALE	EDUCATIONAL ASSOCIATE	$20.20/hr	08/29/2022
RAWLS, CRAIG	HIGH SCHOOL	EDUCATIONAL ASSOCIATE SECURITY MONITOR	$20.20/hr	08/29/2022
SPICER, NATALIE	HIGH SCHOOL	ACTIVITIES COORDINATOR EDINA HIGH SCHOOL	$5262/mo	08/04/2022
SULLIVAN, FRANK	HIGH SCHOOL	EDUCATIONAL ASSOCIATE	$20.20/hr	08/29/2022
THOEN, BROOKE	CREEK VALLEY	SECURITY MONITOR EDUCATIONAL ASSOCIATE	$18.05/hr	08/29/2022
WILLIAMS, JULIA	HIGH SCHOOL	CLASS E, 10 MONTH OFFICE ASSISTANT	$3354/mo	08/15/2022
YEBRA RENTERIA, SUGEY	HIGHLANDS	HEALTH SERVICE ASSOCIATE	$23.38/hr	08/29/2022

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

Name	*Assignment*	*Building*	*Date*
LASSONDE, LYNNE	INSTRUCTIONAL ASSISTANT	CREEK VALLEY	06/02/2022
MATTSON, RANDALL	BUS DRIVER	TRANSPORTATION	07/26/2022
SHERMAN, RICHARD	BUS DRIVER	TRANSPORTATION	07/04/2022

C. REQUEST FOR LEAVE OF ABSENCE

Name	*Position*	*Building*	*Anticipated Dates of Leave*

D. CHANGE OF EMPLOYMENT STATUS

Name	*Assignment Change*	*Salary*	*Date*
DENUCCIO, SAMANTHA	FROM: EDUCATIONAL ASSOCIATE SPECIAL EDUCATION SVMS TO: EDUCATIONAL ASSOCIATE SECURITY MONITOR SVMS	$20.20/hr	08/29/2022
PAULSON, ALLIE	FROM: EDUCATIONAL ASSOCIATE SECURITY PARA SMVS TO: EDUCATIONAL ASSOCIATE SPECIAL EDUCATION SVMS	$20.20/hr	08/29/2022
CARTER, EDGAR	FROM: EDUCATIONAL ASSOCIATE SPECIAL EDUCATION SVMS TO: EDUCATIONAL ASSOCIATE SECURITY MONITOR EHS	$19.12/hr	08/29/2022

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

Name	*Building*	*Position*	*Date*	*Salary*
AUGDAHL, KARI	ELC	PARAPROFESSIONAL	8/29/2022	$16.18/HR
CHRISTIANSON, HANNAH	ECC	12 MONTH PROGRAM SUPERVISOR	08/04/2022	$58,488 (prorated)
MACKEY, HARRIET	HL	SUMMER RECREATION LEADER	08/02/2022	$15.48/HR
SUITE, MELODY	ECC	12 MONTH PROGRAM SUPERVISOR	08/01/2022	$60,900 (prorated)

A. RESIGNATIONS, RETIREMENTS, TERMINATIONS

Name	*Assignment*	*Building*	*Date*

B. CHANGE OF EMPLOYMENT STATUS

Name	*Building*	*Assignment Change*	*Salary*	*Date*

C. REQUEST FOR LEAVE OF ABSENCE

Name	*Position*	*Building*	*Anticipated Dates of Leave*
LOBBEN, RACHEL	REC LEADER	HIGHLANDS	6/13 -7/20/2022

Board Meeting Date: 8/8/2022

Title: Expenditures Payable – July 2022

Type: Consent

Presenter(s): Mert Woodard, Director, Business Services

Background: Presented for approval by the Board of Education are the monthly disbursement totals, by fund, for the month of July 2022:

Fund		Disbursements
General Fund	$	4,194,683.95
Food Service Fund		31,586.00
Community Service Fund		267,478.32
Building Construction Fund		1,381,856.61
Debt Service Fund		-
Construction - 2015 Bond		-
Internal Service Fund		-
Student Activities		-
Total Disbursements	**$**	**5,875,604.88**

Recommendation: Approve the disbursements as presented for the month of July 2022.

Attachment(s):

1. Check Register – July 2022

2022-23 Check Report

For the Month Ended July 31, 2022

Edina Public Schools
DEFINING EXCELLENCE

Check No.	Vendor	Description	Date	Amount
387804	BARNES & NOBLE INC	BOOKS FOR 4TH GRD	7/6/2022	63.84
387805	BAYCOM INC	PORTABLE RADIO PART	7/6/2022	30.00
387809	EDINA WRESTLING BOO	STATE TOURNEY SETUP	7/6/2022	750.00
387810	ERIK KJELLBERG	SOFTBALL: HOPKINS	7/6/2022	150.00
387812	GOPHER/PLAY WITH A	51-089 ORANGE RALLY	7/6/2022	149.85
387812	GOPHER/PLAY WITH A	ESTIMATED SHIPPING/	7/6/2022	17.98
387814	MIDWEST BUS PARTS I	CREDIT ON ACCT	7/6/2022	(350.96)
387814	MIDWEST BUS PARTS I	PAINT	7/6/2022	27.27
387814	MIDWEST BUS PARTS I	LIGHTS	7/6/2022	237.39
387814	MIDWEST BUS PARTS I	COATING OF BUMPERS	7/6/2022	6,600.00
387815	NCS PEARSON INC	MCA/MTAS LATE SCORE	7/6/2022	125.00
387817	NOTT COMPANY	MTR BOILER SKIM VAL	7/6/2022	1,269.75
387818	ON SITE SANITATION	6/17-7/8 EHS LOW TU	7/6/2022	253.84
387818	ON SITE SANITATION	6/17-7/8 ECC MULTI	7/6/2022	253.84
387820	SCHOOL OUTFITTERS	ORDER WILL BE SCANN	7/6/2022	489.79
387820	SCHOOL OUTFITTERS	ORDER WILL BE SCANN	7/6/2022	517.91
387820	SCHOOL OUTFITTERS	ORDER WILL BE SCANN	7/6/2022	698.99
387821	VER-TECH LABORATORI	ACE 10 PLUS	7/6/2022	95.15
387844	ADVANCED IMAGING SO	HIGHLANDS 05/22	7/13/2022	382.95
387844	ADVANCED IMAGING SO	SOUTH VIEW 05/22	7/13/2022	425.83
387844	ADVANCED IMAGING SO	VALLEY VIEW 05/22	7/13/2022	567.50
387844	ADVANCED IMAGING SO	CORNELIA 05/22	7/13/2022	638.27
387844	ADVANCED IMAGING SO	CREEK VALLEY 05/22	7/13/2022	697.53
387844	ADVANCED IMAGING SO	NORMANDALE 05/22	7/13/2022	725.25
387844	ADVANCED IMAGING SO	COUNTRYSIDE 05/22	7/13/2022	763.88
387844	ADVANCED IMAGING SO	ECC/DO 05/22	7/13/2022	1,042.48
387844	ADVANCED IMAGING SO	CONCORD 05/22	7/13/2022	1,137.01
387844	ADVANCED IMAGING SO	HIGH SCHOOL 05/22	7/13/2022	2,033.18
387844	ADVANCED IMAGING SO	BUS GARAGE 05/22	7/13/2022	8.90
387845	TIMOTHY J ANDERSON	AMLE CONFERENCE REI	7/13/2022	905.81
387845	TIMOTHY J ANDERSON	AMLE RESOURCE BOOKS	7/13/2022	81.00
387846	ASTLEFORD INTERNATI	DRAIN PLUG	7/13/2022	83.30
387846	ASTLEFORD INTERNATI	TRIM	7/13/2022	286.76
387847	A-Z RENTAL CENTER	POOL MAINTENANCE	7/13/2022	125.40
387847	A-Z RENTAL CENTER	POOL MAINTENANCE	7/13/2022	343.20
387848	BARNES & NOBLE INC	GRD 4 BOOKS	7/13/2022	63.84
387849	BAYADA HOME HEALTH	NURSE DURING SCHOOL	7/13/2022	705.00
387849	BAYADA HOME HEALTH	NURSE DURING SCHOOL	7/13/2022	720.00
387850	BAYCOM INC	2 WALKIES (SV)	7/13/2022	1,390.00
387851	BRAEMAR GOLF COURSE	BGOLF COURSE RENTAL	7/13/2022	14,737.90
387852	BRAUN INTERTEC CORP	ECC 2022 IMPROVEMEN	7/13/2022	4,255.00
387853	BSN SPORTS, LLC	BASEBALL NET	7/13/2022	99.00
387853	BSN SPORTS, LLC	STATE CHAMP HATS: 1	7/13/2022	449.00
387853	BSN SPORTS, LLC	BASEBALL HELMET	7/13/2022	490.50
387853	BSN SPORTS, LLC	GBASKETBALL GEAR	7/13/2022	652.34
387853	BSN SPORTS, LLC	SOFTBALL SUPPLIES	7/13/2022	1,129.28
387853	BSN SPORTS, LLC	GLACROSSE SUPPLIES	7/13/2022	1,131.90
387856	CRESCENT MOON PRODU	CHOIR EXTRA SERVICE	7/13/2022	219.84
387856	CRESCENT MOON PRODU	CHOIR EXTRA SERVICE	7/13/2022	2,500.00
387856	CRESCENT MOON PRODU	CHOIR EXTRA SERVICE	7/13/2022	17,862.50
387859	ECKROTH MUSIC	SAXOPHONE REPAIR	7/13/2022	60.00
387859	ECKROTH MUSIC	SAXOPHONE REPAIR	7/13/2022	86.00
387859	ECKROTH MUSIC	CLARINET REPAIR	7/13/2022	112.00

Check No.	Vendor	Description	Date	Amount
387859	ECKROTH MUSIC	SAXOPHONE REPAIR	7/13/2022	133.00
387859	ECKROTH MUSIC	SAXOPHONE REPAIR	7/13/2022	140.00
387859	ECKROTH MUSIC	SAXOPHONE REPAIR	7/13/2022	159.00
387859	ECKROTH MUSIC	SAXOPHONE REPAIR	7/13/2022	263.00
387859	ECKROTH MUSIC	BAND CONCERT SUPPLI	7/13/2022	473.48
387859	ECKROTH MUSIC	SAXOPHONE REPAIR	7/13/2022	42.00
387859	ECKROTH MUSIC	SAXOPHONE REPAIR	7/13/2022	42.00
387859	ECKROTH MUSIC	SAXOPHONE REPAIR	7/13/2022	57.00
387859	ECKROTH MUSIC	CLARINET REPAIR	7/13/2022	57.00
387860	EDINA FRIENDS OF FO	DEBATE ENTRY FEE	7/13/2022	220.00
387861	EDINA SENIOR PARTY	SR PARTY PARTNERSHI	7/13/2022	838.75
387862	EKIN LLC	BSOCCER SUPPLIES	7/13/2022	1,159.50
387863	ERNIE ROSE GOLF	GOLF COURSE RENTAL	7/13/2022	3,600.00
387865	GARNERS TRANSPORTAT	3 BUSES: LAKE REBEC	7/13/2022	945.00
387866	GRAINGER	SANDPAPER	7/13/2022	81.20
387866	GRAINGER	TSCHIDA SUPPLIES	7/13/2022	142.57
387866	GRAINGER	24 VOLT TRANSFORMER	7/13/2022	23.34
387866	GRAINGER	TRANSFORMER	7/13/2022	27.00
387866	GRAINGER	VALVE STEMS	7/13/2022	48.88
387867	GRAND SLAM SPORTS	SCHOOL PACKAGE TRIP	7/13/2022	1,567.50
387868	GROTH MUSIC COMPANY	BAND CONCERT SUPPLI	7/13/2022	60.00
387868	GROTH MUSIC COMPANY	BAND CONCERT SUPPLI	7/13/2022	128.00
387869	HORIZON COMMERCIAL	POOL SUPPLIES	7/13/2022	1,882.98
387872	INSTITUTE FOR ENVIR	21-23 IMPACT ATT TE	7/13/2022	2,880.00
387873	ISD #318 -- GRAND R	WRESTLING ENTRY FEE	7/13/2022	250.00
387874	ISD 288 -- SOUTHWES	ED SERVICES IN C&T	7/13/2022	3,451.34
387875	IWS - INNOVATIONAL	HYDRONIC TESTING	7/13/2022	280.00
387875	IWS - INNOVATIONAL	GLYCOL	7/13/2022	1,241.83
387876	JEFFERSON LINES	GSOCCER BUSES	7/13/2022	600.00
387877	JERRY'S PRINTING	SCHOLAR ATHLETE PGM	7/13/2022	211.00
387878	JH LARSON COMPANY	FLUORESENT LGIHT TU	7/13/2022	364.88
387879	ALISA J KAPPEL	AVID SUPPLIES	7/13/2022	326.55
387879	ALISA J KAPPEL	AVID LUNCHES/SNACKS	7/13/2022	167.07
387879	ALISA J KAPPEL	AVID CURRICULUM	7/13/2022	255.77
387880	KATIE BERGE	RECOVERY SERV REIMB	7/13/2022	325.00
387881	KEYSTONE	PAINT/SANDPAPER	7/13/2022	282.30
387883	KINECT ENERGY, INC	ND - MAY22 SERVICES	7/13/2022	66.27
387883	KINECT ENERGY, INC	ECC - MAY22 SERVICE	7/13/2022	234.95
387883	KINECT ENERGY, INC	ND - MAY22 SERVICES	7/13/2022	546.35
387883	KINECT ENERGY, INC	BUS - MAY22 SERVICE	7/13/2022	582.37
387883	KINECT ENERGY, INC	CV - MAY22 SERVICES	7/13/2022	1,211.99
387883	KINECT ENERGY, INC	CN - MAY22 SERVICES	7/13/2022	1,266.83
387883	KINECT ENERGY, INC	CC - MAY22 SERVICES	7/13/2022	1,796.62
387883	KINECT ENERGY, INC	CS - MAY22 SERVICES	7/13/2022	1,871.20
387883	KINECT ENERGY, INC	ECC - MAY22 SERVICE	7/13/2022	1,937.08
387883	KINECT ENERGY, INC	VV - MAY22 SERVICES	7/13/2022	2,601.73
387883	KINECT ENERGY, INC	HL - MAY22 SERVICES	7/13/2022	2,734.46
387883	KINECT ENERGY, INC	EHS - MAY22 SERVICE	7/13/2022	6,461.53
387883	KINECT ENERGY, INC	SV - MAY22 SERVICES	7/13/2022	6,937.39
387885	LANGUAGE LINE SERVI	MAY22 INTERPRETER	7/13/2022	6,264.93
387887	MEGHAN TAYLOR	RECOVERY SERV REIMB	7/13/2022	120.00
387888	MELISSA STEVENSON	RECOVERY SERV REIMB	7/13/2022	400.00
387889	MENARDS - EDEN PRAI	AIR COMPRESSOR OIL	7/13/2022	115.16
387889	MENARDS - EDEN PRAI	BUMPER BOLTS	7/13/2022	134.43
387889	MENARDS - EDEN PRAI	TSCHIDA SUPPLIES	7/13/2022	144.76
387889	MENARDS - EDEN PRAI	DW - HOSE/COUPLERS	7/13/2022	251.00
387889	MENARDS - EDEN PRAI	HOSE ADAPTER	7/13/2022	4.15
387889	MENARDS - EDEN PRAI	ECC - BALL VALVE	7/13/2022	21.54
387889	MENARDS - EDEN PRAI	DW - BALL VALVE	7/13/2022	21.98
387890	MIDWEST MUSICAL IMP	MULTI INST REPAIRS	7/13/2022	3,656.25
387891	MIDWEST SHEET MUSIC	BAND SCORE	7/13/2022	40.65
387893	MN UMPIRE ASSOCIATI	LOWER LVL UMP ASSIG	7/13/2022	56.00
387894	MN SWIM COACHES ASS	SWIM ENTRY: TRUE TE	7/13/2022	150.00

Check No.	Vendor	Description	Date	Amount
387894	MN SWIM COACHES ASS	BSWIM AWARDS	7/13/2022	170.00
387895	MULTILINGUAL WORD I	INTERPRETER-SPED	7/13/2022	86.50
387896	THE MUSIC MART	BAND CONCERT SUPPLI	7/13/2022	113.70
387896	THE MUSIC MART	BAND CONCERT SUPPLI	7/13/2022	37.18
387896	THE MUSIC MART	BAND CONCERT SUPPLI	7/13/2022	43.80
387898	NORTHWEST PASSAGE	MAY22-GEN ED TUITIO	7/13/2022	976.50
387898	NORTHWEST PASSAGE	MAY22-SPED TUITION	7/13/2022	2,278.50
387899	OPENTEXT INC	FEES FOR JUN22	7/13/2022	142.54
387900	ORKIN COMMERCIAL SE	EHS BUNKER-JUN22 SE	7/13/2022	60.00
387900	ORKIN COMMERCIAL SE	HL-JUN22 SERVICES	7/13/2022	65.00
387900	ORKIN COMMERCIAL SE	ND-JUN22 SERVICES	7/13/2022	65.00
387900	ORKIN COMMERCIAL SE	CC-JUN22 SERVICES	7/13/2022	65.00
387900	ORKIN COMMERCIAL SE	CN-JUN22 SERVICES	7/13/2022	65.00
387900	ORKIN COMMERCIAL SE	CS-JUN22 SERVICES	7/13/2022	65.00
387900	ORKIN COMMERCIAL SE	CV-JUN22 SERVICES	7/13/2022	65.00
387900	ORKIN COMMERCIAL SE	SV-JUN22 SERVICES	7/13/2022	80.00
387900	ORKIN COMMERCIAL SE	VV-JUN22 SERVICES	7/13/2022	80.00
387900	ORKIN COMMERCIAL SE	EHS-JUN22 SERVICES	7/13/2022	95.00
387900	ORKIN COMMERCIAL SE	BUS-JUN22 SERVICES	7/13/2022	120.00
387900	ORKIN COMMERCIAL SE	ECC-JUN22 SERVICES	7/13/2022	55.00
387902	PRAIRIE ELECTRIC CO	CAFETRIA SWITCH REP	7/13/2022	150.00
387902	PRAIRIE ELECTRIC CO	ORCHESTRA RM LIGHTS	7/13/2022	256.00
387902	PRAIRIE ELECTRIC CO	OUTLET INSTALL	7/13/2022	323.20
387902	PRAIRIE ELECTRIC CO	EMERGENCY EXIT LIGH	7/13/2022	487.80
387903	PRAIRIE RESTORATION	CV-JUN22 VEG MGMT	7/13/2022	360.00
387903	PRAIRIE RESTORATION	EHS-JUN22 VEG MGMT	7/13/2022	1,040.00
387904	PRESENCELEARNING, I	MAY22 SP/LA CONSULT	7/13/2022	5,351.67
387905	PROCARE THERAPY	OT CONSULT-ECSE SPE	7/13/2022	994.11
387906	RELATE COUNSELING C	CHEM HEALTH-#9 OF 1	7/13/2022	2,880.00
387907	ROBERT B HILL CO	SALT FOR SOFTENER	7/13/2022	410.49
387908	RUSSELL SECURITY RE	LOCKS	7/13/2022	5,939.50
387909	SCHMITT MUSIC COMPA	BARI SAX REPAIR	7/13/2022	115.00
387910	SHANNON SPIERS	RECOVERY SERV REIMB	7/13/2022	300.00
387910	SHANNON SPIERS	RECOVERY SERV REIMB	7/13/2022	2,500.00
387911	SHRED RIGHT	WO-268400: H.R.	7/13/2022	30.00
387911	SHRED RIGHT	WO-268400: SPED	7/13/2022	30.00
387911	SHRED RIGHT	WO-268400: B.S.	7/13/2022	30.00
387911	SHRED RIGHT	SHRED BINS	7/13/2022	34.56
387913	SMITH-SHARPE FIRE B	BOILER REBUILD SUPP	7/13/2022	1,226.79
387914	SOLIANT HEALTH LLC	SPED SLP CONTRACT S	7/13/2022	2,125.50
387914	SOLIANT HEALTH LLC	SPED SLP CONTRACT S	7/13/2022	2,925.00
387915	SUNBELT STAFFING LL	SPED-OT CONTRACT SE	7/13/2022	2,080.88
387917	TERMINAL SUPPLY CO	SCREWS, CABLE TIES	7/13/2022	565.83
387919	T-MOBILE	ECSE - JUN22	7/13/2022	62.62
387919	T-MOBILE	CN MAINT - JUN22	7/13/2022	63.90
387919	T-MOBILE	ECC MAINT - JUN22	7/13/2022	110.28
387919	T-MOBILE	DMTS - JUN22	7/13/2022	180.74
387919	T-MOBILE	SV MAINT - JUN22	7/13/2022	232.56
387919	T-MOBILE	EHS MAINT - JUN22	7/13/2022	6.08
387919	T-MOBILE	BUS - JUN22	7/13/2022	18.38
387919	T-MOBILE	VV MAINT - JUN22	7/13/2022	18.38
387919	T-MOBILE	VV - JUN22	7/13/2022	22.26
387919	T-MOBILE	EHS - JUN22	7/13/2022	22.26
387919	T-MOBILE	HL - JUN22	7/13/2022	22.26
387919	T-MOBILE	HL MAINT - JUN22	7/13/2022	22.26
387919	T-MOBILE	ND - JUN22	7/13/2022	22.26
387919	T-MOBILE	SV - JUN22	7/13/2022	22.26
387919	T-MOBILE	CC - JUN22	7/13/2022	22.26
387919	T-MOBILE	CN - JUN22	7/13/2022	22.26
387919	T-MOBILE	CS - JUN22	7/13/2022	22.26
387919	T-MOBILE	CV - JUN22	7/13/2022	23.12
387919	T-MOBILE	CS MAINT - JUN22	7/13/2022	34.56
387919	T-MOBILE	CV MAINT - JUN22	7/13/2022	34.56

Check No.	Vendor	Description	Date	Amount
387919	T-MOBILE	SPED - JUN22	7/13/2022	35.42
387919	T-MOBILE	CC MAINT - JUN22	7/13/2022	35.42
387919	T-MOBILE	B&G - JUN22	7/13/2022	51.60
387921	ULINE	TSCHIDA STORAGE BOX	7/13/2022	383.16
387922	UNIVERSITY LANGUAGE	INTERPRETER-SPED	7/13/2022	191.70
387922	UNIVERSITY LANGUAGE	INTERPRETER-SPED	7/13/2022	589.73
387923	WAYZATA HIGH SCHOOL	BHOCKEY ENTRY FEE	7/13/2022	300.00
387924	WAYZATA RESULTS INC	TRACK MEET TIMING	7/13/2022	1,100.00
387925	WESTMARK PRODUCTION	CONCERT AUDIO RECOR	7/13/2022	325.00
387928	XCEL ENERGY	SV 05/15/22-06/14/2	7/13/2022	18,681.04
387950	AMERICAN SPORT FLOO	GYM/YOGA FLR RESURF	7/20/2022	5,238.35
387951	AUTO PLUS PARTS	UNDERCOATING	7/20/2022	100.55
387952	BIRCHBARK BOOKS AND	AMERICAN IND BOOKS	7/20/2022	6,188.85
387952	BIRCHBARK BOOKS AND	AMERICAN IND BOOKS	7/20/2022	776.02
387954	CENTRAL ROOFING COM	ECC 2022 REROOFING	7/20/2022	6,771.60
387955	CUSHMAN MOTOR COMPA	GRANT: BRUSH,POLYWA	7/20/2022	3,216.78
387955	CUSHMAN MOTOR COMPA	HL - FOOT PEGS	7/20/2022	620.36
387956	DIVERSE CONSTRUCTIO	EHS ROOFING	7/20/2022	123,286.25
387956	DIVERSE CONSTRUCTIO	VV ROOFING	7/20/2022	123,286.25
387957	EDUCATION LOGISTICS	JUN22-ROUTE MGMT	7/20/2022	4,827.37
387958	SHRED-IT USA	VV - SHREDDING	7/20/2022	49.17
387959	FRASER CHILD AND FA	CONSULT-PSYCHOTHERA	7/20/2022	1,540.00
387959	FRASER CHILD AND FA	JUN22 ADDENDUM 6/30	7/20/2022	5,000.00
387959	FRASER CHILD AND FA	CONSULT-PSYCHOTHERA	7/20/2022	462.00
387961	GRAINGER	PAN	7/20/2022	4.99
387961	GRAINGER	CARRIAGE BOLTS	7/20/2022	15.19
387961	GRAINGER	PAN	7/20/2022	17.96
387961	GRAINGER	RIVETS	7/20/2022	44.28
387962	GRAINGER	BELT	7/20/2022	14.62
387964	HAWKINS INC	CYLINDER RENTAL	7/20/2022	20.00
387965	HOGLUND BUS CO INC	PA MIC	7/20/2022	179.05
387966	JERRY'S HARDWARE	FCT CONNECTOR (2)	7/20/2022	11.68
387966	JERRY'S HARDWARE	BLDG REPAIR SUPPLIE	7/20/2022	34.41
387967	JW PEPPER & SON INC	CHOIR MUSIC	7/20/2022	26.99
387969	KOCH SCHOOL BUS SER	JUN22-BUS SERVICES	7/20/2022	4,573.31
387970	LUNSETH LAWN CARE P	CN - TREE REMOVAL	7/20/2022	271.05
387971	MASBO	MASBO ANNUAL MEMBER	7/20/2022	110.00
387972	MENARDS - EDEN PRAI	CREDIT ON ACCT	7/20/2022	(0.83)
387972	MENARDS - EDEN PRAI	EHS-PVC PIPE	7/20/2022	37.75
387972	MENARDS - EDEN PRAI	EHS-MISC SUPPLIES	7/20/2022	47.72
387972	MENARDS - EDEN PRAI	EHS-CONCRETE SEAL	7/20/2022	94.94
387973	METRO TRANSPORTATIO	SPED-JUN22 SERVICES	7/20/2022	1,392.00
387973	METRO TRANSPORTATIO	MPLS-JUN22 SERVICES	7/20/2022	2,274.00
387973	METRO TRANSPORTATIO	SPED-JUN22 SERVICES	7/20/2022	34,920.00
387974	MICHAEL VOGEL	BASEBALL: BUFFALO	7/20/2022	83.00
387975	MIDWEST MUSICAL IMP	BAND REPAIR: MULTIP	7/20/2022	75.00
387976	MINT ROOFING	EHS ROOF REPAIR	7/20/2022	475.13
387977	MN DEPT OF LABOR AN	ECC-YRLY ELEVATOR O	7/20/2022	100.00
387977	MN DEPT OF LABOR AN	SV-YRLY ELEVATOR OP	7/20/2022	200.00
387978	MTI DISTRIBUTING IN	EHS-COUPLERS	7/20/2022	113.92
387979	NAC MECHANICAL & EL	FRIDGE CIRCUIT/RECH	7/20/2022	11,728.00
387980	PLAYMAKERS LLC	CONSULTING FOR EPS	7/20/2022	17,600.00
387981	PRAIRIE ELECTRIC CO	OFFICE FURNITURE	7/20/2022	952.85
387982	PROVIDENCE ACADEMY	NON-PUB 21-22 TRANS	7/20/2022	7,229.82
387983	RAINDROP IRRIGATION	DW-REPAIR SYSTEM	7/20/2022	2,168.00
387983	RAINDROP IRRIGATION	DW-SERVICE CALL	7/20/2022	127.50
387983	RAINDROP IRRIGATION	DW-REPAIR LEAK	7/20/2022	280.00
387984	REGION 3AA	SECTION LACROSSE GA	7/20/2022	980.00
387984	REGION 3AA	SECTION LACROSSE GA	7/20/2022	1,715.00
387985	SCHMITT MUSIC COMPA	BAND REPAIRS	7/20/2022	685.00
387985	SCHMITT MUSIC COMPA	CREDIT ON ACCT	7/20/2022	(91.92)
387985	SCHMITT MUSIC COMPA	BARITONE REPAIR	7/20/2022	35.00
387986	SCHOOL HEALTH CORPO	ADDL HEALTH SUPPLIE	7/20/2022	83.45

Check No.	Vendor	Description	Date	Amount
387987	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	7/20/2022	1,658.34
387988	SET - THE MULCH STO	DW-MULCH/TOP SOIL	7/20/2022	510.00
387989	SHRED RIGHT	EHS - SHREDDING	7/20/2022	70.02
387991	SUMMIT FIRE PROTECT	HL-SPRINKLER REPAIR	7/20/2022	709.00
387992	THE TESSMAN COMPANY	DW-FERTILIZER	7/20/2022	2,083.83
387992	THE TESSMAN COMPANY	VV-FERTILIZER	7/20/2022	334.33
387992	THE TESSMAN COMPANY	EHS-FERTILIZER	7/20/2022	334.34
387993	T-MOBILE	JUN22-EPS HOT SPOTS	7/20/2022	149.94
387994	TRANSPORTATION PLUS	JUN22-TAXI SERVICES	7/20/2022	48.00
387995	TRI-STATE BOBCAT IN	DW-OIL/FILTER	7/20/2022	430.00
387995	TRI-STATE BOBCAT IN	EHS-EXCAVATOR RENTA	7/20/2022	726.75
387995	TRI-STATE BOBCAT IN	DW-TIRES FOR TOOL C	7/20/2022	996.00
387996	VER-TECH LABORATORI	WASH BAY CHEMICALS	7/20/2022	220.64
388036	93 HOP LLC	JUN22-BUS SOLAR PRO	7/27/2022	3,228.71
388037	93 SKIP LLC	JUN22-CN SOLAR PROD	7/27/2022	5,513.36
388037	93 SKIP LLC	JUN22-BUS SOLAR PRO	7/27/2022	401.32
388038	ADVANCED IMAGING SO	CREEK VALLEY 06/22	7/27/2022	174.76
388038	ADVANCED IMAGING SO	CONCORD 06/22	7/27/2022	185.94
388038	ADVANCED IMAGING SO	COUNTRYSIDE 06/22	7/27/2022	199.79
388038	ADVANCED IMAGING SO	HIGHLANDS 06/22	7/27/2022	203.84
388038	ADVANCED IMAGING SO	CORNELIA 06/22	7/27/2022	210.81
388038	ADVANCED IMAGING SO	HIGH SCHOOL 06/22	7/27/2022	226.73
388038	ADVANCED IMAGING SO	ECC/DO 06/22	7/27/2022	723.56
388038	ADVANCED IMAGING SO	BUS GARAGE 06/22	7/27/2022	9.80
388038	ADVANCED IMAGING SO	SOUTHVIEW 06/22	7/27/2022	85.73
388038	ADVANCED IMAGING SO	VALLEY VIEW 06/22	7/27/2022	101.70
388038	ADVANCED IMAGING SO	NORMANDALE 06/22	7/27/2022	129.53
388039	A-Z RENTAL CENTER	PROPANE TANK REFILL	7/27/2022	23.20
388040	BAYADA HOME HEALTH	NURSE DURING SCHOOL	7/27/2022	857.50
388040	BAYADA HOME HEALTH	NURSE DURING SCHOOL	7/27/2022	1,175.00
388041	BRYAN ROCK PRODUCTS	EHS-RED BALL DIAM	7/27/2022	2,228.86
388042	BUILDING RESTORATIO	CC 2022 EXTERIOR WA	7/27/2022	93,986.35
388042	BUILDING RESTORATIO	SV 2022 WALL REPAIR	7/27/2022	139,092.35
388043	CATALYST SOURCING S	SUPP TRACK MON SUBS	7/27/2022	229.99
388043	CATALYST SOURCING S	ONDEMAND//FACILITIE	7/27/2022	362.50
388043	CATALYST SOURCING S	ONDEMAND/CUT PAPER	7/27/2022	1,522.50
388045	CHARTWELLS DINING S	05/17 20140001 CS	7/27/2022	160.85
388045	CHARTWELLS DINING S	06/23 20140003 AN	7/27/2022	217.50
388045	CHARTWELLS DINING S	05/26 20140002 CS	7/27/2022	380.85
388046	CITY OF EDINA	VV FY2122 RES OFF F	7/27/2022	35,324.28
388046	CITY OF EDINA	SV FY2122 RES OFF F	7/27/2022	35,324.28
388046	CITY OF EDINA	EHS FY2122 RESOFF F	7/27/2022	105,972.86
388047	KARI L DAHLQUIST	APR-JUN22 CELL DEVI	7/27/2022	43.74
388047	KARI L DAHLQUIST	APR-JUN22 CELL PHON	7/27/2022	75.82
388048	DAVEY TREE EXPERT C	VV - TREE CLEAN UP	7/27/2022	2,080.00
388049	DAVID VAN HOUSE	SOFTBALL: MINNE ACA	7/27/2022	75.00
388050	DELEGARD TOOL COMPA	JUMP STARTER	7/27/2022	1,117.16
388051	ECM PUBLISHERS INC	JUN 3 SPEC	7/27/2022	47.60
388051	ECM PUBLISHERS INC	MAY 17 WS	7/27/2022	59.50
388051	ECM PUBLISHERS INC	MAY 31 SPEC	7/27/2022	59.50
388051	ECM PUBLISHERS INC	MAY 9 WS	7/27/2022	65.45
388051	ECM PUBLISHERS INC	JUN 13 SPEC	7/27/2022	77.35
388051	ECM PUBLISHERS INC	MAY 9 REG	7/27/2022	142.80
388052	SHRED-IT USA	CC-SHREDDING	7/27/2022	312.50
388052	SHRED-IT USA	SV - SHREDDING	7/27/2022	441.68
388053	FOLLETT SCHOOL SOLU	QUOTE 10655796	7/27/2022	560.36
388054	GENERAL SECURITY SE	CV-JUN22 PATROL RES	7/27/2022	35.00
388054	GENERAL SECURITY SE	HL-JUN22 PATROL RES	7/27/2022	35.00
388054	GENERAL SECURITY SE	ECC-JUN22 PATROL RE	7/27/2022	70.00
388054	GENERAL SECURITY SE	EHS-JUN22 PATROL RE	7/27/2022	70.00
388054	GENERAL SECURITY SE	CC-JUN22 PATROL RES	7/27/2022	105.00
388055	GILBERT MECHANICAL	CC-LIGHTING SYSTEM	7/27/2022	644.13
388057	IDEATE COLLABORATIV	LEADERSHIP RETREAT	7/27/2022	11,000.00

Check No.	Vendor	Description	Date	Amount
388059	ISDTA LLC	JUN22 ONSITE TRAINI	7/27/2022	2,130.00
388061	IWS - INNOVATIONAL	SYSTEM MGMT PROGRAM	7/27/2022	3,293.25
388062	JH LARSON COMPANY	LIGHTING BALLAST	7/27/2022	354.11
388063	JOSTENS INC	STUDENT CAPS	7/27/2022	420.00
388063	JOSTENS INC	DIPLOMA ORDER	7/27/2022	35.93
388064	KATH FUEL OIL SERVI	UNLEADED	7/27/2022	1,342.22
388064	KATH FUEL OIL SERVI	DIESEL	7/27/2022	35,113.80
388065	KINECT ENERGY, INC	JUN22-ENERGY MGMT F	7/27/2022	867.00
388066	KYLE WILLIAMS	BASEBALL: WASHBURN	7/27/2022	83.00
388067	LANGUAGE LINE SERVI	JUN22-INTERPRETER	7/27/2022	8,374.05
388068	MENARDS - EDEN PRAI	DRILL BITS	7/27/2022	102.89
388069	METRO TRANSPORTATIO	SPED-MAY22 SERVICES	7/27/2022	14,616.00
388069	METRO TRANSPORTATIO	MPLS-MAY22 SERVICES	7/27/2022	23,877.00
388069	METRO TRANSPORTATIO	SPED-MAY22 SERVICES	7/27/2022	191,444.00
388069	METRO TRANSPORTATIO	CREDIT ON ACCT	7/27/2022	(24,024.00)
388070	MORCON CONSTRUCTION	CC LIGHTING UPGRADE	7/27/2022	92,925.33
388071	MTI DISTRIBUTING IN	DW-GROUNDS EQUIPMEN	7/27/2022	467.59
388072	NAC MECHANICAL & EL	ECC 2022 BOILER REP	7/27/2022	77,900.00
388073	NEW DOMINION SCHOOL	JUN22 TUITION-GEN E	7/27/2022	556.15
388073	NEW DOMINION SCHOOL	JUN22 TUITION-SPED	7/27/2022	1,581.58
388074	NORTHWEST PASSAGE	JUN22 TUITION-GEN E	7/27/2022	1,023.00
388074	NORTHWEST PASSAGE	JUN22 TUITION-SPED	7/27/2022	2,387.00
388076	PSAT/NMSQT	APR22 PSAT ADMIN	7/27/2022	4,970.00
388077	REGENTS OF THE UNIV	MARIUCCI/STAGE RENT	7/27/2022	19,686.88
388078	ROBERT COLEMAN	BBSKTBALL: ST MICHA	7/27/2022	64.00
388079	S & J GLASS INC	VV DOOR REPLACMENT	7/27/2022	47,254.43
388079	S & J GLASS INC	ECC WINDOW REPLACED	7/27/2022	63,970.53
388080	SCHOOL SPECIALTY, L	CONSTRUCTION PAPER	7/27/2022	58.05
388081	SET - THE MULCH STO	TOPSOIL/GROUNDS	7/27/2022	510.00
388082	SHEEHY CONSTRUCTION	ECC 2022 INTERIOR U	7/27/2022	88,274.00
388082	SHEEHY CONSTRUCTION	2022 CC WINDOW REPL	7/27/2022	94,510.81
388082	SHEEHY CONSTRUCTION	ECC SITE REPAIRS	7/27/2022	157,680.51
388083	SHRED RIGHT	WO-268008: H.R.	7/27/2022	45.00
388083	SHRED RIGHT	WO-268008: SPED	7/27/2022	45.00
388083	SHRED RIGHT	WO-268008: B.S.	7/27/2022	45.00
388084	THOMAS BRACHER	T&F EDINA INVITE	7/27/2022	78.75
388085	TITAN MACHINERY-SHA	CASE BRAKE LINES	7/27/2022	261.00
388087	UNIVERSITY LANGUAGE	INTERPRETER-SPED	7/27/2022	191.70
388089	WOLD ARCHITECTS & E	CC WELL REPAIR	7/27/2022	112.55
388089	WOLD ARCHITECTS & E	VV DOOR#23 UPGRADES	7/27/2022	130.76
388089	WOLD ARCHITECTS & E	VV ACOUSTIC PANEL U	7/27/2022	174.33
388089	WOLD ARCHITECTS & E	ECC INTERIOR FINISH	7/27/2022	274.34
388089	WOLD ARCHITECTS & E	CV LIGHTING REPLACE	7/27/2022	306.20
388089	WOLD ARCHITECTS & E	ECC DOOR ENTRY REPA	7/27/2022	349.78
388089	WOLD ARCHITECTS & E	ECC 2020 RENOVATION	7/27/2022	35.10
388089	WOLD ARCHITECTS & E	CC WINDOW REPLACED	7/27/2022	3,595.08
388089	WOLD ARCHITECTS & E	CS LIGHTING REPLACE	7/27/2022	3,885.33
388089	WOLD ARCHITECTS & E	HL LIGHTING REPLACE	7/27/2022	516.28
388089	WOLD ARCHITECTS & E	ECC SITE REPAIRS	7/27/2022	599.59
388089	WOLD ARCHITECTS & E	CC LIGHTING REPLACE	7/27/2022	789.65
388089	WOLD ARCHITECTS & E	ECC WINDOW REPLACED	7/27/2022	1,660.50
388089	WOLD ARCHITECTS & E	VV BOILER PL REPLAC	7/27/2022	2,363.45
388089	WOLD ARCHITECTS & E	ECC EXTERIOR REPAIR	7/27/2022	2,510.63
388089	WOLD ARCHITECTS & E	ECC BOILER REPLACED	7/27/2022	5,627.65
388089	WOLD ARCHITECTS & E	CC ADDITION	7/27/2022	47,624.53
388089	WOLD ARCHITECTS & E	EHS DEFERRED MAINT	7/27/2022	67,512.45
V17415	MEGAN B SCHNEIDER	MAY-JUN22 MILEAGE	7/6/2022	196.79
V17416	KORY M SMITH	JUN22 CELL PHONE	7/6/2022	59.78
V17416	KORY M SMITH	JAN-JUN22 MILEAGE	7/6/2022	369.31
V17417	ERIN ST. ORES	MAY-JUN22 MILEAGE	7/6/2022	140.34
V17423	GARY R AASEN	INVITE MEDALS	7/13/2022	286.50
V17423	GARY R AASEN	INDOOR COURTS	7/13/2022	537.00
V17425	REED R BOLTMANN	RE CONFERENCE	7/13/2022	344.00

Check No.	Vendor	Description	Date	Amount
V17426	LEAH CLAIRE BULVER	LAST DAY TREATS	7/13/2022	20.34
V17427	JANET M DAHL	MAY-JUN22 MILEAGE	7/13/2022	65.87
V17427	JANET M DAHL	MAY-JUN22 MILEAGE	7/13/2022	69.21
V17428	AMY E FAIRWEATHER	MAY-JUN22 MILEAGE	7/13/2022	143.68
V17429	ERIC D HAMILTON	JUN22 CELL PHONE	7/13/2022	25.00
V17429	ERIC D HAMILTON	MAY-JUN22 MILEAGE	7/13/2022	80.15
V17430	THOMAS J JOHNSTON	JUN22 MILEAGE	7/13/2022	25.10
V17430	THOMAS J JOHNSTON	JUN22 CELL PHONE	7/13/2022	42.86
V17431	ANNE M LEE	NURSING ASSIST EXAM	7/13/2022	186.00
V17432	MATTHEW K MOSBY	JUN22 CELL PHONE	7/13/2022	65.00
V17435	TROY STEIN	STATE GOLF LUNCH	7/13/2022	21.95
V17436	NORMAN F VANDERLIND	JUN22 CELL PHONE	7/13/2022	52.46
V17438	DANIEL N BARTLETT	CONFERENCE MEAL REI	7/20/2022	71.80
V17439	KAREN L BERGMAN	MAY-JUN22 CELL PHON	7/20/2022	110.60
V17440	BRUCE W COLES	APR-JUN22 MILEAGE	7/20/2022	25.74
V17440	BRUCE W COLES	MAY-JUN22 CELL PHON	7/20/2022	130.00
V17441	MARK A DEYOUNG	JUN22 CELL PHONE	7/20/2022	54.08
V17442	BRIDGET R DILAURA	SPED CLASS SNACKS	7/20/2022	51.26
V17443	SHAWN G DRAVES	JUN22 CELL PHONE	7/20/2022	65.00
V17444	SCOTT H HIPPIE	JUN22 CELL PHONE	7/20/2022	43.73
V17445	SAMANTHA C JACOBSON	CONFERENCE MEAL REI	7/20/2022	81.18
V17447	ALEXANDRA SACKETT	CONFERENCE EXPENSES	7/20/2022	438.40
V17455	ERIC D HAMILTON	MAY22 CELL PHONE	7/27/2022	25.00
V17457	RANDAL J SMASAL	JAN-JUN22 CELL PHON	7/27/2022	240.00
387960	GENERAL PARTS LLC	KITCHEN OVEN PARTS	7/20/2022	737.43
388045	CHARTWELLS DINING S	EPS CREDIT BBOX	7/27/2022	(10,947.49)
388045	CHARTWELLS DINING S	EPS CREDIT DOD/NOI	7/27/2022	(3,577.00)
388045	CHARTWELLS DINING S	JUN22 HOME MILK CHA	7/27/2022	84.35
388045	CHARTWELLS DINING S	MGMT FRINGE-JUN22 L	7/27/2022	4,019.50
388045	CHARTWELLS DINING S	JUN22 SSO BREAKFAST	7/27/2022	4,199.48
388045	CHARTWELLS DINING S	MGMT LABOR-JUN22 BK	7/27/2022	5,707.79
388045	CHARTWELLS DINING S	MGMT LABOR-JUN22 LU	7/27/2022	11,079.82
388045	CHARTWELLS DINING S	JUN22 SSO LUNCH	7/27/2022	16,472.46
388045	CHARTWELLS DINING S	JUN22 OTHER ALA CAR	7/27/2022	428.39
388045	CHARTWELLS DINING S	JUN22 ADULT ALA CAR	7/27/2022	2,048.04
388045	CHARTWELLS DINING S	MGMT FRINGE-JUN22 B	7/27/2022	2,070.66
387805	BAYCOM INC	RADIO EQUIP	7/6/2022	199.00
387805	BAYCOM INC	RADIO BATTERIES/CHA	7/6/2022	1,157.00
387806	BROOKES PUBLISHING	ASQ FAMILY SUBS 21-	7/6/2022	58.00
387807	CRAIG CROASTON	2/3 SUMMER DIVING	7/6/2022	1,545.48
387808	EBS CAMPS INC	627-670/637	7/6/2022	2,327.50
387808	EBS CAMPS INC	613-673/67,606-634/	7/6/2022	10,419.50
387813	GROWING LOTS LLC	JUNE FIELD TRIP	7/6/2022	300.00
387816	NORTHSTAR BUS LINES	ROSLAND	7/6/2022	281.25
387816	NORTHSTAR BUS LINES	6/15 GRAND SLAM	7/6/2022	375.00
387816	NORTHSTAR BUS LINES	6/22 EDINA AQUA CNT	7/6/2022	437.50
387816	NORTHSTAR BUS LINES	EDINA AQUA CNTR	7/6/2022	437.50
387816	NORTHSTAR BUS LINES	BAKER PARK	7/6/2022	437.75
387816	NORTHSTAR BUS LINES	6/23 EDINA AQUA CNT	7/6/2022	468.75
387816	NORTHSTAR BUS LINES	EDINA AQUA CNTR	7/6/2022	468.75
387816	NORTHSTAR BUS LINES	6/21 EDINA AQUA CNT	7/6/2022	593.75
387816	NORTHSTAR BUS LINES	ELM CREEK PARK	7/6/2022	688.00
387816	NORTHSTAR BUS LINES	GRAND SLAM	7/6/2022	750.00
387816	NORTHSTAR BUS LINES	6/14 GRAND SLAM	7/6/2022	750.00
387819	PRAIRIE ELECTRIC CO	LIGHT INSTALL - SHE	7/6/2022	2,950.00
387854	CHESS & STRATEGY GA	627-514	7/13/2022	2,940.00
387855	CLOVER HACKETT	613-383	7/13/2022	2,170.00
387857	CURTIS CPR INSTRUCT	627-052/032	7/13/2022	2,100.00
387858	DASH SPORTS LLC	627-692/694/750/751	7/13/2022	3,028.20
387864	FUN ENGINEERZ LLC	6/27 ENG GREAT OUTD	7/13/2022	1,800.00
387870	HUDSON MAGIC LLC	BLUE WAND CRSE	7/13/2022	2,007.60
387871	INGINA LLC	JUNE CAMPS	7/13/2022	6,658.40
387882	KIDCREATE STUDIO	6/13 TINKERBELL	7/13/2022	1,326.00

Check No.	Vendor	Description	Date	Amount
387884	KIRSTEN MADAUS	613-919	7/13/2022	16.10
387886	MAYER ARTS INC	JUNE 20 HIP HOP	7/13/2022	2,751.00
387892	MIKKONEN MUSIC LLC	JUNE MUSIC	7/13/2022	1,935.00
387897	NORTHSTAR BUS LINES	6/29 FRENCH REGIONA	7/13/2022	250.00
387897	NORTHSTAR BUS LINES	6/30 FRENCH REGIONA	7/13/2022	250.00
387897	NORTHSTAR BUS LINES	6/27 AQUA CENTER	7/13/2022	437.50
387897	NORTHSTAR BUS LINES	6/28 AQUA CENTER	7/13/2022	437.50
387897	NORTHSTAR BUS LINES	6/29 AQUA CENTER	7/13/2022	437.50
387897	NORTHSTAR BUS LINES	6/28 SCIENCE MUS	7/13/2022	451.00
387897	NORTHSTAR BUS LINES	6/30 SCIENCE MUS	7/13/2022	451.00
387897	NORTHSTAR BUS LINES	6/30 AQUA CENTER	7/13/2022	500.00
387897	NORTHSTAR BUS LINES	6/29 SCIENCE MUS	7/13/2022	1,027.00
387912	SKYHAWKS MINNESOTA	JUNE CAMPS	7/13/2022	6,310.50
387916	TECH ACADEMY	6/27 CAMPS	7/13/2022	6,581.00
387919	T-MOBILE	COMM ED - JUN22	7/13/2022	6.08
387919	T-MOBILE	FAM CTR 2 - JUN22	7/13/2022	40.16
387919	T-MOBILE	KC CC - JUN22	7/13/2022	22.26
387919	T-MOBILE	KC CN - JUN22	7/13/2022	22.26
387919	T-MOBILE	KC CS - JUN22	7/13/2022	22.26
387919	T-MOBILE	KC HL - JUN22	7/13/2022	22.26
387919	T-MOBILE	KC ND - JUN22	7/13/2022	22.26
387919	T-MOBILE	KC CV - JUN22	7/13/2022	22.26
387920	TUFF SHED INC	SHED	7/13/2022	5,395.00
387926	WHOBODIES LLC	ADDTNL STAFF SHIRTS	7/13/2022	2,013.82
387927	WIZEDUCATORS LLC	JUNE CAMPS	7/13/2022	3,364.20
387949	ABRAKADOODLE	JUNE CLASSES	7/20/2022	18,270.00
387963	CHERYL B GUNNESS	APR-JUN22 CELL PHON	7/20/2022	138.60
387968	KATHERINE MCGRAW	MAR/APR CLASSES	7/20/2022	2,929.50
387990	SKYHAWKS MINNESOTA	SPRING CAMP GAMES	7/20/2022	10,314.00
V17412	RACHEL M HICKS	APR-JUN22 CELL PHON	7/6/2022	191.40
V17413	KAYLA C MARING	APR-JUN22 MILEAGE	7/6/2022	83.42
V17413	KAYLA C MARING	APR-JUN22 CELL PHON	7/6/2022	180.00
V17414	PAUL MILLER	APR-JUN22 MILEAGE	7/6/2022	104.36
V17414	PAUL MILLER	APR-JUN22 CELL PHON	7/6/2022	105.00
V17424	TAJTIANNA BELL	JUN22 CELL PHONE	7/13/2022	65.00
V17433	CAROLYN PROCTOR	KC SUPPLIES	7/13/2022	23.45
V17433	CAROLYN PROCTOR	JUN22 MILEAGE	7/13/2022	32.18
V17433	CAROLYN PROCTOR	JUN22 CELL PHONE	7/13/2022	65.00
V17434	SERENITY SEBESTA	MAY-JUN22 CELL PHON	7/13/2022	110.00
V17446	DERRICK J LIDSTONE	JUN22 CELL PHONE	7/20/2022	58.75
V17454	BRADLEY THOMAS BOBE	APR-JUN22 CELL PHON	7/27/2022	70.98
V17454	BRADLEY THOMAS BOBE	JAN-MAR22 CELL PHON	7/27/2022	71.07
V17456	BRIAN MANTHE	JUN22 CELL PHONE	7/27/2022	46.75
V17456	BRIAN MANTHE	APR-JUN22 MILEAGE	7/27/2022	57.33
387811	FRONTLINE EDUCATION	RECRUIT/HIRING SOLU	7/6/2022	9,123.72
387901	PARALLEL TECHNOLOGI	CABLING-TR4 ELEVATO	7/13/2022	1,192.50
387901	PARALLEL TECHNOLOGI	CABLING-ECC GYM ARE	7/13/2022	1,516.53
387953	CDW GOVERNMENT	QUOTE 578082	7/20/2022	7,810.00
387953	CDW GOVERNMENT	QUOTE 578082	7/20/2022	63,190.00
388043	CATALYST SOURCING S	ONDEMAND/IT SURPLUS	7/27/2022	2,240.00
388044	CDW GOVERNMENT	QUOTE MNNH188	7/27/2022	1,004.52
388044	CDW GOVERNMENT	QUOTE 578082	7/27/2022	94,570.00
388056	GOPHER STATE ONE-CA	JUN22 BILLABLE TICK	7/27/2022	157.95
388058	ILLUMINATE EDUCATIO	FASTBRIDGE ADDTL21-	7/27/2022	12,413.25
388060	ITSAVVY LLC	DEDUCTIBLE-9 SCREEN	7/27/2022	1,000.00
388075	NOW MICRO INC	JUN22-SCCM UPGRADE	7/27/2022	2,963.66
388086	U.S. SITEWORK, INC	2022 CV SITE IMPROV	7/27/2022	407,093.10
388089	WOLD ARCHITECTS & E	VV PARK&SITE IMPROV	7/27/2022	816.22
388089	WOLD ARCHITECTS & E	CS PARK/SITE IMPROV	7/27/2022	891.75
388089	WOLD ARCHITECTS & E	CV SITE REPAIRS	7/27/2022	983.38
388089	WOLD ARCHITECTS & E	BUS GARAGE ADDITION	7/27/2022	3,976.09
388089	WOLD ARCHITECTS & E	CV PARK&SITE IMPROV	7/27/2022	4,929.62
388089	WOLD ARCHITECTS & E	CS 2023 ADDITION	7/27/2022	145,150.01

Check No.	Vendor	Description	Date	Amount
WE30	MERCHANT SERVICES -	MAY 22 FEES	6/10/2022	(73.32)
387638	REGION 3AA	SECTION LACROSSE GA	6/22/2022	(980.00)
387638	REGION 3AA	SECTION LACROSSE GA	6/22/2022	(1,715.00)
387822	AMAZON CAPITAL SERV	EOY SUPPLIES	7/6/2022	123.86
387823	ANDERSON RACE MANAG	EHS TREK AROUND GLO	7/6/2022	1,000.00
387826	CHARACTER CHALLENGE	REGISTRATION - K.C.	7/6/2022	2,175.00
387827	COLLABORATIVE CLASS	MAKING MEANING GR 2	7/6/2022	725.00
387827	COLLABORATIVE CLASS	BEING A WRITER - GR	7/6/2022	725.00
387827	COLLABORATIVE CLASS	ESTIMATED SHIPPING/	7/6/2022	116.00
387828	DRUIDE INFORMATIQUE	TYPING PAL RENEWAL	7/6/2022	3,494.08
387832	INNOVATIVE OFFICE S	48" X 72" KIDNEY TA	7/6/2022	704.60
387832	INNOVATIVE OFFICE S	ESTIMATED SHIPPING/	7/6/2022	145.12
387834	LAKESHORE LEARNING	DIVISION BINGO	7/6/2022	13.99
387834	LAKESHORE LEARNING	ADDITION BINGO	7/6/2022	13.99
387834	LAKESHORE LEARNING	SUBTRACTION BINGO	7/6/2022	13.99
387834	LAKESHORE LEARNING	MULTIPLICATION BING	7/6/2022	13.99
387834	LAKESHORE LEARNING	MINI CARD DECKS	7/6/2022	69.98
387834	LAKESHORE LEARNING	3D GEOMETRIC SHAPES	7/6/2022	29.99
387834	LAKESHORE LEARNING	WOODEN PATTERN BLOC	7/6/2022	29.99
387834	LAKESHORE LEARNING	GEOMTRIC FOAM SHAPE	7/6/2022	29.99
387834	LAKESHORE LEARNING	SAFETY NAME TAGS -	7/6/2022	10.99
387834	LAKESHORE LEARNING	SAFETY NAME TAGS -	7/6/2022	39.99
387834	LAKESHORE LEARNING	POCKET CHART GG551B	7/6/2022	21.99
387834	LAKESHORE LEARNING	POCKET CHART JJ227	7/6/2022	34.99
387834	LAKESHORE LEARNING	ESTIMATED SHIPPING/	7/6/2022	7.23
387834	LAKESHORE LEARNING	ESTIMATED SHIPPING/	7/6/2022	41.37
387835	LEARNING ALLY	LEARNING ALLY RENEW	7/6/2022	8,196.40
387839	PITSCO EDUCATION LL	W50181 CLIPBOARD F	7/6/2022	3.75
387839	PITSCO EDUCATION LL	W50143 PORTA-PAD S	7/6/2022	29.75
387839	PITSCO EDUCATION LL	W50128 SOLID FUEL	7/6/2022	465.00
387839	PITSCO EDUCATION LL	W50126 ESTES ALTIT	7/6/2022	29.75
387841	PROJECT LEAD THE WA	GATEWAY PART 22-23	7/6/2022	950.00
387842	REALLY GOOD STUFF I	4-COMPARTMENT CADDI	7/6/2022	79.77
387842	REALLY GOOD STUFF I	EZ READ LETTER TILE	7/6/2022	68.97
387842	REALLY GOOD STUFF I	ESTIMATED SHIPPING/	7/6/2022	10.26
387842	REALLY GOOD STUFF I	ESTIMATED SHIPPING/	7/6/2022	12.05
387842	REALLY GOOD STUFF I	EZREAD LETTER TILE	7/6/2022	242.97
387842	REALLY GOOD STUFF I	ESTIMATED SHIPPING/	7/6/2022	36.45
387843	SCHOOL SPECIALTY, L	PLAYGROUND BALL 8.5	7/6/2022	6.29
387843	SCHOOL SPECIALTY, L	ESTIMATED SHIPPING/	7/6/2022	0.10
387843	SCHOOL SPECIALTY, L	ESTIMATED SHIPPING/	7/6/2022	9.85
387843	SCHOOL SPECIALTY, L	AIR AND WEATHER BOT	7/6/2022	9.66
387843	SCHOOL SPECIALTY, L	AIR AND WEATHER COT	7/6/2022	1.59
387843	SCHOOL SPECIALTY, L	AIR AND WEATHER FEA	7/6/2022	5.99
387843	SCHOOL SPECIALTY, L	AIR AND WEATHER PIP	7/6/2022	6.59
387843	SCHOOL SPECIALTY, L	AIR AND WEATHERPOPE	7/6/2022	5.89
387843	SCHOOL SPECIALTY, L	AIR AND WEATHER STO	7/6/2022	19.58
387843	SCHOOL SPECIALTY, L	AIR AND WEATHER STY	7/6/2022	8.79
387843	SCHOOL SPECIALTY, L	AIR AND WEATHER VIA	7/6/2022	9.66
387843	SCHOOL SPECIALTY, L	BALANCE AND MOTION	7/6/2022	18.51
387843	SCHOOL SPECIALTY, L	BALANCE AND MOTION	7/6/2022	18.56
387843	SCHOOL SPECIALTY, L	BALANCE AND MOTION	7/6/2022	29.40
387843	SCHOOL SPECIALTY, L	BALANCE AND MOTION	7/6/2022	21.12
387843	SCHOOL SPECIALTY, L	NEW PLANTS TRAY PLA	7/6/2022	29.98
387843	SCHOOL SPECIALTY, L	SOLIDS AND LIQUIDS	7/6/2022	15.38
387843	SCHOOL SPECIALTY, L	SOLIDS AND LIQUIDS	7/6/2022	23.69
387843	SCHOOL SPECIALTY, L	SOLIDS AND LIQUIDS	7/6/2022	17.78
387843	SCHOOL SPECIALTY, L	SOLIDS AND LIQUIDS	7/6/2022	10.58
387843	SCHOOL SPECIALTY, L	SOLIDS AND LIQUIDS	7/6/2022	17.78
387843	SCHOOL SPECIALTY, L	SOLIDS AND LIQUIDS	7/6/2022	12.98
387843	SCHOOL SPECIALTY, L	ESTIMATED SHIPPING/	7/6/2022	42.55
387929	AFFINETY SOLUTIONS	SOFTWARE USE 22-23	7/13/2022	1,950.00
387930	ASBO INTERNATIONAL	MEMBERSHIP 22-23	7/13/2022	224.00

Check No.	Vendor	Description	Date	Amount
387931	BLICK ART MATERIALS	(2) SHAIN SHOP-BILT	7/13/2022	2,707.78
387933	D.S. ERICKSON & ASS	IW - L.S.W.	7/13/2022	671.71
387934	DEMME LEARNING	PER ORDER NUMBER 02	7/13/2022	7,442.00
387934	DEMME LEARNING	ESTIMATED SHIPPING/	7/13/2022	296.00
387936	EDUCATORS BENEFIT C	403(B) ADMIN&COMP F	7/13/2022	616.72
387937	EMILY BROCATO	TRACK: JV TOURNEY	7/13/2022	48.75
387938	EXPLORELEARNING	EXTEACH/ELGIZMOS T&	7/13/2022	4,140.00
387939	INSTITUTE MULTI-SEN	AVAIL REGISTRATION-	7/13/2022	1,275.00
387941	MASBO	MEMBERSHIP - M.W.	7/13/2022	110.00
387941	MASBO	LEVY PROCESS II 202	7/13/2022	60.00
387941	MASBO	LEVY PROCESS II 202	7/13/2022	60.00
387941	MASBO	LEVY PROCESS II 202	7/13/2022	60.00
387942	NATIONAL INSURANCE	VOL AD&D EMP W/H	7/13/2022	3,221.77
387942	NATIONAL INSURANCE	COBRA/RETIREE	7/13/2022	4,632.92
387942	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	7/13/2022	15,348.93
387942	NATIONAL INSURANCE	LTD DISTRICT W/H	7/13/2022	17,008.43
387943	NCPERS GROUP LIFE I	EMPLOYEE W/HOLDING	7/13/2022	32.00
387945	ON SITE SANITATION	ECC PORTA POTTY	7/13/2022	39.10
387945	ON SITE SANITATION	EHS PORTA POTTY	7/13/2022	39.10
387947	SCHOOL SPECIALTY, L	ART RACKS-ELEMENTAR	7/13/2022	2,652.20
387947	SCHOOL SPECIALTY, L	ART RACKS-ELEMENTAR	7/13/2022	2,652.20
387947	SCHOOL SPECIALTY, L	ART RACKS-ELEMENTAR	7/13/2022	2,652.20
387997	AMLE ASSOCIATION M	MEMBERSHIP - T.A.	7/20/2022	114.97
387998	ASCD	MEMBERSHIP - T.A.	7/20/2022	169.00
388000	CENTURYLINK	CC 06/19/22-07/18/2	7/20/2022	51.50
388002	CONTINENTAL CLAY	VV/SV - KILN SUPPLI	7/20/2022	961.80
388002	CONTINENTAL CLAY	VV/SV - KILN PURCHA	7/20/2022	8,032.00
388007	DEPARTMENT OF THE T	FY22 QTR2 720-V PMT	7/20/2022	42.55
388009	EDUCATION LOGISTICS	JUL22-GPS SERVICES	7/20/2022	1,582.12
388011	ENTERTAINMENT PLUS	FALL FEST DJ SERVIC	7/20/2022	390.00
388012	FRANKLINCOVEY CLIEN	22-23 MEMBERSHIP:	7/20/2022	1,500.00
388012	FRANKLINCOVEY CLIEN	22-23 MEMBERSHIP: C	7/20/2022	3,100.00
388018	LIBRAIRIE MONET	GRD1 FRENCH BOOKS	7/20/2022	36.48
388019	MASBO	LEVY PROCESS II 202	7/20/2022	60.00
388021	MESSERLI & KRAMER P	IW - W.A.	7/20/2022	3,672.58
388022	METRO ELEVATOR INC	JUL22-DW ELEVATOR S	7/20/2022	1,236.66
388023	MN PEIP	RETIREES/COBRA	7/20/2022	45,224.02
388023	MN PEIP	CURRENT TEACHERS	7/20/2022	745,576.62
388024	MSCA-MN SCHOOL COUN	CONFERENCE - C.L.	7/20/2022	150.00
388025	NASCO	SV - ART RACKS	7/20/2022	2,530.70
388029	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	7/20/2022	1,657.44
388031	THE PARENT INSTITUT	SV-NEWSLETTER (18)	7/20/2022	197.37
388033	VERSARE SOLUTIONS,	WORK STATION SCREEN	7/20/2022	694.45
388033	VERSARE SOLUTIONS,	ESTIMATED SHIPPING/	7/20/2022	146.00
388091	AMSD	EPS MEMBERSHIP 22-2	7/27/2022	10,006.00
388092	CDW GOVERNMENT	QUOTE MVMQ420	7/27/2022	1,095.00
388093	CENTRAL ROOFING COM	ECC 2022 REROOFING	7/27/2022	338,859.49
388094	CENTURYLINK	DO 07/01/22-07/31/2	7/27/2022	89.00
388094	CENTURYLINK	CV 07/10/22-08/09/2	7/27/2022	176.04
388094	CENTURYLINK	BUS 07/04/22-08/03/	7/27/2022	256.78
388094	CENTURYLINK	DO 07/01/22-07/31/2	7/27/2022	260.00
388094	CENTURYLINK	VV 07/10/22-08/09/2	7/27/2022	410.76
388094	CENTURYLINK	EHS 07/10/22-08/09/	7/27/2022	528.12
388097	DAKOTA TRUCK UNDERW	INSTALLMENT #2	7/27/2022	130,244.00
388101	FACTORY MOTOR PARTS	SEALS	7/27/2022	111.82
388101	FACTORY MOTOR PARTS	BRAKES	7/27/2022	691.57
388101	FACTORY MOTOR PARTS	BRAKES	7/27/2022	1,165.20
388102	FOLLETT SCHOOL SOLU	MATH MATERIALS	7/27/2022	2,472.53
388102	FOLLETT SCHOOL SOLU	MATH MATERIALS	7/27/2022	4,130.75
388102	FOLLETT SCHOOL SOLU	MATH MATERIALS	7/27/2022	2,345.08
388102	FOLLETT SCHOOL SOLU	MATH MATERIALS	7/27/2022	2,218.14
388102	FOLLETT SCHOOL SOLU	MATH MATERIALS	7/27/2022	4,459.40
388102	FOLLETT SCHOOL SOLU	MATH MATERIALS	7/27/2022	10,921.90

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388102	FOLLETT SCHOOL SOLU	MATH MATERIALS	7/27/2022	10,223.88
388102	FOLLETT SCHOOL SOLU	MATH MATERIALS	7/27/2022	7,214.53
388102	FOLLETT SCHOOL SOLU	MATH MATERIALS	7/27/2022	10,497.70
388103	GENERAL SECURITY SE	CS-JUL22 INTR MONIT	7/27/2022	17.95
388103	GENERAL SECURITY SE	ECC-JUL22 INTR MONI	7/27/2022	40.08
388103	GENERAL SECURITY SE	EHS-JUL22 INTR MONI	7/27/2022	40.08
388103	GENERAL SECURITY SE	VV-JUL22 INTR MONIT	7/27/2022	40.08
388103	GENERAL SECURITY SE	CV-JUL22 INTR MONIT	7/27/2022	40.08
388103	GENERAL SECURITY SE	HL-JUL22 INTR MONIT	7/27/2022	40.08
388103	GENERAL SECURITY SE	SV-JUL22 INTR MONIT	7/27/2022	40.08
388103	GENERAL SECURITY SE	CC-JUL22 INTR MONIT	7/27/2022	40.08
388103	GENERAL SECURITY SE	CN-JUL22 INTR MONIT	7/27/2022	40.08
388105	GREATAMERICA FINANC	ECC-AUG22 POSTAGE M	7/27/2022	159.00
388105	GREATAMERICA FINANC	DO-AUG22 POSTAGE MT	7/27/2022	184.95
388107	ISD 911 -- ECMECC	INFOSEC TRAIN 22-23	7/27/2022	5,180.00
388109	LEXIA LEARNING SYST	LETRS LIVE ONLINE P	7/27/2022	9,000.00
388109	LEXIA LEARNING SYST	LEXIA CORE5 READING	7/27/2022	12,450.00
388109	LEXIA LEARNING SYST	LEXIA CORE5 READING	7/27/2022	12,450.00
388110	LUMEN TECHNOLOGIES	DO 06/12/22-07/11/2	7/27/2022	2,334.20
388111	M.I.S.T.	PROPERTY POLICY FY2	7/27/2022	110,000.00
388111	M.I.S.T.	PROPERTY POLICY FY2	7/27/2022	507,946.93
388112	METRO ECSU-REGION 1	EPS MEMBERSHIP 22-2	7/27/2022	9,472.00
388113	MIDWEST BUS PARTS I	RUB RAIL	7/27/2022	82.46
388113	MIDWEST BUS PARTS I	PANEL	7/27/2022	170.98
388114	NICHE.COM INC	FULL PACKAGE 22-23	7/27/2022	8,995.00
388117	ON SITE SANITATION	7/5 PICK UP	7/27/2022	50.00
388117	ON SITE SANITATION	7/5 PICK UP	7/27/2022	50.00
388117	ON SITE SANITATION	7/9-8/5 ECC PORTA P	7/27/2022	439.98
388117	ON SITE SANITATION	7/9-8/5 EHS PORTA P	7/27/2022	439.98
388119	PREMIUM WATERS INC	JUL22 HOT/COLD CNTR	7/27/2022	29.95
388120	RUSSELL SECURITY RE	LOCK REPAIR	7/27/2022	25.00
388122	SCHOOLSIN	ESTIMATED SHIPPING/	7/27/2022	468.80
388122	SCHOOLSIN	ELITE WELDED STEEL	7/27/2022	939.90
388125	SPS COMPANIES INC	PLUMBING SUPPLIES	7/27/2022	79.06
388125	SPS COMPANIES INC	PLUMBING SUPPLIES	7/27/2022	223.95
V17418	ALISON KAGOL ANDERS	LAB SUPPLIES-PAINT	7/6/2022	13.98
V17419	JULIE K BAKER	CLASSROOM SUPPLIES	7/6/2022	60.18
V17419	JULIE K BAKER	CLASSROOM BOOKS	7/6/2022	108.92
V17420	KENDAL C MASICA	CLASSROOM SUPPLIES	7/6/2022	48.99
V17420	KENDAL C MASICA	CLASSROOM SUPPLIES	7/6/2022	78.00
V17420	KENDAL C MASICA	CLASSROOM BOOKS	7/6/2022	100.97
V17420	KENDAL C MASICA	CLASSROOM SUPPLIES	7/6/2022	545.79
V17421	LORI J RACEK	CLASSROOM BOOKS	7/6/2022	79.89
V17422	LYNNEA K WEST	LIBRARY BOOKS	7/6/2022	1,424.42
V17437	LEAH CLAIRE BULVER	CLASSROOM SUPPLIES	7/13/2022	98.77
V17448	BRUCE W COLES	JUL22 CELL PHONE	7/20/2022	65.00
V17449	JULIE M GABRIELSON	JUL22 CELL PHONE	7/20/2022	9.49
V17450	THOMAS LYMAN	JUL22 CELL PHONE	7/20/2022	65.00
V17451	TYLER J MOBERG	AUDIBLE MEMBERSHIP	7/20/2022	229.50
V17452	MARIT OBERLE	CONFERENCE/AUDIBLE	7/20/2022	1,622.95
V17453	TIMOTHY J RODEN	JUL22 CELL PHONE	7/20/2022	65.00
V17458	VALERIE D EVANS	MASBO LEVY CRS MILE	7/27/2022	21.25
V17459	ERIC D HAMILTON	JUL22 CELL PHONE	7/27/2022	25.00
V17461	MORGAN B HANNAFIN	CLASSROOM SUPPLIES	7/27/2022	107.33
V17462	BAILLIE MORGAN NASH	MASBO LDR COHORT #2	7/27/2022	35.25
V17463	JODI A RAMIREZ	CSTA CONFERENCE REI	7/27/2022	856.28
V17465	KORY M SMITH	JUL22 CELL PHONE	7/27/2022	61.55
V17466	MERT T WOODARD	GFOA MEMBERSHIP	7/27/2022	225.00
386562	GENERAL PARTS LLC	KITCHEN OVEN PARTS	4/20/2022	(737.43)
387935	EDINBOROUGH PARK	JULY/AUG POOL	7/13/2022	3,456.00
387944	NORTHSTAR BUS LINES	7/1 AQUA CENTER	7/13/2022	468.75
387946	RENAISSANCE LEARNIN	AVAIL FY22-23	7/13/2022	2,361.75
387948	SNAKE DISCOVERY LLC	SNAKE PROGRAM	7/13/2022	315.00

Check No.	Vendor	Description	Date	Amount
388001	CHARLES KRENNER	711-305	7/20/2022	100.00
388003	CRAIG CROASTON	3RD SUMMER PAYMENT	7/20/2022	1,669.74
388004	CURTIS CPR INSTRUCT	711-053/33	7/20/2022	2,730.00
388005	DARIN ANDERSON	711-305	7/20/2022	100.00
388006	DASH SPORTS LLC	620-741	7/20/2022	3,739.70
388008	EBS CAMPS INC	711-526/527	7/20/2022	2,814.00
388008	EBS CAMPS INC	613-674/668	7/20/2022	6,482.70
388010	ELISE PARKER	711-305	7/20/2022	100.00
388013	FUN ENGINEERZ LLC	7/11 CAMPS	7/20/2022	7,560.00
388014	INGINA LLC	MINECRFT/CODE DRONE	7/20/2022	3,885.00
388015	JACKIE MART	611-301, 718-302	7/20/2022	2,460.50
388016	JUSTIN BETANCOURT	711-460	7/20/2022	2,457.00
388017	KAY ZUCCARO	606-900/2/4/5	7/20/2022	1,433.60
388020	MCEA	JOB POSTINGS	7/20/2022	90.00
388026	NATSUKI KUMAGAI	711-305	7/20/2022	100.00
388027	NORTHSTAR BUS LINES	EDINA AQUA CNTR	7/20/2022	87.67
388027	NORTHSTAR BUS LINES	CHUTES & LADDERS	7/20/2022	250.00
388027	NORTHSTAR BUS LINES	CHUTES & LADDERS	7/20/2022	250.00
388027	NORTHSTAR BUS LINES	CHUTES & LADDERS	7/20/2022	281.25
388027	NORTHSTAR BUS LINES	EDINA AQUA CNTR	7/20/2022	468.75
388027	NORTHSTAR BUS LINES	7/6 EDINA AQUA CNTR	7/20/2022	468.75
388030	TECH ACADEMY	COMP SCI W/PYTHON	7/20/2022	2,023.00
388032	UPPER LAKES FOODS I	KC SNACKS	7/20/2022	929.87
388034	WILLIAM DEBERG	7/11 CAMPS	7/20/2022	23,490.60
388035	WIZEDUCATORS LLC	711-318	7/20/2022	1,915.20
388095	CHESS & STRATEGY GA	711-516	7/27/2022	2,940.00
388096	CURTIS CPR INSTRUCT	718-054	7/27/2022	1,540.00
388098	DASH SPORTS LLC	7/18 FLAG FOOTBALL	7/27/2022	6,260.80
388099	EBS CAMPS INC	613-675/780	7/27/2022	3,572.10
388100	ECM PUBLISHERS INC	7/21 SUN CURRENT AD	7/27/2022	342.92
388106	INGINA LLC	CODE/ELEC TOY/ESC R	7/27/2022	9,898.70
388108	KAMAL AGGARWAL	228-498, 328-499	7/27/2022	621.60
388115	NORTHSTAR BUS LINES	EDINA AQUA CNTR	7/27/2022	250.00
388115	NORTHSTAR BUS LINES	EDINA AQUA CNTR	7/27/2022	437.50
388115	NORTHSTAR BUS LINES	EDINA AQUA CNTR	7/27/2022	437.50
388115	NORTHSTAR BUS LINES	EDINA AQUA CNTR	7/27/2022	468.75
388115	NORTHSTAR BUS LINES	CSCD BAY WATER PARK	7/27/2022	513.50
388115	NORTHSTAR BUS LINES	CSCD BAY WATER PARK	7/27/2022	513.50
388115	NORTHSTAR BUS LINES	CSCD BAY WATER PARK	7/27/2022	964.50
388116	NWEA -- NORTHWEST E	MAP GROWTH K-12 AVA	7/27/2022	1,586.00
388121	SAFEWAY DRIVING SCH	627-024/25	7/27/2022	20,880.00
388123	SEESAW LEARNING,INC	AVAIL LICENSE FY22-	7/27/2022	810.00
388124	SKYHAWKS MINNESOTA	718-752/702	7/27/2022	1,773.10
388126	TECH ACADEMY	HACKING JAVA GAMES	7/27/2022	1,920.00
388127	WILLIAM DEBERG	718-626/628, 711-60	7/27/2022	7,801.51
388127	WILLIAM DEBERG	711-616/606/621	7/27/2022	16,820.30
388128	WIZEDUCATORS LLC	718-319	7/27/2022	2,154.60
V17449	JULIE M GABRIELSON	JUL22 CELL PHONE	7/20/2022	37.97
V17460	RACHEL M HICKS	JUL22 CELL PHONE	7/27/2022	65.00
387824	BETTERCLOUD, INC	QUOTE ORDER NUMBER	7/6/2022	12,492.09
387825	BRAINPOP LLC	BRAIN POP RENEWAL 2	7/6/2022	22,630.50
387829	EDPUZZLE, INC	QUOTE 00040195	7/6/2022	11,650.00
387830	HIGH POINT NETWORKS	QUOTE 118811	7/6/2022	11,345.80
387831	ILLUMINATE EDUCATIO	FASTBRIDGE RENEWAL	7/6/2022	45,225.00
387833	JAMF SOFTWARE	QUOTE 522747	7/6/2022	6,211.50
387835	LEARNING ALLY	LEARNING ALLY RENEW	7/6/2022	8,196.40
387836	LENOVO-USA INC	LAPTOP REPAIR	7/6/2022	452.20
387837	LIGHTSPEED SYSTEMS	QUOTE: Q-185544	7/6/2022	30,250.00
387838	NAIKU, INC	22-23 RENEWAL- NAIK	7/6/2022	17,082.00
387840	POWERSCHOOL GROUP L	NAVIANCE 22-23	7/6/2022	15,764.25
387840	POWERSCHOOL GROUP L	SCHOOLOGY 22-23	7/6/2022	49,476.00
387932	CDW GOVERNMENT	QUOTE MTVF975	7/13/2022	724.46
387932	CDW GOVERNMENT	QUOTE MTXK246	7/13/2022	10,436.00

Check No.	Vendor	Description	Date	Amount
387940	ITHAKA HARBORS INC	ARTSTOR ACCESS 22-2	7/13/2022	1,535.00
387999	CDW GOVERNMENT	QUOTE MRGM763	7/20/2022	26,985.40
388028	PARALLEL TECHNOLOGI	FIBER RACK REMOVAL	7/20/2022	3,044.71
388090	ARVIG	JUL22-INTERNET FEES	7/27/2022	1,910.90
388092	CDW GOVERNMENT	QUOTE MSLZ249	7/27/2022	34,100.00
388104	GMH ASPHALT CORPORA	VV SITE IMPROVEMENT	7/27/2022	311,289.10
388118	PREMIUM WATERS INC	JUL22 COOLER RENTAL	7/27/2022	22.00
V17464	WILLY SNOWPHETH SAN	SAFETY AV CABLE	7/27/2022	11.00
		Total Value of Checks Issued		**$ 5,875,604.88**

Board Meeting Date: 8/8/2022

Title: Electronic Fund Transfers – July 2022

Type: Consent

Presenter(s): Mert Woodard, Director, Business Services

Background: Minnesota Statute 471.38 requires a list of all transactions made by electronic funds transfer be submitted to the Board of Education at the next Regular Meeting after the transaction.

Recommendation: Approve the electronic fund transfers as presented for the month of July 2022.

Attachment(s):

1. Electronic Fund Transfers – July 2022

2022-23
Electronic Fund Transfers
For the Month Ended July 31, 2022

Edina Public Schools
DEFINING EXCELLENCE

From	To	Description	Date	Amount
US Bank - Checking	US Bank - Payroll	District Payroll	Multiple	$ 3,542,264.33
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	7/1/2022	768,905.44
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	7/18/2022	692,266.36
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	7/5/2022	135,869.73
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	7/19/2022	122,712.91
US Bank - Checking	Delta Dental	Dental Claims	Multiple	69,941.63
US Bank - Checking	Blue Cross Blue Shield	Health Premiums	7/20/2022	412,187.74
US Bank - Checking	US Bank	Purchase Card Program	7/27/2022	142,715.93
US Bank - Checking	CHS	Flex Benefits	Multiple	60,332.42
US Bank - Checking	Capital One Public Funding	Lease Payment	7/19/2022	96,076.17
US Bank - Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)	Electronic Payments	Multiple	2,772,648.71
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax Payment	7/13/2022	2,346.00
US Bank - Checking	Eleyo, RevTrak, Merchant Services, Vanco	Electronic Payment Fees	Multiple	17,068.80
US Bank - Checking	Minnesota School District Liquid Asset Fund	Service Fee	7/15/2022	466.27
PMA	Bond Trust Services Corporation	Debt Service Payment	7/26/2022	3,627,270.97
		Total of Electronic Fund Transfers		**$ 12,463,073.41**

Board Meeting Date: 8/8/2022

Title: Acceptance of Donation

Type: Consent

Presenter(s): Mert Woodard, Director, Business Services

Background: School Board policy 709 states that a written contribution proposal is required for all contributions exceeding $5,000, to be submitted to the site principal or program director. A contribution proposal for a contribution to Creek Valley Elementary from an anonymous donor is described below.

Contribution Proposal:

Amount - $10,000

1. **Describe how the gift furthers the mission of the district:** Funds will be used to enhance the academic experience of students.
2. **Are there any restrictions on the district's use of the gift?** No.
3. **Does the gift imply an endorsement of any business or product?** No.
4. **Describe in detail any ongoing expenditures the district may incur if the gift is accepted?** None.
5. **Does the gift create inequities between programs or sites:** Funds will be used to purchase materials and experiences for students, similar to how Parent Teacher Organizations support schools.

Recommendation: Accept with appreciation the anonymous donation to Edina Public Schools and Creek Valley Elementary School, which complies with all state and local guidelines.

Attachment(s):

Board Meeting Date: 8/8/2022

Title: Acceptance of Donation

Type: Consent

Presenter(s): Mert Woodard, Director, Business Services

Background: School Board policy 709 states that a written contribution proposal is required for all contributions exceeding $5,000, to be submitted to the site principal or program director. A contribution proposal for a contribution to the Edina High School Library, currently known as the Edina High School Media Center, from Edina Education Fund is described below. The Edina Education Fund received the donation from a private donor.

Contribution Proposal:

Amount - $100,000

1. **Describe how the gift furthers the mission of the district:** Funds will be used to enhance the academic literacy experience of students.
2. **Are there any restrictions on the district's use of the gift?** Yes, that funds will go to the Edina High School Library, currently known as the Edina High School Media Center.
3. **Does the gift imply an endorsement of any business or product?** No.
4. **Describe in detail any ongoing expenditures the district may incur if the gift is accepted?** None.
5. **Does the gift create inequities between programs or sites:** No, the gift will support a reallocation of dollars that will be used to support district wide implementation of the Early Learning – 12 Comprehensive Literacy Plan.

Recommendation: Accept with appreciation the gift from Edina Education Fund for Edina High School Media Center.

Edina Public Schools
DEFINING EXCELLENCE

Board Meeting Date: 8/8/22

TITLE: October 6 Board Meeting Date Change

TYPE: Consent

PRESENTER(S): Erica Allenburg, School Board Chair

BACKGROUND: This changes the second September 2022 work session date to October 10, 2022.

RECOMMENDATION: Approve the date change from October 6 to October 10 for the second September work session.

PRIMARY ISSUE(S) TO CONSIDER: Date change from October 6 to October 10, 2022.

ATTACHMENTS:

1. 2022-2023 Board meeting dates, revised

School Board Meeting Dates
2022-23

	1st Work Session (5PM) and Regular Meeting (7PM) MONDAY	2nd Work Session (5PM) TUESDAY
JULY	18	26
AUGUST	8	23
SEPTEMBER	19	Oct 10
OCTOBER	17	25
NOVEMBER	14	29
DECEMBER	12	*none*
JANUARY Organizational	Tues, 3 *(No WS; 7PM only)*	*none*
JANUARY	9	24
FEBRUARY	13	28
MARCH	13	28
APRIL	17	25
MAY	15	23
JUNE	12	*none*

- *No second work sessions in December or June.*
- *Avoids all major district, government and religious holidays, including specifically Eid al-Adha (July -13), MLKJ day (Jan 16), Spring Break (March 20-24)*

rev. August 8, 2022

Board Meeting Date: 8/8/2022

TITLE: Membership in the Minnesota State High School League (MSHSL), 2022-23

TYPE: Consent

BACKGROUND: MN Statute 2001 128c.01 requires individual school boards to authorize membership in the Minnesota State High School League (MSHSL) each year if they elect to delegate the regulation of their extra-curricular athletic events within the MSHSL.

RECOMMENDATION: Approve the 2022-23 Resolution to Renew Membership in the Minnesota State High School League.

PRIMARY ISSUE(S) TO CONSIDER: Approval of membership in the Minnesota State High School League for 2022-23.

ATTACHMENTS:

1. 2022-23 Resolution for Membership in the Minnesota State High School League (next page)

2022-2023 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of Edina Public Schools School, County of Hennepin, State of Minnesota delegates the control, supervision, and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high schools listed below (name all high schools under your governing board):

Edina High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League;
   School Enrollment (grades 9-12): _____

   OR;

   _X_ Renew its membership in the Minnesota State High School League; and,

2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: (Clerk/Secretary - Local Governing Board)

Signed: (Superintendent or Head of School)

Date:

Date:

District/School Office Address:

Head of School/Superintendent's Phone:

Head of School/Superintendent's Email:

This form must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2022. Retain one copy for the school files.

Board Meeting Date: 8/8/2022

TITLE: COVID-19 Mitigation Status Update

TYPE: Report

PRESENTER(S): Dr. Stacie Stanley

BACKGROUND: As we prepare to launch the 2022-2023 school year, the administration will provide a COVID-19 Mitigation status update.

RECOMMENDATION: Receive the COVID-19 status update

Desired Outcomes from the Board: Review status update and come to board meeting with prepared questions

ATTACHMENTS:

Overview of 2022-2023 COVID-19 Mitigation Strategies

August 4, 2022

Edina School Board Directors:

The following information is designed to serve as a status update for COVID-19 management for the 2022-2023 school year. The strategies outlined are in alignment with recommendations from the Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC). We will continue to monitor community spread in Edina and Hennepin county.

2022-2023 COVID-19 management overview:

Edina Public Schools has updated its COVID-19 management strategies for the 2022-2023 school year, including changes to masking recommendations, exposure notifications, and the Test-to-Stay program.

Effective Monday, June 27, 2022, Edina Public Schools discontinued the Test-to-Stay Program and transitioned to a new COVID-19 management protocol focused on targeted mitigation strategies and providing families with the information they need to make informed decisions.

Effective Monday, July 18, 2022, Edina Public Schools paused its resolution for the mandatory surveillance testing program for unvaccinated staff. The pause allows the district to continue to monitor COVID-19 community spread, and recommended MDH and CDC procedures should a return to the testing program be deemed prudent in the future.

Edina Public Schools also modified its masking expectations to *optional* for all students and staff and *strongly recommended* for those who have had a known exposure to COVID-19, *regardless of vaccination status*.

Layered mitigation strategies will include the following:

- HEPA filters running throughout the school day
- Availability of hand hygiene stations throughout school buildings
- Monitoring students and staff for signs and symptoms of illness
- **COVID-19 Isolation Protocol per Minnesota Department of Health guidelines**
- Publishing weekly COVID-19 case numbers on the district dashboard for Early Learning – 5th grade and Secondary.
- Management of positive cases of COVID-19 in Early Learning – 5th grade classrooms, per protocol below:

- Distribute COVID-19 exposure notifications to exposed classrooms (Early Learning-5th grade) setting maximum monthly notifications in consultation with the district COVID-19 Coordinator.
- Strongly recommend face-coverings and COVID-19 testing for all exposed students and staff, *regardless of vaccination status*.
- High-quality face coverings (KN95 masks) and at-home test kits available in the health office upon request for all exposed students and staff at E-12 school sites while supplies last.

The Edina Health Services department will monitor the CDC COVID-19 Community Level spread and make additional masking recommendations consistent with the CDC's guidelines.

Additionally, the district strongly recommends vaccinations and boosters for all eligible students and staff to reduce the risk of severe illness and lessen excessive absenteeism.

- ***We are pleased to announce that we will be hosting free COVID-19 Vaccine Clinics on Wednesday, August 24 and Wednesday, September 21 from 4:30pm-7:00pm in the South View City Gym (please enter through Door 2)***.

These clinics are open to anyone over 6 months of age. A signed vaccination consent form is required for children under age 18. *For more information, visit* ***edinaschools.org/vaxclinics.*** If you have questions about vaccine eligibility or receiving the vaccination in general, please contact your healthcare provider.

Thank you in advance for your thorough review.

Sincerely,

Stacie Stanley

Dr. Stacie Stanley
Superintendent
Edina Public Schools

Board Meeting Date: 8/8/22

TITLE: 2022-2023 Board Goals

TYPE: Discussion

PRESENTER(S): Governance Committee

BACKGROUND: A draft of these board goals was presented and discussed at the board retreat in July. Board member and Superintendent feedback was solicited and integrated into this version of the board goals. These goals have also been reviewed for alignment with Superintendent Stanley's proposed goals for the year.

The board goals should be seen as a guiding document from which board meeting topics agendas will be prioritized.

RECOMMENDATION: Approve the proposed board goals at the September board meeting; provide feedback.

PRIMARY ISSUE(S) TO CONSIDER:

1. Discussion of proposed board goals.
2. Alignment with Superintendent goals.

ATTACHMENTS:

1. 2022-2023 Board Goals

The Edina School Board set goals for the 2022-2023 school year that align with our strategic plan and are consistent with the priorities of Edina School District stakeholders.

These goals and priorities have taken into consideration many factors including, but not limited to:

1. 2021-22 Board goals and evaluation,
2. The Superintendent status reporting of the current implementation of the district's 2020-2027 strategic plan provided to the Board in June, 2022,
3. Feedback gathered from students and staff via the 2022 Panorama survey,
4. Feedback from the district's 2022 Spring Core Planning Meeting including the strategic plan monitoring report,
5. Analysis of items suggested from Board members, students and community members as board/district initiatives, and
6. Current workload of the the district, highlights including:
    a. Continued educators support to ensure deep application of LETRS training & best practice literacy instruction,
    b. Support for teachers and administrators with the use of FastBridge data,
    c. Continued implementation of equity framework,
    d. Use of Panorama resources to systematize tier I & tier 2 social emotional learning and mental health support,
    e. Launch of Dual Language Immersion and Design and launch of comprehensive E-12 Marquee STEAM Programming.

Goal Area One | Strategy A Alignment: Advance Academic Excellence, Growth and Readiness

Board Goal: Provide oversight and resource allocation to make progress towards our key performance indicators and support student academic needs post-COVID.

Key actions:

- Driven by superintendent goals.

Measurable Impact:

- Board hears and utilizes the district scorecard starting in Fall 2022 and throughout the 2022-23 school year for oversight and decision making creating pathway baseline data for year to year comparison purposes.
- Board hears and strongly considers any necessary budgetary decisions and adjustments recommended by administration to support student academic needs (see goal 4).

Goal Area Two | Strategy B Alignment: Ensure an Equitable and Inclusive School Culture

Board Goal: Continue leadership towards providing a school culture that enhances learning, identifies and eliminates structural barriers to success and fosters a sense of belonging for all students.

Key actions:

- Driven by superintendent goals.
- Board seeks further understanding, development and continued training on cultural competency equity framework, its impact on policy and embedding this approach into Board oversight and decisions.
- Board commits to approach policy work using tenets of equity framework within the policy yearly review cycle. In Progress
- Continue Board engagement in community and student conversations for deeper understanding of varying perspectives and experiences In Progress

Measurable impact:

- Board continues making necessary policy changes to support better outcomes.
- Board receives additional cultural competencies training in 2022-23.
- Board makes an effort to attend and engage in community and student-wide conversations about experiences and gains a deeper understanding of multiple perspectives.

Goal Area Three | Strategy C Alignment: Foster Positive Learning Environment and Whole Student Support

Board Goal: Ensure students, staff, families and other members of the community experience a positive school climate with a deliberate focus on student, teacher and staff mental health and wellness.

Key actions:

- Driven by Superintendent goals.
- Support administration in limiting new initiatives to provide stability, sustainability and success of existing initiatives.
- Board determines our role in the district educator feedback process for oversight and decision making at governance level.
- Board explores student leadership opportunities at the board level to elevate student voice to the board. In Progress
- Board considers school climate concerns and uses it as a lens throughout the 2022-23 policy review cycle.

Measurable impact:

- Reduction in educator stress and increase in favorability of work environment.
- Seek more student voice at the board level.
- Board makes policy changes that support a positive school climate.
- Focus on student engagement and belonging.

Goal Area Four | Strategy D Alignment: Engage Parents, Schools and Community

Board Goal: Continue to focus on the value and benefit of an Edina public school education, ways in which EPS is defining excellence across the spectrum and communication with the whole Edina community.

Key actions:

- Driven by Superintendent goals.
- Board supports district communication work by engaging/creating more opportunities for community members to learn about the benefits of an Edina public school education.
- Better, pro-active engagement and partnership with the city such as potential long term impacts of City of Edina's growth projections and plans on the school district.

Measurable impact:

- Board gains a better understanding of resident enrollment drivers for governance of district approach/plan.
- Board participates in at least 7 community-driven opportunities with focus on the value of EPS.

Goal Area Five | Strategy D Alignment: Develop Leadership Throughout the District

Board Goal (1): Continue to maintain Edina's excellence as financial stewards by optimizing budget and ensuring alignment with strategic initiatives.

Key actions:

- Driven by Superintendent goals.
- Board gains keen awareness around budgeting and programming, how funding gaps are created to maintain a structurally sound budget that aligns with the 2022-2027 strategic plan.

Measurable impact:

- Board participates in budget training session on alignment that includes board finance committee providing additional info and evaluation of budget and strategic plan alignment
- Board hears and considers the administration's recommendation to pass a balanced budget in June 2023 aligned with the 2022-2027 strategic plan.

Board Goal (2): Elevate the Edina School Board within the District, State and Nation in order to advocate for the needs of the school community and best meet the needs of our district stakeholders.

Key actions:

- Board continuesstate and federal legislative advocacy efforts for public school education funding by following year 2 of the LAC plan. In Progress
- Board continues next phase of Board Communication Plan implementation that include efforts to educate community on Board-related topics
- Board participates in leadership opportunities at local and national meetings/conferences (MSBA, AMSD, etc.) to elevate work of the board and successes in the district. In Progress

Measurable impact:

- Board LAC committee implements year 2 of LAC plan including increased community and legislative engagement.
- Full board actively participates in LAC efforts, as identified.
- Greater community understanding of school board operations and public school financing.
- Board participates in at least 3 *new* opportunities that work to increase awareness of work the board is doing to advance student achievement and other key tenets of our strategic plan.

Board Goal (3): Continued development of the Board in order to effectively govern for maximum student achievement.

Key actions:

- Finish roll-out of new superintendent evaluation process and steps throughout 2022-23 school year. In Progress
- Finish implementation of 2021-22 Board Communication and engagement plan. In Progress
    - Creation of a calendar of events to plan for board appearances at events.
- Potential creation of working plan calendar document to guide board in upcoming discussions
- Clarity around board priorities and how it relates to general board capacity and individual board member capacity.

Measurable impact:

- The Superintendent evaluation process is effective and efficient for the Superintendent and all Board members at all steps.
- Completion and full implementation of Board Communication and engagement plan and goals of communication plan are met (i.e. the community understands the role of the board)
- Board work bandwidth is manageable and efficient for all Board members.
- All board members have the information they need to be successful.
- All board members understand their role.

Board Meeting Date: 8/8/2022

TITLE: Superintendent Goals and Standards

TYPE: Discussion

PRESENTER(S): Stacie Stanley

BACKGROUND: Superintendent goals are aligned with key Edina Public Schools strategic plan priorities and MSBA performance standards.

RECOMMENDATION: Review goals and standards

DESIRED OUTCOMES FROM THE BOARD: Review proposed goals, standards and strategic plan priorities and bring any questions you might have.

ATTACHMENTS:

1. 2022-2023 Superintendent Goals
2. Minnesota School Board Association Standards
3. Edina Public Schools Strategic Plan

Superintendent Stacie Stanley
2022-2023 Goals

FORM ONE (1) : ESTABLISH GOALS AND STANDARDS

<u>Goal 1:</u> Provide leadership to improve and enhance student learning in Edina Public Schools.	**<u>Evidence of Performance 1:</u> Superintendent will work with cabinet members to enhance continuous school improvement plan** - Establish leadership training in August 2022 on the Plan/Do/ Study/Act framework for continuous school improvement. - Establish leadership training in August 2022 for principal, APs, Deans, and district instructional support staff to develop working knowledge of the new Tableau data warehouse. - By October 1, 2022, will meet with Asst Superintendent and each principal to receive an overview of School Improvement Plans. - Monthly 1:1s with Asst Supt will include a standing agenda item on progress with School Improvement Plans.
	<u>Evidence of Performance 2:</u> Superintendent will ensure benchmarks of the CLP are implemented in alignment with the strategic plan Gantt chart. - Initial report on screening data provided in September 2022. - CLP implementation progress report provided in October and April 2022. - During the month of October 2022, the 2021-2022 data metric report will be presented. - Schedule and hold DILT monthly meetings with every other month agendas that focus on & monitor K-12 literacy & math instruction. - Reconvene Core Planning Team in January (virtually) and the Spring of 2023 (in person) to share progress and garner feedback.
	<u>Evidence of Performance 3:</u> Superintendent will monitor the launch of DLI pathway and STEAM programming - Monitor implementation during monthly 1:1's and cabinet meetings. - Conduct frequent school visits to observe implementation. - Progress report for DLI launch including enrollment, report on first quarter of learning (October) & 2nd semester update in April 2022. - Implementation progress reports on STEAM programming in October 2022 and April 2023.

Standard 6.a-e and Strategic Priorities A.1-5; D.1, D.2, D.4			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
To be developed using combination of standards benchmarks	To be developed using combination of standards benchmarks	To be developed using combination of standards benchmarks	Goals are not developed.

FORM ONE (1) : ESTABLISH GOALS AND STANDARDS

<u>Goal 2:</u> Provides oversight of ethical and inclusive leadership	**<u>Evidence of Performance 1:</u> Superintendent will work with community partners to develop & execute the plan for inclusive communities.** - Continue to engage with the city, community foundation and chamber to host One Town, One Family meetings in September, November and January/February. - Ensure action plan and strategy work groups are developed in the fall of 2022. - During the 2022-2023 school year, engage with non-dominant community groups to ensure multiple perspectives are heard and strong relationships are established and maintained. - Schedule and hold quarterly student superintendent leadership team meetings (EHS, SVMS, VV) to ensure engagement of student voice. - Continue to engage Key Communicators stakeholder group to keep the general community informed.
	<u>Evidence of Performance 2:</u> Superintendent will provide direction, coaching and consult to administrator project managers in the execution of DEI plan. - DEI implementation report provided February 2023 - Monitor implementation during 1:1's and cabinet meetings - Beginning in September, 2022, schedule and hold monthly meetings with job embedded CP training for cabinet members. - Attend CP training(s) for staff to demonstrate commitment to our DEI plan.

Standard 3a.-f & 8.b-f and Strategic Plan Priorities B.2, B.3 & E.4			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
To be developed using combination of standards benchmarks	To be developed using combination of standards benchmarks	To be developed using combination of standards benchmarks	Goals are not developed.

FORM ONE (1) : ESTABLISH GOALS AND STANDARDS

<u>Goal 3:</u> Provide leadership to improve and enhance district culture and climate	**<u>Evidence of Performance 1:</u> Superintendent will oversee and monitor efforts to support the emotional health and social needs of students and staff.** - In the Summer of 2022, each school will set SMART goals to increase culture & climate. - In August 2022, all district administrators and administrative assistants will participate in an *effective communication seminar* that will focus on quality communication techniques to support strong staff engagement and trust. - By 9.30.22 the superintendent will develop a process for providing summary updates for staff on school board meetings to support strong staff engagement and trust. - By 10.1.22 the superintendent will work with cabinet members to develop plans to increase cabinet level presence in the buildings. - Superintendent will schedule and hold monthly DILT meetings with every other month agendas that focus & monitor culture & climate. - By February 2023, the administrative team will present a draft of a staff satisfaction survey that will be administered and used yearly in conjunction with the Panorama survey and other data impact points; allowing for triangulated data. - By the spring of 2023 district administrative leadership will engage in 5 training sessions (10 hours) designed to increase organization health.
	<u>Evidence of Performance 2:</u> Superintendent will oversee and monitor efforts to ensure job embedded learning opportunities and monitoring of application change management strategies. - Establish leadership training in August 2022 on the W. Bridges & Marzano, McNulty & Waters change management models. - Ensure leaders are provided 3 additional training sessions during the 2022-2023 school year. - Survey leaders 3x to monitor growth in use of change models to support quality culture and climate. - In September 2022, the district will launch an EPS smartphone app to increase communication, allowing families to easily access important school information and receive important alerts.
	<u>Evidence of Performance 3:</u> Superintendent will successfully Onboard new cabinet members and build a highly effective cabinet team. - Hold weekly 1:1's during the first 90 days to support new cabinet members with their 30-60-90 day onboarding plans. - Cabinet will develop working knowledge of Lencioni 4 disciplines through monthly team development experiences. - Establish job embedded training on DiSC styles and organizational effectiveness. - Establish monthly training on Tools of Cultural Proficiency. - Survey cabinet 3x during the 2022-2023 school year to monitor team effectiveness.

Standard 5.a, 5.c & 5.e; Standard 7.c & 7.g and Strategic Plan Priorities C.1,4; D.1-4; & E.1			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
To be developed using combination of standards benchmarks	To be developed using combination of standards benchmarks	To be developed using combination of standards benchmarks	Goals are not developed.

FORM ONE (1) : ESTABLISH GOALS AND STANDARDS

<u>Goal 4:</u> Provide oversight in the development of strategy for enrollment management including resident student retention.	**<u>Evidence of Performance 1:</u> Superintendent will provide direction, coaching and consultation to administrator project managers who will conduct a longitudinal review of enrollment data and patterns.** - Work with assistant superintendent and director of marketing and communications to review pertinent enrollment data and develop an executive summary of findings by 11.1.22.		
	<u>Evidence of Performance 2:</u> Superintendent will provide direction, coaching and consultation to administrator project managers who will establish a marketing plan to support retention of resident students. - Receive reports and monitor development of marketing plans that will be presented to the school board in December 2022. - Work with assistant superintendent and director of marketing and communications to review current plan for engaging with families who withdraw from EPS, determine if process modifications are needed, and monitor data for patterns and response on bi-monthly basis beginning November 1, 2022.		
Standard 2.e and Strategic Plan Priorities D.5 & E.5			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Protects school district's fiscal health by continually seeking efficiencies and identifying new sources of funding, such as grants and investment opportunities; follows school district policies and procedures to ensure funds and property are secure; bases recommendations and decisions on school district	Provides some oversight of school district resource allocations and decisions, including fiscal investments, grant funding opportunities, fixed assets, and external resources; usually follows policies; ensures alignment between school district assets and priorities to support improved instructions and other key goals	Provides limited oversight of school district resources, including fiscal investments, grant funding opportunities, and fixed assets; does not consistently follow policies; some alignment exists between school district assets and priorities	Goals are not developed.

approved priorities and needs			

Accompanying document to Dr. Stanley's goals

Standard 6.a-e and Strategic Priorities A. 1-5; D.1, D.2, D.4			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Ensures school improvement plans are in place at all buildings and align with school district-wide goals; assures plans and strategies are in place and used for implementing improvement efforts and monitoring progress; demonstrates knowledge and comfort with current instructional programs and seeks to communicate how the school district is implementing best practices and new initiatives; prioritizes and focuses on increasing student achievement, including reporting on student achievement metrics.	Ensures school improvement plans are in place at all buildings and align with school district-wide goals; demonstrates knowledge with current instructional programs and is able to discuss them; student achievement metrics are reported.	School improvement plans are in place at building level, but lack district-wide coordination; is somewhat knowledgeable of current instructional practices; relies on others for information/data.	School improvement efforts are limited; no comprehensive plan in place; is uninvolved in current instructional programs; is unaware of current instructional issues.
Standard 3a-f and 8 b-f and Strategic Plan Priorities B.2, B.3 and E.4			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Ensures a coordinated, systemwide plan to achieve equity for all students and staff has been developed and implemented, including strategies for meaningful engagement of students and staff from diverse communities	Ensures a system-wide plan to achieve equity has been developed and implemented, including strategies for meaningful engagement of students and staff from diverse communities and backgrounds, targeted efforts to	A plan to achieve equity has been developed, including strategies for meaningful engagement of students and staff from diverse communities and backgrounds; reluctantly seeks some relationships with public or private	No plan to achieve equity has been developed; has no relationships with public and private sectors and shows no interest in pursuing partnerships

and backgrounds, strategies for recruiting diverse staff, closing the achievement gap, and providing staff development; monitors plan is on ongoing manner; builds and sustains productive relationships with public and private sectors	close achievement gap, and providing professional development; creates relationships with public and private sectors	sectors	
Standard 5.a, 5.c and 5.e; Standard 7.c and 7.g and Strategic Plan Priorities C.1,4; D 1-4; & E.1			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Ensures system-wide plan has been developed and implemented to assure a healthy school and/or work environment; collaborates with local mental health and social services and agencies, if available, to provide services for students and/or staff; implements policies prohibiting bullying and harassment as intended and evaluates on ongoing basis; follows established plan for recruiting, hiring, supporting, inducting, developing, and retaining staff while keeping students' interests in mind; foster professional growth, leadership, and decision-making skills;	Ensures system-wide plan has been developed to assure a healthy school and/or work environment; collaborates with local services and agencies to provide social and emotional support options and services for students and/or staff; ensures policies prohibiting bullying and/or harassment have been developed; follows established plan for recruiting, hiring, supporting, inducting, developing, and retaining staff; delegates responsibility to appropriate staff	Plan has been developed to assure a healthy school learning and work environment; collaborates with local services to provide social and emotional support options and services for students and/or staff, but is not followed completely; policies prohibiting bullying and/or harassment policies have been developed; plan exists for recruiting, hiring, supporting, inducting, developing, and retaining staff, but is not used consistently; is reluctant to place much authority or decision-making with key staff	No plan developed to assure a healthy learning and/or work environment; no plan for social and emotional support options and services for students and/or staff exists; policies prohibiting bullying and/or harassment do not exist; no plan exists for recruiting, hiring, supporting, inducting, developing, and retaining staff; tightly controls decisions made within administrative team
Standard 2.e and Strategic Plan Priorities D.5 and E.5			

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Protects school district's fiscal health by continually seeking efficiencies and identifying new sources of funding, such as grants and investment opportunities; follows school district policies and procedures to ensure funds and property are secure; bases recommendations and decisions on school district approved priorities and needs	Provides some oversight of school district resource allocations and decisions, including fiscal investments, grant funding opportunities, fixed assets, and external resources; usually follows policies; ensures alignment between school district assets and priorities to support improved instructions and other key goals	Provides limited oversight of school district resources, including fiscal investments, grant funding opportunities, and fixed assets; does not consistently follow policies; some alignment exists between school district assets and priorities	Does not provide oversight of school district resources, including fiscal investments, grant funding opportunities, and fixed assets; has not developed policies to guide asset-related decisions; makes fiscal decisions that do not align with school district priorities and/or are wasteful

Board Meeting Date: August 8, 2022

TITLE: Edina High School Travel-Based Learning: Social Studies

TYPE: Discussion

PRESENTERS: Jody De St. Hubert, Director of Teaching and Learning, Jenn Carter, Edina High School Assistant Principal and Christopher Griggs, EHS Social Studies Teacher

BACKGROUND: At the July 26th Board Workshop the Vietnam Travel Experience approved in March of 2019 was discussed. The focus of the discussion was to provide an update on the history of and status on the Vietnam travel-based learning experience. Following the discussion, Edina High School Administration engaged in further conversations with EF Educational Tours. EF will have more information on the approved Vietnam trip in approximately two weeks. If the trip to Vietnam is not able to be scheduled, EF has provided two alternative travel-based learning itineraries. Having two alternative itineraries at this time, allows for a greater flexibility in the final planning stages for EF which begins on September 8th, 110 days prior to the trip departure based on EF Education Tours Policy shared on 7.26.2022.

RECOMMENDATION: Discuss the two newly proposed travel-based learning itineraries as alternative locations of travel for the approved Vietnam student travel experience. In the same evening at the Board Meeting, Board Members will be asked to approve both alternative itineraries.

DESIRED OUTCOMES FOR THE BOARD: Review and discuss the background information and board report provided.

BACKGROUND INFORMATION:

7.26.2022 Vietnam Travel Experience Board Report for Discussion

APPENDIX:

EHS Social Studies Travel-Based Learning Syllabus

ATTACHMENT:

Board Report (next page)

Background:

EF is currently not traveling to Vietnam. At this time they are hopeful that they will be able to support travel to Vietnam this fall but are not currently able to confirm this with 100% certainty. Thus they have provided two alternative travel-based learning experiences. Each itinerary includes three or four different destination countries within Europe. The two itineraries offered intentionally support students engaging in the same four core standards for travel-based learning as Vietnam, however, in different locations. The two new itineraries also allow Edina High School staff and organizer, Chris Griggs, to align additional Social Studies and Language Arts standards to the specific locations in each itinerary.

The purpose of the travel-based learning experience for the 16 participating students with each European itinerary option aligns with the EHS Social Studies Travel-Based Learning Syllabus outlined further in the included Appendix.

Overall, travel to each of these European locations will utilize Social Studies and Language Arts, in addition to Edina Public Schools educational competencies. Among other experiences, students will tour historical grounds and cities, experience European culture through arts, dance and one-on-one interaction with European citizens. This experience will be a for-credit high school class; students will be required to attend pre-departure classes and keep a journal of their experiences while in Europe. This will be supported with daily writing prompts as well as teacher-led discussions about their reflections and experiences.

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Staff members traveling with the group are lead teacher Christopher Griggs, EHS Social Studies teacher, EHS Assistant Principal Jennifer Carter, and one other EHS staff chaperones.

Itinerary A: Germany, Switzerland, and Italy

The U.S. Department of State's Bureau Consular Affairs has Germany and Italy listed as level 2, exercise increased caution and Switzerland as level 1, exercise normal precaution.

COST: This price is inclusive of all transportation, accommodations, meals, transfers, and insurance. Students will be responsible for any other out of pocket costs or incidentals. Need-based scholarships and fundraising opportunities were available. EF and Edina Public Schools have established a program designed to empower sustainable and impactful travel-based learning programs for the school community that increases equity and access to the global classroom and opportunities like this one. EPS and EF have created a scholarship program aligned with EPS' commitment to equity.

TRANSPORTATION: All students and chaperones will travel as a group from Minneapolis to Europe, and return via a major US international airline or partner.

ACCOMODATIONS: Students and chaperones will be housed in 3 to 4 star rated hotels.

Day 1: Fly overnight to Germany

Day 2: Frankfurt • Rothenburg
Meet your Tour Director at the airport
Travel from the Frankfurt airport to Rothenburg
Take a tour of Rothenburg

Day 3: Rothenburg • Neuschwanstein • Munich
Travel via Neuschwanstein to Munich
Visit Neuschwanstein Castle
Take a walking tour of Munich
With your Tour Director you will see:

- Munich Cathedral
- New Town Hall
- Hofbräuhaus

Day 4: Munich
Take a guided tour of Munich
With your expert local guide you will see:

- Olympic Stadium
- Residenz
- Marienplatz

Visit the Dachau Concentration Camp Memorial Site
Take a day trip to Dachau

Day 5: Munich • Innsbruck • Venice
Travel via Innsbruck to Venice

Day 6: Venice
Take a ferry to Venice
See a glass-blowing demonstration
Visit the Doge's Palace
Take a guided tour of Venice
With your expert local guide you will see:

- St. Mark's Square
- Grand Canal

Enjoy a gondola ride

Day 7: Venice • Verona • Lucerne
Travel via Verona to Lucerne

Day 8: Lucerne
Take a walking tour of Lucerne
With your Tour Director you will see:

- Lion Monument
- Kapellbrücke
- Lake Lucerne
- Swiss Alps experience

Day 9: Lucerne • Heidelberg
Travel via Freiburg to Heidelberg
Explore Freiburg on your own
Take a walking tour of Heidelberg
Visit Heidelberg Castle

Day 10: Depart for home

SUPERVISION (including ratio of participants to chaperones): Staff members traveling with the group are Chris Griggs, EHS Social Studies teacher, and up to 2 additional licensed staff, one of which will be a licensed school administrator.

Itinerary B: Central Europe Quartet

The U.S. Department of State's Bureau Consular Affairs has Germany listed as level 2, exercise increased caution and Austria, Czech Republic, and Switzerland as level 1, exercise normal precaution.

COST: This price is inclusive of all transportation, accommodations, meals, transfers, and insurance. Students will be responsible for any other out of pocket costs or incidentals. Need-based scholarships and fundraising opportunities were available. EF and Edina Public Schools have established a program designed to empower sustainable and impactful travel-based learning programs for the school community that increases equity and access to the global classroom and opportunities like this one. EPS and EF have created a scholarship program aligned with EPS' commitment to equity.

TRANSPORTATION: All students and chaperones will travel as a group from Minneapolis to Spain, and return via a major US international airline or partner.

ACCOMODATIONS: Students and chaperones will be housed in 3 to 4 star rated hotels.

Day 1: Fly overnight to Austria

Day 2: Vienna
Meet your Tour Director at the airport
Participate in a Tour Director-led scavenger hunt
Enjoy a Wiener schnitzel dinner

Day 3: Vienna
Take a guided tour of Vienna
With your expert local guide you will see:

- Ringstrasse
- Parliament building
- Neues Rathaus
- Hofburg Palace
- Visit Schönbrunn Palace

Day 4: Vienna • Prague
Travel to Prague
Take a walking tour of Prague

Day 5: Prague
Take a guided tour of Prague
With your expert local guide you will see:

- St. Vitus Cathedral
- Golden Lane
- Charles Bridge

Day 6: Prague • Dachau • Munich
Travel via Dachau to Munich
Visit the Dachau Concentration Camp Memorial Site

Day 7: Munich
Take a guided tour of Munich
With your expert local guide you will see:

- Olympic Stadium

- Residenz
- Marienplatz
- Visit Neuschwanstein Castle

Day 8: Munich • Zurich
Travel via St. Gallen to Zurich
Take a walking tour of St. Gallen

Day 9: Zurich
Take a walking tour of Zurich's Old Town
Visit Grossmünster
Visit a local business

Day 10: Depart for home

SUPERVISION (including ratio of participants to chaperones): Staff members traveling with the group are Chris Griggs, EHS Social Studies teacher, and up to 2 additional licensed staff, one of which will be a licensed school administrator.

APPENDIX:

Purpose of EHS Social Studies Travel-Based Learning:

Edina High School Social Studies Travel-Based Learning experiences are designed with rigorous learning experiences at the forefront. The course overview for any location is the following:

> This course is part of a high school independent study opportunity to be obtained during an upcoming travel-based learning experience. In addition to travel, students are required to complete certain course requirements before, during and after travel.

The course syllabus also articulates course standards that are applicable to any travel-based learning location:

> **Course Standards:**
> The following are emphasized standards for this learning experience:
> - ❏ Exhibit civic skills, including participating in civic discussion on issues in the contemporary world, demonstrating respect for the opinions of people or groups who have different perspectives, and reaching consensus.
> - ❏ Explain how different types of governments reflect historically and culturally specific understandings of the relationships between the individual, government and society.
> - ❏ Describe causes of economic imbalances and social inequalities among the

world's peoples in the post-colonial world and efforts made to close those gaps. (The New Global Era: 1989 to Present)

- ❏ Compare the philosophies, structures and operations of different types of governments in other countries with those in the United States.

Finally, the course syllabus aligns travel-based learning with Educational Competencies in the Edina Public Schools Portrait of a Graduate:

Educational Competencies of Edina Public Schools:
In addition to the course standards listed above, the experiences and course work included in this travel-based learning experience will fulfill the following educational competencies of Edina Public Schools:

Globally Competent Individual - *Students will gain a diverse and informed perspective through group tours, interactions with locals/student exchanges and time spent in a foreign country where their worldview may be challenged.*
Responsible, Engaged Citizen - *Students will act as stewards for their school community, district, community, city and country through their interactions with the local people, with tour officials and among themselves.*
Effective Communicator and Collaborator - *Students will participate in discussions with local individuals as well as among themselves about current issues, local culture and daily life. Students will use these experiences to reflect on life in the country versus their own lives in Edina and in the United States.*
Innovate Thinker and Creator **Motivated, Life-Long Learner** **Healthy, Well-Rounded Individual** - *Both individually and as a group, students will learn to adapt to new and challenging situations and environments. This travel experience will help students appreciate their own opportunities that come with living in the United States, and also acknowledge differences among peoples in the world.*

Board Meeting Date: Aug. 8, 2022

TITLE: EPS Calendar for 2024-25 and 2025-26 School Years

TYPE: Action

PRESENTER(S): Dr. Randy Smasal, Assistant Superintendent; Sonya Sailer, Director of Human Resources

BACKGROUND: The Calendar Committee will continue to meet annually to establish a rolling calendar that is 2 years ahead of the current school year. This will provide staff and families ample planning time to organize family, life and community activities. A set of parameters for the calendar committee to consider has been drafted and is referred to as the *Guiding Change for the 2024-25 & 2025-26 EPS Calendars.* Administration is asking for board approval on the parameters to guide the work of the committee, which will begin to meet weekly in August of 2022.

RECOMMENDATION: Action to approve the Guiding Change parameters is being requested at this meeting.

Desired Outcomes from the Board: Approve the proposed Guiding Change parameters for the 2024-25 and 2025-26 school calendars.

ATTACHMENTS:

1. Guiding Change for the 2024-25 and 2025-26 EPS Calendar

TOPIC: School Calendars for the 2024-25 and 2025-26 School Years

GUIDING CHANGE DOCUMENT: 2024-25 & 2025-26 School Calendars		
Context and Reality	**Unacceptable Means**	**Results**

● District has strong education tradition with a culture of innovation
● District's vision views EPS to be among the premier school districts both nationally and internationally, including maximizing the time resource
● MN statutes places restrictions on school districts starting before Labor Day with identified exceptions:
  ○ To accommodate over $400,000 of construction
  ○ A joint agreement with other districts which meets specific requirements
● Resource (funds, staff, time, facilities and technology) challenges continue to exist
● District establishes school calendars every two years by school board vote
● District has 170 student school days in the 2022-23 and 2023-24 calendars
● District has 11 days for teacher in-service & 3 data days; a minimum of 16 hours (number of days varies from site to site) for parent-student-teacher days each year
● District has several school days dedicated to required assessments at every level including new Connect and Assess days for K-5.
● District has historically prioritized a two-week winter break and one-week spring break
● Daily schedules at each site are:
  ○ VVMS/SVMS: 8 periods over 2 days (9:20 a.m.- 4:05 p.m.)
  ○ EHS: 7 period modified block schedule day (8:30 a.m. -3:15 p.m.)
  ○ Normandale: 8:40 a.m. – 3:15 p.m.
  ○ All other elementary schools: 7:50 a.m.- 2:25 p.m.
  ○ ELC 8:00 am-4:00 PM
● District offers summer academic programming in special education, intervention programs for select students and enrichment opportunities through community education
● District is projected to annually have over $8 million dollars of summer construction over the next 8 years
● District administration has developed plans to minimize emergency closings due to extreme temperatures.
	1. Create additional inequities in services among early childhood, elementary or secondary schools
	2. Develop a calendar that violates district policy, work agreements or state statute
	3. Exceed available funding limits or the annual budget plan
	4. Recommendations developed without periodic school board updates
	5. Recommendations that do not demonstrate best practices at a national level
	6. Recommendations that negatively impact learning
	7. Professional Learning days that are unaligned among the schools
	8. Recommendations not sensitive to the cultures within the community
		Develop a school calendar for the 2024-25 and 2025-26 school years that:
		A. Recognizes needs and time challenges of school construction
		B. Prioritizes a pre-Labor Day start for 2024-25 and 2025-26 school years due to planned construction in the summer of 2024 and 2025
		C. Identifies both a winter and spring break
		D. Identifies a minimum of the following:
		  a. Professional Learning Days = 6 full-days
		  b. P-S-T Conference Hours = 16
		  c. Data Days = 2
		E. Maintain distribution of professional learning throughout the school year.
		F. Consider district calendar impacts on students, families and staff
		G. Final recommendations will be brought to the school board not later than September 2022

General Process Timeline

June 20th and Aug. 8th, 2022: School Board Discussion of Calendar Design Parameters

Aug. 2022: Calendar Committee meets weekly to review parameters, data and begin to draft the 2024-25 and 2025-26 calendars

Sept. 2022: Calendar Committee present draft calendars to board for discussion

Oct. 2022: 2024-25 and 2025-26 Calendars approved by School Board

Board Meeting Date: August 8, 2022

TITLE: Edina High School Travel-Based Learning: Social Studies

TYPE: Action

PRESENTERS: Jody De St. Hubert, Director of Teaching and Learning, Jenn Carter, Edina High School Assistant Principal and Christopher Griggs, EHS Social Studies Teacher

BACKGROUND: At the July 26th Board Workshop the Vietnam Travel Experience approved in March of 2019 was discussed. The focus of the discussion was to provide an update on the history of and status on the Vietnam travel-based learning experience. Following the discussion, Edina High School Administration engaged in further conversations with EF Educational Tours. EF will have more information on the approved Vietnam trip in approximately two weeks. If the trip to Vietnam is not able to be scheduled, EF has provided two alternative travel-based learning itineraries. Having two alternative itineraries at this time, allows for a greater flexibility in the final planning stages for EF which begins on September 8th, 110 days prior to the trip departure based on EF Education Tours Policy shared on 7.26.2022.

RECOMMENDATION: Approve the two proposed alternative travel-based learning itineraries as back-up destinations in place of the approved Vietnam travel-based learning experience if Vietnam is not able to be scheduled.

DESIRED OUTCOMES FOR THE BOARD: Approve the two proposed alternative travel-based itineraries to allow maximum flexibility within board policy in the continually changing landscape of travel.

BACKGROUND INFORMATION:

7.26.2022 Vietnam Travel Experience Board Report for Discussion

APPENDIX:

EHS Social Studies Travel-Based Learning Syllabus

ATTACHMENT:

Board Report (next page)

Background:

EF is currently not traveling to Vietnam. At this time they are hopeful that they will be able to support travel to Vietnam this fall but are not currently able to confirm this with 100% certainty. Thus they have provided two alternative travel-based learning experiences. Each itinerary includes three or four different destination countries within Europe. The two itineraries offered intentionally support students engaging in the same four core standards for travel-based learning as Vietnam, however, in different locations. The two new itineraries also allow Edina High School staff and organizer, Chris Griggs, to align additional Social Studies and Language Arts standards to the specific locations in each itinerary.

The purpose of the travel-based learning experience for the 16 participating students with each European itinerary option aligns with the EHS Social Studies Travel-Based Learning Syllabus outlined further in the included Appendix.

Overall, travel to each of these European locations will utilize Social Studies and Language Arts, in addition to Edina Public Schools educational competencies. Among other experiences, students will tour historical grounds and cities, experience European culture through arts, dance and one-on-one interaction with European citizens. This experience will be a for-credit high school class; students will be required to attend pre-departure classes and keep a journal of their experiences while in Europe. This will be supported with daily writing prompts as well as teacher-led discussions about their reflections and experiences.
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Itinerary A: Germany, Switzerland, and Italy

The U.S. Department of State's Bureau Consular Affairs has Germany and Italy listed as level 2, exercise increased caution and Switzerland as level 1, exercise normal precaution.

COST: This price is inclusive of all transportation, accommodations, meals, transfers, and insurance. Students will be responsible for any other out of pocket costs or incidentals. Need-based scholarships and fundraising opportunities were available. EF and Edina Public Schools have established a program designed to empower sustainable and impactful travel-based learning programs for the school community that increases equity and access to the global classroom and opportunities like this one. EPS and EF have created a scholarship program aligned with EPS' commitment to equity.

TRANSPORTATION: All students and chaperones will travel as a group from Minneapolis to Europe, and return via a major US international airline or partner.

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Take a tour of Rothenburg

Day 3: Rothenburg • Neuschwanstein • Munich
Travel via Neuschwanstein to Munich
Visit Neuschwanstein Castle
Take a walking tour of Munich
With your Tour Director you will see:

- Munich Cathedral
- New Town Hall
- Hofbräuhaus

Day 4: Munich
Take a guided tour of Munich
With your expert local guide you will see:

- Olympic Stadium
- Residenz
- Marienplatz

Visit the Dachau Concentration Camp Memorial Site
Take a day trip to Dachau

Day 5: Munich • Innsbruck • Venice
Travel via Innsbruck to Venice

Day 6: Venice
Take a ferry to Venice
See a glass-blowing demonstration
Visit the Doge's Palace
Take a guided tour of Venice
With your expert local guide you will see:

- St. Mark's Square
- Grand Canal

Enjoy a gondola ride

Day 7: Venice • Verona • Lucerne
Travel via Verona to Lucerne

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Take a walking tour of Lucerne
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- Kapellbrücke
- Lake Lucerne
- Swiss Alps experience

Day 9: Lucerne • Heidelberg
Travel via Freiburg to Heidelberg
Explore Freiburg on your own
Take a walking tour of Heidelberg
Visit Heidelberg Castle

Day 10: Depart for home

SUPERVISION (including ratio of participants to chaperones): Staff members traveling with the group are Chris Griggs, EHS Social Studies teacher, and up to 2 additional licensed staff, one of which will be a licensed school administrator.

Itinerary B: Central Europe Quartet

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Enjoy a Wiener schnitzel dinner

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Take a guided tour of Vienna
With your expert local guide you will see:

- Ringstrasse
- Parliament building
- Neues Rathaus
- Hofburg Palace
- Visit Schönbrunn Palace

Day 4: Vienna • Prague
Travel to Prague
Take a walking tour of Prague

Day 5: Prague
Take a guided tour of Prague
With your expert local guide you will see:

- St. Vitus Cathedral
- Golden Lane
- Charles Bridge

Day 6: Prague • Dachau • Munich
Travel via Dachau to Munich
Visit the Dachau Concentration Camp Memorial Site

Day 7: Munich
Take a guided tour of Munich
With your expert local guide you will see:

- Olympic Stadium
- Residenz
- Marienplatz

- Visit Neuschwanstein Castle

Day 8: Munich • Zurich
Travel via St. Gallen to Zurich
Take a walking tour of St. Gallen

Day 9: Zurich
Take a walking tour of Zurich's Old Town
Visit Grossmünster
Visit a local business

Day 10: Depart for home

SUPERVISION (including ratio of participants to chaperones): Staff members traveling with the group are Chris Griggs, EHS Social Studies teacher, and up to 2 additional licensed staff, one of which will be a licensed school administrator.

APPENDIX:

Purpose of EHS Social Studies Travel-Based Learning:

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The course syllabus also articulates course standards that are applicable to any travel-based learning location:

> **Course Standards:**
> The following are emphasized standards for this learning experience:
> - ❏ Exhibit civic skills, including participating in civic discussion on issues in the contemporary world, demonstrating respect for the opinions of people or groups who have different perspectives, and reaching consensus.
> - ❏ Explain how different types of governments reflect historically and culturally specific understandings of the relationships between the individual, government and society.
> - ❏ Describe causes of economic imbalances and social inequalities among the world's peoples in the post-colonial world and efforts made to close those gaps. (The New Global Era: 1989 to Present)

- ❏ Compare the philosophies, structures and operations of different types of governments in other countries with those in the United States.

Finally, the course syllabus aligns travel-based learning with Educational Competencies in the Edina Public Schools Portrait of a Graduate:

Educational Competencies of Edina Public Schools:
In addition to the course standards listed above, the experiences and course work included in this travel-based learning experience will fulfill the following educational competencies of Edina Public Schools:

Globally Competent Individual - *Students will gain a diverse and informed perspective through group tours, interactions with locals/student exchanges and time spent in a foreign country where their worldview may be challenged.*
Responsible, Engaged Citizen - *Students will act as stewards for their school community, district, community, city and country through their interactions with the local people, with tour officials and among themselves.*
Effective Communicator and Collaborator - *Students will participate in discussions with local individuals as well as among themselves about current issues, local culture and daily life. Students will use these experiences to reflect on life in the country versus their own lives in Edina and in the United States.*
Innovate Thinker and Creator **Motivated, Life-Long Learner** **Healthy, Well-Rounded Individual** - *Both individually and as a group, students will learn to adapt to new and challenging situations and environments. This travel experience will help students appreciate their own opportunities that come with living in the United States, and also acknowledge differences among peoples in the world.*

Board Meeting Date: 8/8/2022

TITLE: Policy Review

TYPE: Action

PRESENTER(S): Board Policy Committee

BACKGROUND: The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 410 – Leaves, Family and Medical Leaves
- Policy 413 – Harassment and Violence Prohibition, Students and Employees
- Policy 415 – Reporting Suspected Maltreatment of a Minor or Vulnerable Adult
- Policy 506 – Student Conduct and Discipline
- Policy 514 – Bullying Prohibition
- Policy 522 – Title IX Nondiscrimination Policy, Grievance Procedure and Process
- Policy 524 – Internet Acceptable Use and Safety Policy
- Policy 616 – School District System Accountability
- Policy 634 – Electronic Technologies Acceptable Use
- Policy 708 – Expense Reimbursement
- Policy 806 – Emergency Management

RECOMMENDATION: Review and approve the suggested policy modifications for Policies 410, 413, 415, 506, 514, 522, 524, 616, 634, 708, 806.

ATTACHMENTS:

1. Policy 410 – Leaves, Family and Medical Leaves
2. Policy 413 – Harassment and Violence Prohibition, Students and Employees
3. Policy 415 – Reporting Suspected Maltreatment of a Minor or Vulnerable Adult
4. Policy 506 – Student Conduct and Discipline
5. Policy 514 – Bullying Prohibition
6. Policy 522 – Title IX Nondiscrimination Policy, Grievance Procedure and Process
7. Policy 524 – Internet Acceptable Use and Safety Policy
8. Policy 616 – School District System Accountability
9. Policy 634 – Electronic Technologies Acceptable Use
10. Policy 708 – Expense Reimbursement
11. Policy 806 – Emergency Management

Personnel

~~Leaves~~, Family and Medical Leaves

I. Purpose

This policy provides guidance regarding family and medical leaves of absence ~~to~~ for school district employees in accordance with ~~the Family and Medical Leave Act~~, ~~parenting leave under~~ state law and federal law, master agreements and guidebooks, and district policy.

II. General Statement of Policy

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the Family and Medical Leave Act of 1993 ("FMLA") and consistent with pregnancy and parenting leave under state law. ~~This policy also provides a definition of district-provided leaves.~~

III. Definitions

A. For the purposes of the FMLA, an "eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has worked ~~been employed for~~ at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

B. For the purposes of Minnesota pregnancy and parenting leave laws, an "eligible employee" has been employed by the district at least half-time for at least 12 months.

C. A "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

D. ~~"Disaster leave" is a district-provided leave used for a period of disability when an employee has exhausted their basic leave allotment.~~

IV. Leave Entitlements

A. Twelve Workweeks ~~Weeks~~ Leave under the FMLA (federal law)

1. Eligible employees are entitled to a total of 12 workweeks of unpaid family and medical leave during the applicable 12-month period as defined below, ~~plus any additional leave required by law~~. Leave may be taken for one or more of the following reasons in accordance with applicable law:

a. birth of the employee's child and to care for such child;

b. placement of an adopted or foster child with the employee;

c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;

d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or

e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

2. Spouses: In general, eligible spouses who are both employed by the school district are limited to an aggregate of 12 workweeks of leave during any 12-month period for the birth, care of or adoption of a child; the placement of a child for foster care; or to care for a parent with a serious health condition. Eligible spouses who both work for the district are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

3. Intermittent Leave: Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the district or when medically necessary.

4. Serious Health Condition: If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification.

5. Health Insurance: During the period of designated FMLA leave, the district will provide health insurance under its group health plan under the same conditions that coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after FMLA leave may be required to reimburse the district for the cost of health insurance premiums paid by the district.

6. Paid Leave: The district may request or require the employee to substitute accrued paid leave for any part of the 12 workweek period. Employees may be allowed to substitute paid leave for unpaid leave.

7. Special Rules for Instructional Employees: An instructional employee who requests continuous leave near the end of a school term may be required to extend the leave through the end of the term. If an instructional employee begins leave for any purpose more than five weeks before the end of a term and it is likely the leave will last at least three weeks, the district may require that the leave be continued until the end of the term if the employee would otherwise return during the last three weeks of the term. If the instructional

employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a term, the district may require that the leave be continued until the end of the term if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the term. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the term and the leave will last more than five working days, the district may require the employee to continue taking leave until the end of the term. The district will continue to fulfill the district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

B. Twelve Workweeks ~~Weeks~~ Leave under Minnesota Pregnancy and Parenting ~~Parental~~ Leave (state law)

1. An employee who does not qualify for parenting leave under the FMLA leave provisions may qualify for a 12-week unpaid leave, which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. ~~The length of the leave will be determined by the employee but must not exceed 12 weeks unless agreed by the district.~~

2. Health Insurance: The school district will continue to make insurance coverage available to the employee while on leave. The employee is responsible to pay the full cost of any insurance while on a leave of absence.

C. Twenty-Six Workweeks ~~Weeks~~ Leave for Military Caregiver Leave ~~Military Service Member~~ under the FMLA

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph is only available during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

2. During a single 12-month period, an employee will be entitled to a combined total of 26 work weeks of leave under sections IV.A and IV.C above.

V. ~~School District Leaves~~

~~When a qualified employee, as determined by the applicable master agreement or guidebook, has exhausted the employee's basic leave allotment, the school district may provide that employee the opportunity to use disaster leave, any applicable sick-leave bank, or short-term disability leave ("disaster leave"), in accordance with~~

~~any applicable master agreement or guidebook, in the following circumstances:~~

~~1. The qualified employee has a medically-certified disabling condition that qualifies the employee for long-term disability benefits after the 65th day of employee absence; or~~

~~2. If provided for in the employee's master agreement or guidebook, the qualified employee has an immediate family member with a medically-certified disabling condition that is anticipated to continue for 65 days of longer.~~

~~An employee is eligible for disaster leave once per 12-month period. The period of eligibility begins one year following the last day of disaster leave if disaster leave was previously taken.~~

VI. Dissemination of Policy

A~~n~~ poster summarizing the major provisions of the FMLA ~~notification~~ will be conspicuously posted in each district building in areas accessible to employees and on the job posting section of the district website to provide notice to applicants for employment.

Legal References:
10 U.S.C. § 101 et seq. (Armed Forces General Military Law)
29 U.S.C. § 2601 et seq. (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)
Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)

Policy

adopted:	9/22/08
Amended:	9/29/09
Revised:	6/24/13
Revised:	7/18/16
Revised:	8/14/17
Reviewed:	8/13/18
Revised:	4/20/20
Revised:	2/8/21

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

PERSONNEL

HARASSMENT AND VIOLENCE PROHIBITION, STUDENTS AND EMPLOYEES

I. PURPOSE

The school district strives to maintain a learning and working environment free from harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. This policy provides a framework for reporting actions that violate this policy and the district's actions when it receives such a report

II. GENERAL STATEMENT OF POLICY

A. The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability ("protected classification"). The district prohibits harassment or violence on the basis of protected classification.

B. This policy is violated when a student or employee harasses a student or employee or group of students or employees through conduct or communication based on a person's protected classification.

C. This policy is violated when a student or employee inflicts, threatens to inflict, or attempts to inflict violence upon a student or employee based on a person's protected classification.

D. The district will act to investigate all complaints of harassment or violence based on a person's protected classification. The district will discipline or take appropriate action against a student or employee who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. <u>Protected Classifications</u>

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;

b. has a record of such an impairment; or

c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:

a. their parent or parents or the minor's legal guardian; or

b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.

5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. <u>Sexual Harassment</u>

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

   a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
   b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
   c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s

employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

   a. unwelcome verbal harassment or abuse;
   b. unwelcome pressure for sexual activity;
   c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
   d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
   e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
   f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

   a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
   b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
   c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

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

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, a person's protected classification.

I. "Employee," for purposes of this policy, includes school board members, district employees, agents, volunteers, independent contractors, or other persons subject to the supervision and control of the district.

IV. REPORTING PROCEDURES

A. Any person who believes the person has been the target or victim of harassment or violence on the basis of protected classification by a student or employee, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student or employee or group of students or other employee should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports will be considered complaints as well.

C. Nothing in this policy prevents any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. At each site location, the building principal, the principal's designee, or the building supervisor ("building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district employee who receives a report of harassment or violence prohibited by this policy will inform the building report taker immediately. If the complaint involves the building report taker, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker will ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and will serve as a primary contact on policy and procedural matters.

E. Employees will be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. An employee who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence will make reasonable efforts to address and resolve the harassment or violence and will inform the building report taker immediately. Employees who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker will personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided in this policy may result in disciplinary action against the building report taker.

G. The district designates the Director of Human Resources as the human rights officer ~~department~~ to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the Director of Human Resources ~~department~~, the complaint will be filed directly with the superintendent.

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment and violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery

or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

V. INVESTIGATION

A. The Director of Human Resources or designee, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, will undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the person(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of

behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. The district may take immediate steps, at its discretion, to protect the reporting party, students or employees pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence will be allowed the opportunity to present ~~a~~ information during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer will make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report will include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of the investigation, the school district will take appropriate action. This action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, removal, or termination. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, state and federal law, and applicable district policies.

B. The district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law. The district may be required to disclose private data in cases that involve allegations of sexual harassment under Title IX. Please see Policy 522 for additional information.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the district will, where determined appropriate by the child's individualized education

program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under state law. If so, the duties of mandatory reporting under Minn. Stat. Ch. 260E ~~§ 626.556~~ may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy is posted in each school building in areas accessible to students and district employees.

B. This policy is provided to each school district employee at the time of initial employment with the school district.

C. This policy will appear in the student handbook.

D. The district will develop a method of discussing this policy with students and employees.

E. The district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness and/or sexual abuse prevention.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References:
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E ~~§ 626.556 *et seq.*~~ (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:
Policy 102 (Equal Educational Opportunity)
Policy 401 (Equal Employment Opportunity)
Policy 402 (Disability Nondiscrimination)
Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 415 (Reporting Suspected Maltreatment of a Minor of Vulnerable Adult)
Policy 506 (Student Discipline)
Policy 514 (Bullying Prohibition Policy)
Policy 515 (Protection and Privacy of Student Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (~~Student Sex Nondiscrimination~~ Title IX Nondiscrimination Policy, Grievance Procesure and Process)
Policy 526 (Hazing Prohibition)

Policy 528 (Student Parental, Family and Marital Status Nondiscrimination)
Policy 634 (Electronic Technologies Acceptable Use)

Policy
adopted: 4/14/08
amended: 5/19/09
amended: 9/26/11
revised: 5/19/14
revised: 7/18/16
revised: 8/14/17
reviewed: 8/13/18
revised: 8/12/19
revised: 5/10/21

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policies 401, 402, 413, ~~514~~, 521, 522, ~~526~~, and 528

DISCRIMINATION, HARASSMENT, ~~BULLYING, HAZING~~ AND VIOLENCE REPORT FORM

~~Edina Public Schools maintains policies prohibiting discrimination, harassment, bullying, hazing and violence. These policies can be found on the district's website or obtained from a district administrator. All persons are to be treated with respect and dignity. Please use this form to report incidents of discrimination, harassment, bullying, hazing or violence.~~ Edina Public Schools maintains a firm policy prohibiting all forms of discrimination, harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability. All persons are to be treated with respect and dignity. Harassment or violence by any studentl, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Person completing report:

_____

Home address:

_____

Work address: _____

_____ Home phone:

_____ Work phone:

_____ Date of alleged incident(s):

_____

_____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ sex \ national origin \ gender \ age \ marital status \ familial status \ status with regard to public

assistance \ sexual orientation \ disability

Name of person(s) you believe harassed, ~~bullied~~ or was violent toward you or another person.

_____

If the alleged harassment or violence was toward another person(s), identify that person(s).

_____

Where and when did the incident(s) occur? _____

_____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (e.g, threats, requests, demands); what, if any, physical contact was involved; or other relevant information. Attach additional pages if necessary.

_____

List any witnesses to the incident(s). _____

_____

My signature below shows that the information I have provided in this document is true, correct, and complete to the best of my knowledge and belief.

Signature: _____ Date _____

Received by: _____ Date _____

Please submit to the building principal or designee, or director of human resources, as indicated by the policy(ies).

Revised: 8/10/20

Personnel

Reporting Suspected Maltreatment of a Child ~~Minor~~ or Vulnerable Adult

I. Purpose

This policy makes clear the requirements of school district employees~~' requirements~~ to report suspected maltreatment of a child ~~minor~~ or a vulnerable adult.

II. General Statement of Policy

A. The school district complies with state laws requiring a district employee to report suspected child neglect, physical abuse, or sexual abuse.

B. The district complies with state laws requiring a district employee to report suspected maltreatment of vulnerable adults.

B. A district employee violates this policy if the employee fails to report suspected maltreatment when the employee has reason to believe that a child ~~minor~~ or vulnerable adult is being or has been maltreated.

III. Definitions

A. "Mandated reporter" means a school district employee who has reason to believe that a child ~~minor~~ or vulnerable adult is being or has been maltreated ~~within the past three years~~. A school employee who knows or has reason to believe a child has been maltreated within the preceding three years will immediately report the information.

B. "Maltreatment of a vulnerable adult" means the neglect, abuse, or financial exploitation of a vulnerable adult.

C. "Vulnerable adult" includes but is not limited to a person 18 years of age or older who regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

D. ~~"District employee" means a professional employee or the employee's delegate engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults~~.

E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

F. "Child" ~~or "minor"~~ means a person under age 18.

G. “Maltreatment of a child ~~minor~~” includes but is not limited to neglect, physical abuse, or sexual abuse of a child ~~minor~~.

IV. Reporting Procedures for Maltreatment of a Child ~~Minor~~

A. A mandated reporter will immediately report suspected maltreatment of a child ~~the neglect, physical abuse or sexual abuse, which the employee knows or has reason to believe is happening or has happened within the preceding three years~~ to the local county welfare agency*, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
   a. Local county welfare agency – allegations of maltreatment in home, child foster care, family child care
   b. Department of Education – allegations of maltreatment in school
   c. Department of Human Services – allegations of maltreatment in licensed child care facilities
   d. Law Enforcement – allegations of violation of criminal statutes

   *To make a maltreatment report to Hennepin County Child Protection Services, call (612) 348-3552.

B. If the immediate report has been made orally, by telephone or otherwise, the oral report must be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate entity responsible for assisting or investigating maltreatment. The written report must identify the child, a person believed to be responsible for the maltreatment ~~abuse or neglect~~ of the child if the person is known, the nature and extent of the maltreatment ~~abuse or neglect~~, and the name and address of the reporter.

C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

D. An employee ~~person~~ mandated to report suspected maltreatment of a child ~~minor~~ who ~~negligently or intentionally~~ fails to report may be subject to criminal penalties and/or discipline up to and including ~~liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline, including possible~~ termination of employment. An employee may also be liable in a civil suit for damages caused by a failure to report.

E. The district will not retaliate against an employee ~~person~~ who makes a good faith report of maltreatment of a ~~vulnerable~~ child ~~minor report~~ under Minnesota law or this policy.

F. An employee who knowingly or recklessly makes a false report of maltreatment

will be liable in a civil suit for damages and/or discipline up to and including termination of employment.

V. Reporting Procedures for Maltreatment of a Vulnerable Adult

A. A mandated reporter will ~~must~~ immediately report suspected maltreatment of a vulnerable adult to the Minnesota Adult Abuse Reporting Center (MAARC) at 1 1-844-880-1574. The MAARC is available twenty-four hours per day and seven days per week.

B. An employee ~~person~~ mandated to report suspected maltreatment of a vulnerable adult who ~~negligently or intentionally~~ fails to report may be subject to criminal penalties, liability for damages caused by the failure, and/or ~~A negligent or intentional failure to report may result in~~ discipline, up to and including ~~possible~~ termination of employment.

C. The district will not retaliate against an employee ~~person~~ who makes a good faith report of maltreatment of a vulnerable adult report under Minnesota law or this policy.

D. An employee who intentionally makes a false report of maltreatment will be liable in a civil suit for any actual damages suffered, punitive damages, and attorney fees, and discipline up to and including termination of employment.

VI. Investigation

The responsibility for assessing and investigating reports of suspected maltreatment rests with the entity designated by the state for receiving reports. When the alleged offender is believed to be a school district employee, the district will conduct its own investigation independent of the designated entity.

VII. Dissemination of Policy and Training

The school district will discuss this policy with district employees when appropriate.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
~~Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)~~
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. Ch. § 260E~~.01 et. seq.~~ (Reporting of Maltreatment of Minors Act) Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)

Cross References:
Policy ~~103~~ 104 (Complaints – Students, Employees, Parents, Other Persons)
Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
Policy 403 (Discipline of School District Employees)

Policy 406 (Public and Private Personnel Data)
Policy 507 (Corporal Punishment)
Policy 515 (Protection and Privacy of Student Records)

Policy

adopted:	10/20/08
amended:	9/26/11
Revised:	7/15/13
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Revised:	8/14/17
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Reviewed:	8/12/19
Revised:	2/8/21

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Recommend Attaching MDE Confidential Student Maltreatment Reporting Form to this Board Policy.

Students

Student Conduct and Discipline

I. Purpose

This policy provides expectations for student conduct. Abiding by these expectations will enhance the school district's ability to maintain discipline and ensure a positive learning environment leading will lead to academic success and whole child growth ~~quality educational experience~~. The school district will take appropriate disciplinary action when students fail to adhere to acceptable behavior standards established by this policy and its guidelines and/or appendices.

II. General Statement of Policy

A. The school district believes that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational learning experience. Therefore, this district-wide discipline policy has been adopted.

B. It is the responsibility of the school board, administrators, teachers and employees to safeguard the health and safety of each student. The school board and district administrators will support district employees who, in dealing with students on disciplinary matters, act in accordance with state law and this policy.

C. Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's educational program.

D. No policy will cover all situations. Therefore, the building administrator(s) or designee will make a determination of consequence/disciplinary action when student actions are not specifically addressed. All actions by an administrator/designee will be made on a case-by-case basis.

E. 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 school district believes that a fair and equitable 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, Minn. Stat. §§ 121A.40-121A.56.

III. Areas of Responsibility

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

acting within the framework of this discipline policy.

B. Superintendent. The superintendent will establish guidelines and directives to carry out this policy, hold all school employees, students and parents responsible for conforming to this policy, and support all school employees performing their duties within the framework of this policy. The superintendent will 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 will be submitted to the school board for information and attached as an appendix to this policy.

C. Principal. The school principal is given the responsibility, authority and sole discretion to formulate building rules necessary to enforce this policy, subject to superintendent review. The principal will give direction and support to all school employees performing their duties within the framework of this policy. The principal or designee will consult with parents of students conducting themselves in a manner contrary to the policy. The principal will also involve other professional employees in the disposition of behavior referrals and make use of those agencies appropriate for assisting students and parents. A principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers. All teachers have responsibility for providing a well-planned teaching/learning environment and have a primary responsibility for student conduct, with appropriate assistance from the administration. All teachers will ensure acceptable student behavior. A teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other School District Employees. All school district employees are responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior are as authorized and directed by the superintendent. A school employee or other agent of a school district may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians are responsible for the behavior of their children as determined by law and community practice. They are expected to partner with school authorities and to participate regarding the behavior of their children.

G. Students. All students are held individually responsible for their behavior and for knowing and adhering to the Code of Student Conduct.

IV. Student Responsibilities

All students have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and district;
- To make necessary arrangements for making up work when absent from school;
- To assist school employees in maintaining a safe school for all students;
- ~~To be aware of all school rules, policies and procedures, including those in this policy, and to conduct themselves in accord with them;~~
- To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- To be aware of and comply with federal, state and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school employees, as appropriate;
- To respect and maintain the school's property and the property of others;
- To dress and groom in a manner that meets standards of safety and health, ~~common standards of decency~~, and is consistent with applicable school district policy;
- To avoid inaccuracies in ~~student~~ school sponsored publications, whether print or electronic, and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the authority of school employees and the rights of others.

V. Unacceptable Behavior, Investigations of Student Misconduct

The appendix of this policy provides examples of unacceptable behavior. Unacceptable behavior may also include violation of any local, state or federal law. The examples in the appendix are not intended to be an exclusive list. A student who engages in any unacceptable behaviors will be disciplined in accordance with this policy and its appendix.

This policy applies to all school buildings, school grounds, and district property; district-sponsored activities or trips; school bus stops; school buses, district vehicles, district-contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from district premises or events; and all district-related functions. This policy also applies to student behavior that has a nexus to school property or the student's status as a district student, including students' use of social media and other electronic

communication. 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.

Students are required to cooperate in all disciplinary investigations.

VI. Disciplinary Action Options

The school district's general policy 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. The school district will, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- parent contact and/or conference;
- confiscation by the district any item prohibited by, or used in violation of any school district policy and/or state or federal law;
- limited time away from the classroom;
- removal from class (pursuant to the Pupil Fair Dismissal Act);
- in-school suspension;
- suspension from extracurricular activities;
- detention or restriction of privileges;
- loss of school privileges;
- in-school monitoring or revised class schedule;
- referral to in-school support services, law enforcement, community resources or an outside agency;
- financial restitution;
- request for a petition to be filed in district court for juvenile delinquency adjudication;
- out-of-school suspension under the Pupil Fair Dismissal Act;
- preparation of an admission or readmission plan;
- expulsion or exclusion under the Pupil Fair Dismissal Act; and/or
- other disciplinary action as deemed appropriate by the school district.

VII. 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, limited time away from the classroom, 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 has 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 district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five days, pursuant to this discipline policy.

Grounds for removal from class 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 district employees, the student or other students, or the property of the school.

3. Willful violation of any school rules, in this policy and Appendix I.

4. Other personal conduct that, in the discretion of the teacher or administration, requires removal of the student from class. A student removal will be for at least one activity period or class period of instruction for a given course of study and not exceed five 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. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the ~~506-10~~ teacher.

B. Procedure for the Classroom Teacher to Remove a Student from a Class Pursuant to the Pupil Fair Dismissal Act

1.1. A written disciplinary report is submitted by the teacher or district employee within 24 hours of the removal of any student from his/her class.

~~1~~.2. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's sixth 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.

~~When circumstances warrant, a student will be removed from class upon agreement of the appropriate teacher and principal after an informal conference with the student.~~

2. ~~The removal from class may be imposed without an informal conference where it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property. If a student is removed from class due to immediate and substantial danger to himself/herself and no conference has been held, the teacher will notify the office immediately to inform the principal of the action taken.~~

3. ~~The length of time of the removal from class is at the discretion of the principal, after consultation with the teacher, subject to the provisions of Minn. Stat. §121A.61 and the Pupil Fair Dismissal Act.~~

C. Responsibility For and Custody of a Student Removed From Class

1. A student removed from class is the responsibility of the principal or lawful designee.

2. A student removed from class must report directly to the principal's office and inform the office employees of his/her arrival. Prior to the student's removal, the teacher or district employee will inform the office of the student's removal, the reason for the removal, and the time of the removal.

3. The teacher will determine if the student requires a school employee to accompany him/her to the office, and, if so, make the necessary arrangements.

D. Return of a Student Procedure

1. The principal or designee will complete the appropriate follow-up disciplinary consequences and school documentation with the student.

2. The principal or designee readmits the student pursuant to the readmission plan.

E. Notification Procedure

1. The principal or designee determines the necessity of parent/guardian notification resulting from the student being removed from class.

2. The principal or designee will work with the teacher to notify the student of the violation of the discipline rules and resulting disciplinary action.

VIII. Prior to Dismissal Notification

A. The principal or designee will provide the Tennessen Warning to the student prior to investigating the disciplinary incident when a dismissal from school may be the result of disciplinary action. The student's parent/guardian will be notified, when possible, prior to the reading of the warning.

B. The principal or designee will record the notification of the student receiving the Tennessen Warning, including the disciplinary action documentation.

C. The purpose of the Tennessen Warning, per Minnesota Statute 13.04: "An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer."

IX. 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 will not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

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

1. Willful violation of any school board policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school employees to perform their duties, or district-sponsored 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. Suspension Procedures

1. “Suspension” means an action by the school administration, under policies promulgated by the school board, prohibiting a student from attending school for a period of no more than 10 school days; provided, however, if a suspension is longer than five school days, the suspending administrator will provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one school day or less, except as may be provided in federal law for a student with a disability.

2. If a student’s total days of removal from school exceed 10 cumulative days in a school year, the school district will make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school. The purpose of this meeting is to problem-solve and attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed.

3. Each suspension action will include a readmission plan. The plan may 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 sympathomimetic ~~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 district-sponsored activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect.

4. 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 15 days.

5. In the case of a student with a disability, the student’s individual education plan team will meet in accordance with state and federal law.

6. The school administration will implement alternative educational services when the suspension exceeds five 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 selected to allow the pupil to progress toward meeting graduation standards .

7. The school administration will not suspend a student from school without an

informal administrative conference with the student. The informal administrative conference occurs 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 occurs as soon as practicable following the suspension. At the informal administrative conference, a school administrator notifies the student of the grounds for the suspension, provides 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, pursue other consequences, including encouraging a parent or guardian of the student to attend school with the student for one day.

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, Minn. Stat. §§ 121A.40-121A.56, will 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 48 hours of the conference.

10. Effort will be made by the principal or designee at the time of suspension to notify the student's parent or guardian by telephone of a suspension. In the event that the student's parent or guardian is not available for notification of the suspension at the time of the suspension, the student will remain in the school building for the remainder of the school day at a location or at locations designated by the principal or ~~his/her~~ designee.

11. A conference will be scheduled between the student's parent or guardian and the principal or designee to discuss the suspension, the reasons therefore, and the readmission plan.

12. If the parent or guardian is dissatisfied with the disposition of the case after a conference with the principal or designee, ~~he/she~~ the parent or guardian may request and will be granted an interview with the superintendent or designee. Neither this interview, nor the conference in item 5 will delay the suspension.

13. During the period of suspension, the student will be furnished with assignments or alternative opportunities for continued learning. ~~He/she~~ the student is expected to make up all work missed during the time of suspension. The teacher determines appropriate credit for such work based on the district's assessment policy and procedures. The student is readmitted to school following the expiration of the suspension.

14. 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 will be served upon the student and the student's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

15. 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 days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to 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 enroll-ment or re-enrollment of a student for a period that will not extend beyond the school year. The authority to exclude rests with the school board.

3. A written recommendation for exclusion or expulsion from the principal with supporting data is submitted to the superintendent.

4. The superintendent will review the case and determine whether or not to recommend exclusion or expulsion to the school board.

5. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

6. No expulsion or exclusion is imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

7. The student and parent or guardian are provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice is served upon the student and his or her parent or guardian personally or by certified mail, and contains a complete statement of the facts; a list of the witnesses and a description of their testimony; the date, time and place of hearing; accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; a description of alternative educational services 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 will 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).

8. The hearing will be scheduled within 10 days of the service of the written notice unless an extension, not to exceed 5 days, is requested for good cause by the school district, student, parent or guardian.

9. All hearings are held at a time and place reasonably convenient to the student, parent or guardian and will be closed to the public, unless the student, parent or guardian requests an open hearing.

10. The school district will record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

11. The student has a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school board, or superintendent, may appoint an attorney to represent the school district in any proceeding.

12. 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.

13. All expulsion or exclusion hearings take place before, and are conducted by, an independent hearing officer designated by the school district, a school board member, a committee of the school board, or the full school board. The hearing will be conducted in a fair and impartial manner. Testimony is given under oath. The hearing officer or school board member has the power to administer oaths and issue subpoenas.

14. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative is 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.

15. The student, parent or guardian, or authorized representative, has 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.

16. The student, parent or guardian, or authorized representative, has the right to present evidence and testimony, including expert psychological or educational testimony.

17. The student cannot be compelled to testify in the dismissal proceedings.

18. The hearing officer, school board member, or school board committee will 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 days after the close of the hearing.

19. The school board will base its decision upon the findings and recommendation of the hearing officer or school board member, and render its decision at a meeting held within five 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 Minnesota Commissioner of Education of the basis and reason for the decision.

20. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Minnesota Commissioner of Education within 21 calendar days of school board action. The decision of the school board is implemented during any appeal to the commissioner.

21. The school district will report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

22. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within 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.

23. Whenever a student fails to return to school within 10 school days of the termination of dismissal, a school administrator will inform the student and ~~his/her~~ their parent or guardian by certified mail of the student's right to attend and to be reinstated in the school district.

X. Admission or Readmission Plan

A school administrator will prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with state law, and require 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 ~~psychotropic~~ sympathomimetic medication for their child as a condition of readmission.

XI. Notification of Policy Violations

Notification of any violation of this policy and resulting disciplinary action is as provided for in state and federal law and district policy. The teacher, principal or other school district employee may provide additional notification as deemed appropriate.

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

XII. 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 are to be consistent with state and federal law, and district policy. including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XIII. Students with a Disability

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.

Prior to the initiation of an expulsion or exclusion of a student with a disability, the district will follow state and federal laws regarding such a proposal.

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.

XIV. Detecting and Addressing Chemical Abuse Problems of Students While on School Premises Procedure

A. The district has established a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26; and

B. The district has established teacher reporting procedures to school administration or designee including the chair of the chemical abuse pre-assessment team.

XV. 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.

~~XV~~.XVI 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 discipline policies in the *Students' Rights and Responsibilities Handbook* are 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 is also available upon request in each principal's office.

~~XVI~~.XVII Review of Policy

The principal and representatives of parents, students and employees in each school building will 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 will be submitted to the superintendent for consideration by the school board, which will conduct an annual review of this policy.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Pre-assessment 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.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals w/ Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

Policy 413 (Harassment and Violence)
Policy 501 (School Weapons Policy)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 503 (Student Attendance)
Policy 504 (Student Dress and Appearance)
Policy 505 (Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees)
Policy 514 (Bullying Prohibition)
Policy 526 (Student Hazing Prohibition)
Policy 527 (Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches)
Policy 532 Use of Crisis Teams and Peace Officers to Remove Students with IEPs from School Grounds
Policy 538 (Field Trips and Travel)
Policy 634 (Electronic Technologies Acceptable Use)
Policy 713 (Student Transportation)

Policy
adopted: 7/21/08
amended: 10/22/12
Revised: 7/20/15
Revised: 7/17/17

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

APPENDIX I TO POLICY 506

DISCIPLINE GUIDELINES

Every student and employee of Edina Public Schools is entitled to learn and work in a safe school environment. To ensure this safe environment, the district and each school have established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly.

Students are expected to behave in accordance with federal, state and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state and local laws will be reported to local law authorities.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on district property, participating in a school-sponsored activity, or traveling in a district vehicle. These guidelines and the potential consequences also apply to student behavior that has a nexus to school property or the student's status as a district student. Student conduct that occurs off-campus, but has a nexus to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications. Listed are the violations and the recommended consequences; although all determinations will be made on a case-by-case basis. Minnesota State High School League consequences may also apply in accordance with its rules and district policy.

A student who accumulates excess violations of these disciplinary guidelines or several infractions for serious behavior may be disciplined in light of the student's overall record. The student and parent will have a conference with the principal and/or other appropriate employee(s) to make them aware that the student is accumulating excessive infractions. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon ~~his or her~~ the student's return if he or she commits additional offenses of the same nature.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g., student whose misbehavior is related to his or her disability). These discipline guidelines are based on school policies, located on the district's website.

ATTENDANCE

1. ATTENDANCE, TARDINESS, TRUANCY

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the intrinsic value of attendance each school day by each student. It enables every student to profit to the maximum degree from the enhanced learning environment that full attendance promotes.

Compulsory attendance policies for students under the age of 17 years will be applied in cases of chronic absence or tardiness. Parental notification will occur when a student is determined to be truant by the school. A student under the age of 17 years with seven or more unexcused absences may be referred to appropriate services.

Attendance disciplinary action is outlined in the district's attendance policy (Policy 503).

CHEMICAL INFRACTIONS

2. ALCOHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance or drug paraphernalia is prohibited while on district property, participating in a district-sponsored activity, or traveling in a district vehicle.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Social worker intervention Police referral	3-day suspension Police referral
Grades 6-12	3-day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) *Indicates disciplinary action assigned by building administration.*

3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic, illegal substance or controlled substance on district property, while participating in a district-sponsored event or traveling in a district vehicle is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Student Services referral ~~Social worker intervention~~ Police referral	3-day suspension Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) *Indicates disciplinary action assigned by building administration.*

4. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an “over the counter” medication must do so in a manner consistent with district policy (see Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any “over-the-counter” medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	Student Services referral ~~Social worker intervention~~	1-day suspension	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) *Indicates disciplinary action assigned by building administration.*

5. MEDICATION MISUSE (PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with district policy (Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any prescription medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	Student Services referral ~~Social worker intervention~~	1-3 day suspension	3-5 day suspension Police referral
Grades 6-12	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(★) *Indicates disciplinary action assigned by building administration.*

6. TOBACCO USE OR POSSESSION

Possession or use of tobacco is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances. Students who congregate in an area where tobacco use has recently occurred (e.g., bathroom stall) will each be considered to have been using tobacco.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension Police referral
Grades 6-12	1-day suspension Police referral	2-3 day suspension Police referral	3-5 day suspension Police referral

(★) *Indicates disciplinary action assigned by building administration.*

DANGEROUS AND/OR NUISANCE ITEMS

7. FIREARMS

Minnesota state law requires that school boards *must expel for a period of at least one year,* a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The school board may modify this expulsion requirement on a case-by-case basis.

Grades	First Offense
Grades K-12	10-day suspension; Expulsion recommendation; Police referral

8. FIREWORKS

Possession, distribution or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of “Weapons, Explosives, Incendiary Devices, Ammunition and Other Dangerous Items.”

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal	3-day suspension

Grades 3-5	Same/next day dismissal	2-day suspension	5-day suspension
Grades 6-12	5-day suspension	5-10 day suspension	10-day suspension Expulsion recommendation

(★) *Indicates disciplinary action assigned by building administration.*

9. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but are not limited to, laser pointers, lighters, radios, squirt guns, video games, snaps, stink bombs, bolt cutters and crowbars.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6-12	★	1-day suspension	3-day suspension

(★) *Indicates disciplinary action assigned by building administration.*

10. POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is discovered that a student has accidentally brought such an item to school, the student may not be considered in possession of a weapon. Nonetheless, because students are responsible for what they bring to school and possession of these items are prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	1-day suspension
Grades 3-5	★	1-day suspension	3-day suspension
Grades 6-12	1-day suspension	3-day suspension	5-day suspension

(★) *Indicates disciplinary action assigned by building administration.*

11. WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION AND OTHER DANGEROUS ITEMS

The possession, real or implied, of weapons, explosives, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited. The possession of imitation, non-working, or self-created weapons (i.e. 3D printing) is prohibited. The use or detonation of explosives, weapons, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited.

Grades	First Offense	Second Offense
Grades K-5	3-5 day suspension Police referral	10-day suspension; Expulsion recommendation; Police referral
Grades 6-12	10-day suspension; Expulsion recommendation; Police referral	

DRIVING INFRACTIONS AND TRANSPORTATION

12. DRIVING, CARELESS OR RECKLESS

Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Parking permit revoked for identified time period Police referral	3-day suspension Parking permit permanently revoked Police referral	5-day suspension Police referral

13. TRANSPORTATION

All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period. Students, grades 6-12, who commit a fourth offense, will be suspended from riding the bus for the remainder of the school year.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Grades K-5	Verbal Warning	1-day bus suspension	3-day bus suspension	5-day suspension	Loss of bus riding privilege for school year
Grades 6-12	Verbal Warning	1-3 day bus suspension	5-10 day bus suspension	Loss of bus riding privilege for school year	

(★) *Indicates disciplinary action assigned by building administration.*

14. VEHICLE, UNAUTHORIZED PARKING, DISPLAY OF PARKING PERMIT

Not having or not displaying a valid parking permit is prohibited. Parking a vehicle in an unauthorized area is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permits.

Grades	First Offense	Second Offense	Third Offense
Grades 9 ~~10~~-12	Immobilization of vehicle and $30 fine	Immobilization of vehicle and $60 fine	Immobilization of vehicle and $90 fine

15. VEHICLE, STEALING PERMIT, FORGING PERMIT, FALSE PERMIT

Stealing, forging or using a false permit will result in a school suspension and the loss of parking privileges.

PHYSICAL INFRACTIONS

16. ASSAULT

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal Student Services Referral ~~Social worker referral~~	3-day suspension Student Services Referral ~~Social worker referral~~
Grades 3-5	1-2-day suspension Student Services Referral ~~Social worker referral~~	3-day suspension Student Services ~~Social worker~~/Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6- 12~~9~~	3-day suspension Student Services ~~Social worker~~ referral	5-day suspension Student Services ~~Social worker~~/police referral	10-day suspension Expulsion recommendation Police referral
~~Grades 10-12~~	~~3-day suspension Social worker referral~~	~~5-day suspension Social worker/police referral~~	~~10-day suspension Expulsion recommendation Police referral~~

(★) *Indicates disciplinary action assigned by building administration.*

17. ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	Same/next day dismissal	2-day suspension Student Services ~~Social worker~~ referral	10-day suspension Police referral
Grades 3-5	5-day suspension Student Services ~~Social worker~~ referral	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

18. FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ Student Services ~~Social worker~~ referral
Grades 3-5	★	★ Social worker referral	Same/next day dismissal Student Services ~~Social worker~~ referral
Grades 6-12	3-day suspension Student Services ~~Social worker~~ referral	5-day suspension Student Services ~~Social worker~~ referral	10-day suspension Expulsion recommendation

(★) *Indicates disciplinary action assigned by building administration.*

19. PUSHING, SHOVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) *Indicates disciplinary action assigned by building administration.*

20. SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Same/next day dismissal Student Services ~~Social worker~~ referral	2-day suspension Student Services ~~Social worker~~ referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) *Indicates disciplinary action assigned by building administration.*

PROPERTY INFRACTIONS

21. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grades	First Offense
Grades K-12	10-day suspension; Expulsion recommendation; Police referral

22. BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

Grades	First Offense	Second Offense
Grades K-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

23. FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal	2-day suspension
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	★	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) *Indicates disciplinary action assigned by building administration.*

24. ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force compelling acquiescence, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	3-5 day suspension Police referral	5-10 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) *Indicates disciplinary action assigned by building administration.*

25. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal Police referral	2-day suspension
Grades 3-5	Same/next day dismissal Police referral	1-day suspension Police referral	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) *Indicates disciplinary action assigned by building administration.*

26. THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense

Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) *Indicates disciplinary action assigned by building administration.*

27. TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or are attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of district employees is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	Same/next day dismissal
Grades 6-12	1-day suspension	1-3 day suspension	5-10 day suspension

(★) *Indicates disciplinary action assigned by building administration.*

28. VANDALISM, MINOR ACTS (LESS THAN $500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension; Expulsion recommendation; Police referral

(★) *Indicates disciplinary action assigned by building administration.*

29. VANDALISM, MAJOR ACTS (MORE THAN $500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	4-5 day suspension

Grade s 6-12	10-day suspension; Expulsion recommendation Police referral		

(★) *Indicates disciplinary action assigned by building administration.*

SCHOLASTIC DISHONESTY

30. DISHONESTY, SCHOLASTIC
Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	★	1-3 day suspension
Grades 6- 8~~9~~	★	1-day suspension	1-3 day suspension
Grades ~~10~~ 9-12	~~1-day suspension~~ ★ Student Services Referral	1~~-3~~ day suspension	3-10 day suspension

(★) *Indicates disciplinary action assigned by building administration.*

TECHNOLOGY INFRACTIONS

31. ELECTRONIC DEVICES, MISUSE OF
Rules relating to the possession and/or use of cell phones and/or personal electronic mobile devices in school are dependent upon the grade level of the individual student. Students are not allowed to use cell phones or personal electronic mobile devices at the elementary level during the hours of the school day, unless specifically directed otherwise by a district employee. High school ~~8~~ and middle school students may use cell phones or personal electronic mobile devices at the discretion of a teacher and in a way that is not disruptive to the educational process including use in class or in any way that sacrifices, or potentially sacrifices, academic integrity (see also Dishonesty, Scholastic and Photographic Device Misuse).

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6- 8 ~~9~~	★	★	1-day suspension
Grades 9~~10~~-12	★	1-day suspension	3-day suspension

(★) *Indicates disciplinary action assigned by building administration.*

32. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE
Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera to capture, record, transmit, and/or post the words or sounds (i.e., audio) and or images (i.e., pictures/video) of any student, staff member, or other person without their permission and/or ~~that~~ impinges upon the rights of others and is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates

the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	★
Grades 6-12	1-2 day suspension	3-5 day suspension	5 day suspension

(★) *Indicates disciplinary action assigned by building administration.*

33. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

Misuse of technologies, equipment or network; deletion or violation of password-protected information, computer programs, data, passwords or system files; inappropriate accessing of files, directories and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse. Students will follow the following *Online Code of Ethics* when using district technology, network resources and the Internet, including Web 2.0 products.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	2-3-day suspension. Network access limited or monitored for the rest of the year.
Grades 6-12	★	★	10-day suspension *and* access limited or monitored indefinitely. Expulsion recommendation.

(★) *Indicates disciplinary action assigned by building administration.*

34. TECHNOLOGY & TELECOMMUNICATIONS, BREACH OF

The deliberate breach of the school district network and technology resources is prohibited, and may result in disciplinary actions, including but not limited to suspension, police referral and recommendation for expulsion.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	1-3 day suspension. ~~Social worker~~ Student Services referral.	3-5 day suspension. Police referral.	10-day suspension. Police referral. Recommendation for expulsion.

THREATENING AND/OR DISRUPTIVE BEHAVIOR

35. RACISM, RELIGIOUS BASED DISCRIMINATION, XENOPHOBIA, SEXUAL ORIENTATION AND GENDER IDENTITY DISCRIMINATION

Student misconduct based on race, religion, country of origin, sexual orientation or gender identity that includes, but is not limited to inappropriate and harmful comments, slurs, jokes, pictures, objects, threats, and/or intimidation.

Grade Band	First Offense	Second Offense	Third Offense
Grade K-2	*	* Student Services Referral	Same/next day dismissal Student Services Referral
Grades 3-5	*	Same/next day dismissal Student Services Referral	1-2 day suspension Student Services Referral
Grades 6-8	1-3 day suspension Student Services Referral	3-5 day suspension Student Services Referral	10-day suspension pending further investigation** Student Services Referral
Grades 9-12	3-5 day suspension Student Services Referral	10 day suspension pending further investigation** Student Services Referral	10 day suspension pending further investigation** Student Services Referral

(*) Indicates disciplinary action assigned by building administration
(**) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion

36. ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating, or inflammatory or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ Student Services Referral	★ Same/next day dismissal Student Services Referral
Grades 3-5	★	★ Same/next day dismissal Student Services Referral	★ 1-2 day suspension Student Services Referral
Grades 6- ~~8~~9	1-2 day suspension	2-3 day suspension	3-5 day suspension
Grades ~~9~~10-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(★) *Indicates disciplinary action assigned by building administration.*

37. BOMB THREAT OR TERRORISTIC THREAT

Making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat

pertaining to a school location or event is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★ Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 3-5	5-day suspension Police referral	10-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) *Indicates disciplinary action assigned by building administration.*

38. BULLYING OR INTIMIDATING BEHAVIOR

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ Student Services Referral	★ Same/Next day dismissal Student Services Referral ~~Social worker intervention~~
Grades 3-5	★	★ Same/Next day dismissal Student Services Referral ~~Social worker intervention~~	1- 2 day suspension Student Services Referral ~~Social worker intervention~~
Grades 6-12	★	1-3 day suspension Student Services Referral ~~Social worker intervention~~	2-10 day suspension Student Services referral ~~Social worker intervention~~

(★) *Indicates disciplinary action assigned by building administration.*

39. DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb, others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ Student Services referral ~~Social worker intervention~~
Grades 3-5	★ Student Services	Same/next day dismissal	1-day suspension

	referral ~~Social worker intervention~~		
Grades 6-12	1 day suspension Student Services referral ~~Social worker intervention~~	2-5 day suspension	10-day suspension Expulsion recommendation

(★) *Indicates disciplinary action assigned by building administration*.

40. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	★	Same/next day suspension
Grades 6-8 ~~9~~	★	★	1-3 day suspension
Grades 9~~10~~-12	★	1-day suspension	3-day suspension

(★) *Indicates disciplinary action assigned by building administration.*

41. FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal Police referral	2-day suspension Police referral
Grades 3-5	Same/next day dismissal Police referral	2-day suspension Police referral	3-day suspension Police referral
Grades 6-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(★) *Indicates disciplinary action assigned by building administration.*

42. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) *Indicates disciplinary action assigned by building administration.*

43. HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age, as defined in the district policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ Student Services Referral	Same/next day dismissal Student Services Referral
Grades 3-5	★	Same/next day dismissal Student Services Referral	1-2 day suspension Student Services Referral
Grades 6-8	★	1-3 day suspension	3-5 day suspension
Grades 9-12	1-3 day suspension	3-5 day suspension	10 day suspension Expulsion recommendation

(★) *Indicates disciplinary action assigned by building administration.*

44. HAZING

Hazing activities of any type are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Specific examples of hazing are found in Policy 526 – Student Hazing Prohibition. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	★
Grades 6-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(★) *Indicates disciplinary action assigned by building administration.*

45. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	Same/next day dismissal
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) *Indicates disciplinary action assigned by building administration.*

46. THREATENING GROUP ACTIVITY

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ Student Services referral ~~Social worker intervention~~
Grades 3-5	★	★ Student Services referral ~~Social worker intervention~~	Same/next day dismissal
Grades 6-12	3-day suspension Student Services referral ~~Social worker intervention~~	5-day suspension	10-day suspension Expulsion recommendation

(★) *Indicates disciplinary action assigned by building administration.*

47. THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES OR OTHER PERSONS

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	Same/next day dismissal	2-day suspension	10-day suspension
Grades 3-5	5-day suspension	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

OTHER BEHAVIOR INFRACTIONS

48. DRESS AND APPEARANCE

~~Inappropriate clothing or appearance is prohibited. Inappropriate clothing or appearance includes, but is not limited to:~~

- ~~Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as sexual. Examples of such clothing include "short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.~~
- ~~Wearing clothing that includes words or pictures that are obscene, vulgar, abusive and discriminatory or that promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.~~
- ~~Wearing clothing promoting products or activities that are illegal for use by minors.~~
- ~~Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. This prohibition includes 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 prohibited harassment or violence against other individuals as defined in district policy.~~

- ~~Wearing clothing or footwear that could damage school property.~~
- ~~Wearing masks face paint or grooming that limits or prevents identification of a student.~~
- ~~Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.~~
- ~~Wearing clothing in a manner that displays undergarments.~~

~~The appropriateness of wearing of hats and caps will be determined at each school by the principal. Administrators reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of these guidelines, the student will be directed to make modifications or be sent home for the day.~~

This school district encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Further detail on Student Dress and Appearance is described in Policy 504.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	★ Student Services Referral	★ Student Services Referral	★ Student Services Referral ~~1-3 day suspension~~

(★) *Indicates disciplinary action assigned by building administration.*

49. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	1-3 day suspension
Grades 6-12	1-3 day suspension	3-day suspension	3-5 day suspension

(★) *Indicates disciplinary action assigned by building administration*.

50. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	Same/next day dismissal
Grades 6-8 ~~9~~	★	1-3 day suspension	3-5 day suspension
Grades ~~9~~10-12	1-day suspension	3-day suspension	3-5 day suspension

(★) *Indicates disciplinary action assigned by building administration*.

51. SECRET SOCIETIES (FRATERNITIES/SORORITIES)

Membership in secret fraternities, sororities and clubs is prohibited throughout the district.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) *Indicates disciplinary action assigned by building administration.*

52. UNIQUE SITUATIONS

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

Established: 7/18/11

Revised: 10/22/12; 8/19/13, 7/30/14, 7/20/15; 7/17/18

Students

Bullying Prohibition

I. Purpose

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

However, to the extent student conduct affects the educational environment of the district and the rights and welfare of its students and is within the control of the district in its normal operations, the district intends to prevent bullying and to take action to investigate, respond to, and remediate and discipline for those acts of bullying which have not been successfully prevented. This policy provides the framework to assist the district in its goal of preventing and responding to acts of bullying, intimidation, violence reprisal, retaliation and other similar disruptive behavior.

II. Definitions

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

The term "bullying" specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or

off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

III. General Statement of Policy

A. An act of bullying, by either an individual student or a group of students, is

expressly prohibited on school premises, on district property, at school functions or activities or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the district or the safety or welfare of the student, or other students or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the district will permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying or permits, condones or tolerates bullying will be subject to discipline or other remedial responses for that act in accordance with the district's policies and procedures. The district may take into account the following factors:

    1. The developmental ages and maturity levels of the parties involved;

    2. The levels of harm, surrounding circumstances, and nature of the behavior;

    3. Past incidences or past or continuing patterns of behavior;

    4. The relationship between the parties involved; and

    5. The context in which the alleged incidents occurred.

    Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension or expulsion. The district will employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, which will apply throughout the district and foster student, parent and community participation.

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

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

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

IV. Reporting Procedure

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or other conduct prohibited by this policy will report the alleged acts immediately to an appropriate district official designated by this policy. A student or other person may report bullying anonymously. However, the district may not rely solely on an anonymous report to determine discipline or other remedial responses. Reporting forms are available on each school's website.

B. The district encourages the reporting party or complainant to use the report form available from the principal of each building or building supervisor of each building or available in the district office, but oral reports will be considered complaints as well.

C. The building principal, the principal's designee or the building supervisor (the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent.

If the complaint involves the building report taker, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

E. A teacher, school administrator, volunteer, contractor or other school employee must be particularly alert to possible situations, circumstances or events that

might include bullying. A person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct will make reasonable efforts to address and resolve the bullying or prohibited conduct and will inform the building report taker immediately. A district employee who fails to report bullying or other prohibited conduct in a timely manner may be subject to discipline.

F. Reports of bullying or other prohibited conduct are classified as private educational, personnel data, and/or confidential investigative data and will be disclosed only as permitted by law.

The building report taker, in connection with the responsible authority will be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments or educational or work environment.

G. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. School District Action

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the district will undertake or authorize an investigation by the building report taker or a third party designated by the district.

B. The building report taker or other appropriate district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter and students or others pending completion of an investigation of the bullying or other prohibited conduct consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct will be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred the district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct will be tailored to the particular incident and the nature of the conduct and will take into account the factors specified in Section III.F. of this policy. District action taken for violation of this policy will be

consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy; school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parents(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district will, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. Retaliation or Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who commits an act of reprisal or retaliates against any person who asserts, alleges or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists or participates in an investigation of alleged bullying or prohibited conduct., or who testifies, assists or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, harassment, reprisal or intentional disparate treatment.

Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct will be tailored to the particular incident and nature of the conduct and will take into account the factors specified in Section III.F. of this policy.

VII. Training and Education

A. The school district will discuss this policy with school personnel and volunteers and provide appropriate training to district personnel regarding this policy. The district will establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the district. The district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or

circumstance.

B. This policy will be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct. These materials will also be used to publicize this policy.

C. The district will require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

. D. The district will annually provide education and information to students regarding bullying, including information regarding this district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

. E. The district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

F. The district is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

G. The district may implement violence prevention and character development education programs to prevent or reduce policy violations. These programs may offer instruction on character education including character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking and resourcefulness.

H. The district will inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. Notice

A. The school district will provide annual notice of this policy to students, parents or guardians and employees.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the district.

D. Notice of the rights and responsibilities of students and their parents under this

policy must be included in the student discipline policy distributed to parents at the beginning of each school year.

E. This policy will be available to all parents and other school community members in an electronic format in the language appearing on the district's or a school's website.

F. The district will provide an electronic copy of its most recently amended policy to the Commissioner of Education.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A,05, Subds. 9, 11,13 and 17 (Definition of a Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Student and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §1232g *et seq*.(Family Educational rights and Privacy Act)
34 C.F.R.§§ 91.1-99.67 (Family Educational Rights and Privacy)

Cross References:
Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 413 (Harassment and Violence)
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Policy 423 (Employee–Student Relationships)
Policy 501 (School Weapons Policy)
Policy 506 (Student Discipline)
Policy 507 (Corporal Punishment)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Student Sex Nondiscrimination)
Policy 526 (Student Hazing Prohibition)
Policy 528 (Student Parental, Family & Marital Status)
Policy 529 (Staff Notification of Violent Behavior of Students)
Policy 634 (Electronic Technologies Acceptable Use)
Policy 713 (Student Transportation)
Policy 717 (Video/Electronic Surveillance)

Edina Public Schools

DEFINING EXCELLENCE

Appendix I to Policies 401, 402, 413, ~~514~~, 521, 522, ~~526~~, and 528

DISCRIMINATION, HARASSMENT, ~~BULLYING, HAZING~~ AND VIOLENCE REPORT FORM

~~Edina Public Schools maintains policies prohibiting discrimination, harassment, bullying, hazing and violence. These policies can be found on the district's website or obtained from a district administrator. All persons are to be treated with respect and dignity. Please use this form to report incidents of discrimination, harassment, bullying, hazing or violence.~~ Edina Public Schools maintains a firm policy prohibiting all forms of discrimination, harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability. All persons are to be treated with respect and dignity. Harassment or violence by any studentl, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Person completing report: _____

_____ Home address:

_____

_____ Work address:

_____

_____ Home phone:

_____ Work phone:

_____ Date of alleged incident(s):

_____

_____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ sex \ national origin \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person(s) you believe harassed, bullied or was violent toward you or another person.

_____

If the alleged harassment or violence was toward another person(s), identify that person(s).

_____

Where and when did the incident(s) occur? _____

_____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (e.g, threats, requests, demands); what, if any, physical contact was involved; or other relevant information. Attach additional pages if necessary.

_____

_____

List any witnesses to the incident(s). _____

My signature below shows that the information I have provided in this document is true, correct, and complete to the best of my knowledge and belief.

Signature: _____ Date _____

Received by: _____ Date _____

Please submit to the building principal or designee, or director of human resources, as indicated by the policy(ies).

Revised: 8/10/20

Appendix II to Policy 514

SCHOOL DISTRICT ACTION ON REPORT

The principal/designee shall perform the investigation.

1. Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the principal/designee grants in writing an additional
five-day extension due to extenuating circumstances. The principal/ designee shall document the extension in the investigation report and shall notify the parties involved. The principal/designee will make every effort to protect the confidentiality of those who report bullying incidents and is responsible for keeping and protecting access to any written records of the investigation.

2. Prior to the investigation of an incident, the principal/designee will take immediate steps, at its discretion, to protect the alleged actor(s), target(s), bystander(s) or reporter pending completion of an investigation. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the complainant from additional incidents of bullying or retaliation.

3. The purpose of the investigation is to make a determination as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incident occurred.

- Identifying the alleged actor(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
- Conducting an individual interview in a private setting with the alleged actor and target. The alleged actor and target should never be interviewed together or in public. Individual interviews shall also be conducted in private with student and adult bystanders. The investigation may also consist of any other methods and documents deemed pertinent by the principal/designee.
- Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education, including but not limited to, a negative impact on academic performance, educational opportunities and participation in school activities was affected.
- Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan to prevent the recurrence of an incidence that will restore a sense of safety for the target and other students who have been impacted.
- If the principal/designee determines the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination, the principal/designee may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.
- When appropriate, preparing a report identifying their recommendation for individual consequences.
- Comprehensively documenting the details of the investigation.
- When the investigation is complete, the principal/designee shall ensure the investigation report is attached to the incident report.

Reviewed: 4/20/20

Appendix III to Policy 514

DISCIPLINARY INFORMATION AND CONSEQUENCES

For the student harmed: protect, support and intervene on behalf of the student who is the target of the prohibited conduct.

Support may include: referral to student support staff for one-to-one support or social skills training; daily check-in and check-out with a trusted adult in the school; choice to participate in a restorative process, facilitated by a trained facilitator.

For the student who violated the prohibited conduct policy: schools may use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate and should match the severity of the student's behavior and their developmental age. The consequences must be a natural and logical match to the prohibited behavior; consequences must be paired with meaningful instruction and guidance; and must be carefully planned with well-defined outcomes.

Consequences may include: A referral to appropriate staff for teaching and re-enforcing appropriate school behavior: mini-courses or skill modules to guide restitution; a referral to participate in a restorative process facilitated by a trained facilitator if the student admits to having caused harm; a meeting between the administrator and the family of the student who did the harm; a coordinated behavior plan that may include behavior contracts with a plan to prevent the prohibited conduct from recurring; individual counseling and one-to-one support to change behavior.

Consequences may also include warning, suspension, exclusion, expulsion or transfer. Schools should avoid using punitive discipline (detention, suspensions, and expulsions) if any other method or consequence can be used with fidelity. The school may review school-wide behavior data as well as the data related to the person who did the harm and the person harmed. If the investigator determines that a violation of this policy may be the result of school climate needs, the district may conduct classroom, school or district-wide training.

When an investigation determines that bullying occurred, the principal/designee shall explain the consequences in a non-hostile manner, and shall impose any consequence immediately and consistently. The principal/designee shall keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:

- The actor is no longer bullying and is interacting civilly with the target.
- The target reports feeling safe and is interacting civilly with the actor.
- School staff observe an increase in positive behavior and social-emotional competency in the actor and/or the target.
- School staff observe a more positive climate in the physical location where bullying incidents were high.

Remedial Response and Referrals
The principal/designee shall design and implement remedial measures to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. The principal/designee shall refer students who bully to positive-behavior small-group interventions (for anger management, trauma or social skills) within the school, if possible, to reinforce the behavioral expectation they violated and increase their social-emotional competency. The principal/designee shall ask a school mental health professional to refer targets of bullying to individual or group therapy where they can openly express their feelings about their bullying experience, or social-skills training and/or groups where they can practice assertiveness and coping mechanisms.

Reviewed: 4/20/20

Appendix IV to Policy 514

STUDENT INSTRUCTION

Administration is encouraged to take such actions as deemed appropriate to accomplish the following goals:

- Engage students in creating a safe and supportive school environment.
- Partner with parents and other community members to develop and implement prevention and intervention programs.
- Engage all students and adults in integrating education, intervention and other remedial responses into the school environment.
- Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct.
- Teach students to advocate for themselves and others.
- Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct.
- Foster student collaborations to create a more conducive environment for a supportive school climate.

Possible units of instruction could include:

1. Social emotional learning.
2. Appropriate behavior online/on social media and cyberbullying awareness and response.
3. Valuing diversity in school and society.
4. Advocacy skills for themselves and others.
5. Skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying.

The age-appropriate unit of instruction may be incorporated into the current courses of study regularly taught. Schools shall satisfy the documentation requirements established by the superintendent or designee to ensure compliance with this curricular requirement.

Established: 8/18/14
Reviewed: 4/20/20

Students

Title IX Sex Nondiscrimination Policy, Grievance Procedure And Process

I. General Statement of Policy

A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

C. This policy applies to sexual harassment that occurs within the school district's education programs and activities whether or not on school grounds and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are: ~~Dr. Randy Smasal, Assistant Superintendent, 952.848.4000, Randy.Smasal@edinaschools.org~~ Sonya Sailer, Director of Human Resources, 952.848.4911, TitleIX Coordinator@edinaschools.org.

II. Definitions

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.

B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.

C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday
- Friday, excluding State-recognized holidays).

D. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

E. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.

F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.

1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.

2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.

G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.

H. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions

and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

I. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.

J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

K. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:

1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);

2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or

3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).

L. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

M. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administrating the grievance process.

2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.

3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.

4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.

5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. Basic Requirements for Grievance Process

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably.

However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.

2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.

3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.

2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

To the extent permitted by governing law and regulations, the school district will not release private educational or personnel data about complainants, respondents, witnesses, allegations of sexual harassment, investigations, decisions, dismissals, and/or findings of responsibility. However, the school district's obligations under the implementing regulations for Title IX may require disclosure of certain private educational or personnel data to other parties and/or witnesses.

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate

directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.

2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.

2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.

3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.

4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.

5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other
course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX

Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. Reporting Prohibited Conduct

A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.

C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. Initial Response and Assessment by the Title IX Coordinator

A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .

B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district

must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.

D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:

1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;

2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;

4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;

5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and

6. A copy of this policy.

VI. Status of Respondent During Pendency of Formal Complaint

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:

a. The school district undertakes an individualized safety and risk analysis;

b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and

c. The school district determines if the student-respondent poses such a threat, it will notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. Informal Resolution of a Formal Complaint

A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.

B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.

C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.

D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances

under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. Dismissal of a Formal Complaint

A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:

1. Would not meet the definition of sexual harassment, even if proven;

2. Did not occur in the school district's education program or activity; or

3. Did not occur against a person in the United States.

B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:

1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;

2. The respondent is no longer enrolled or employed by the school district; or

3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.

C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.

D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. Investigation of a Formal Complaint

A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.

B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.

C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.

D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.

E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. Determination Regarding Responsibility

A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.

B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.

C. The Decision-maker must explain to the party proposing the questions any

decision to exclude a question as not relevant.

D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:

1. Identification of the allegations potentially constituting sexual harassment;

2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

3. Findings of fact supporting the determination;

4. Conclusions regarding the application of the school district's code of conduct to the facts;

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and

6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.

E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

F. The written determination of responsibility must be provided to the parties simultaneously.

G. The Title IX Coordinator is responsible for the effective implementation of any remedies.

H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. Appeals

A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:

1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.

D. The written decision describing the result of the appeal must be provided simultaneously to the parties.

E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. Retaliation Prohibited

A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the

purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.

C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. Training

A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:

1. The Title IX definition of sexual harassment;

2. The scope of the school district's education program or activity;

3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;

5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and

6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.

B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.

C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. Dissemination of Policy

A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.

B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.

C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;

2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;

3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and

4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. Recordkeeping

A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:

1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;

2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and

3. If the school district does not provide a complainant with supportive

measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.

4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;

2. Any appeal and the result therefrom;

3. Any informal resolution and the result therefrom; and

4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974) 20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act")

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Policy
adopted: 1/22/08
amended: 10/26/09
amended: 3/12/12
revised: 7/17/17
revised: 9/24/18
revised: 8/12/19
revised: 3/07/22

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policies 401, 402, 413, ~~514~~, 521, 522, ~~526~~, and 528

DISCRIMINATION, HARASSMENT, ~~BULLYING, HAZING~~ AND VIOLENCE REPORT FORM

~~Edina Public Schools maintains policies prohibiting discrimination, harassment, bullying, hazing and violence. These policies can be found on the district's website or obtained from a district administrator. All persons are to be treated with respect and dignity. Please use this form to report incidents of discrimination, harassment, bullying, hazing or violence.~~ Edina Public Schools maintains a firm policy prohibiting all forms of discrimination, harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability. All persons are to be treated with respect and dignity. Harassment or violence by any studentl, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Person completing report: _____

Home address: _____

Work address: _____

Home phone: _____

Work phone: _____

Date of alleged incident(s): _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ sex \ national origin \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person(s) you believe harassed, bullied or was violent toward you or another person.

_____

If the alleged harassment or violence was toward another person(s), identify that person(s).

_____

Where and when did the incident(s) occur? _____

_____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was

used; any verbal statements (e.g, threats, requests, demands); what, if any, physical contact was involved; or other relevant information. Attach additional pages if necessary.

List any witnesses to the incident(s).

My signature below shows that the information I have provided in this document is true, correct, and complete to the best of my knowledge and belief.

Signature:_____ Date _____

Received by:_____ Date _____

Please submit to the building principal or designee, or director of human resources, as indicated by the policy(ies).

Revised: 8/10/20

Adopted *MSBA/MASA Model Policy 524*

~~Orig. 1996~~

Revised:_____ *Rev. 2019 2022*

Policy 524

Students

Internet Acceptable Use and Safety Policy

~~524 INTERNET ACCEPTABLE USE AND SAFETY POLICY~~

~~[Note: School districts are required by statute to have a policy addressing these issues.]~~

I. **~~PURPOSE~~** Purpose

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. **~~GENERAL STATEMENT OF POLICY~~** General Statement of Policy

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

III. **~~LIMITED EDUCATIONAL PURPOSE~~** Limited Educational Purpose

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

IV. ~~**USE OF SYSTEM IS A PRIVILEGE**~~ Use of System is a Privilege

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

V. ~~**UNACCEPTABLE USES**~~ Unacceptable Uses

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the ~~school~~ district system to create, record, access, review, upload, download, store, print, post, receive, transmit, or distribute:

a. Pornographic, obscene or sexually explicit material or other visual depictions;

b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language or images;

c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others;

e. Orders for shopping online during time designated as work time by the district; and

f. Storage of personal photos, videos, music or files not related to educational and extracurricular purposes for any length of time.

2. Users will not use the ~~school~~ district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the ~~school~~ district system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the ~~school~~ district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the ~~school~~ district system software, hardware, or wiring or take any action to violate the ~~school~~ district's security system, and will not use the ~~school~~ district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the ~~school~~ district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the ~~implied or~~ direct permission of that person.

6. Users will not use the ~~school~~ district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. ~~***[Note: School districts should consider the***~~ ***impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following*** ~~***clarifying paragraphs.]***~~

   a. This paragraph does not prohibit the posting of employee contact information on ~~school~~ district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents/guardians or other staff members related to students). Refer to Policy 515 (Protection and Privacy of Student Records) for direction on directory information for students and how this can be used.

   b. Employees creating or posting school-related webpages may include personal contact information about themselves

on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the ~~school~~ district as directory information and verification is made that the ~~school~~ district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the ~~school~~ district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing the ~~school~~ district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," and "Reddit," and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated ~~school~~ district official. Users will not attempt to gain unauthorized access to the ~~school~~ district system or any other system through the ~~school~~ district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the ~~school~~ district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the ~~school~~ district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the ~~school~~ district system for conducting

business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the ~~school~~ district. Users will not use the ~~school~~ district system to offer or provide goods or services or for product advertisement. Users will not use the ~~school~~ district system to purchase goods or services for personal use without authorization from the appropriate ~~school~~ district official.

10. Users will not use the ~~school~~ district system to engage in bullying or cyberbullying in violation of the ~~school~~ district's Bullying Prohibition Policy (~~MSBA/MASA Model~~ Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. The district has a right to regulate off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights ~~of others. A student or employee engaging in the foregoing unacceptable~~ uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including ~~suspension, expulsion, exclusion, or termination of employment.~~ A student or employee who engages in the foregoing unacceptable uses of the Internet or district equipment when they are off district premises may be in violation of this policy, in addition to other district policies. Regardless of whether district equipment was used for the unacceptable use, the district has the right and may be obligated to regulate the off-campus speech or conduct of its students or employees when that speech or conduct materially disrupts the school environment, involves substantial disorder, or constitutes an invasion of the rights of others. Examples of such violations include, but are not limited to, where the school district system is compromised or if a school district employee or student is negatively impacted. If the district receives a report of an unacceptable use originating from a non-school computer or resource, the district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the district computer system and the Internet and discipline under other appropriate district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a ~~school~~ district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. ~~In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.~~

VI. ~~**FILTER**~~ Filter

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

~~ALTERNATIVE NO. 1~~

[~~Note: For a school district which does not seek either state or federal funding in~~ connection with its computer system, the following language should be adopted. ~~It reflects a mandatory requirement under state law, Minn. Stat. § 125B.15.~~]

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based ~~on viewpoint.~~

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other ~~effective methods" to restrict student access to such materials.]~~

~~ALTERNATIVE NO. 2~~

~~[Note: Technology revenue is available to school districts that meet the~~

additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the ~~following language. However, the school district is not required to do so.~~]

A. ~~All school district computers with Internet access and available for student~~ use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to ~~minors under state or federal law.~~

B. ~~All school district computers with Internet access, not just those accessible~~ and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography ~~under state or federal law.~~

C. ~~Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

~~ALTERNATIVE NO. 3~~ Alternative No. 1

[Note: ~~School districts which receive certain federal funding, such as e-rate~~ discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and ~~federal law requirements.~~]

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;

2. Child pornography; or

3. Harmful to minors.

B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

~~***[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]***~~

VII. ~~**CONSISTENCY WITH OTHER SCHOOL POLICIES**~~ Consistency with Other School Policies

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

VIII. ~~**LIMITED EXPECTATION OF PRIVACY**~~ Limited Expectation of Privacy

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

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another ~~school~~ district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or ~~school~~ district policy.

D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy 515. Parents/guardians have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the ~~school~~ district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, ~~school~~ district employees should be aware that data and other materials in files maintained on the ~~school~~ district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (~~the~~ Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with ~~school~~ district policies conducted through the ~~school~~ district system.

IX. ~~**INTERNET USE AGREEMENT**~~ Internet Use Agreement

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/guardians, and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. ~~**LIMITATION ON SCHOOL DISTRICT LIABILITY**~~ Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The ~~school~~ district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard

drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The ~~school~~ district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the ~~school~~ district system. The ~~school~~ district will not be responsible for financial obligations arising through unauthorized use of the ~~school~~ district system or the Internet.

XI. ~~**USER NOTIFICATION**~~ User Notification

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.

2. Disclaimers limiting the ~~school~~ district's liability relative to:

   a. Information stored on ~~school~~ district diskettes, hard drives, or servers.

   b. Information retrieved through ~~school~~ district computers, networks, or online resources.

   c. Personal property used to access ~~school~~ district computers, networks, or online resources.

   d. Unauthorized financial obligations resulting from use of ~~school~~ district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4. Notification that, even though the ~~school~~ district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.

7. Notification that, should the user violate the ~~school~~ district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. ~~**PARENTS'/GUARDIANS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**~~ Parents'/Guardians' Responsibility; Notification of Student Internet Use

A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the ~~school~~ district system from home or a remote location.

B. Parents/guardians will be notified that their students will be using school district resources/accounts to access the Internet and that the ~~school~~ district will provide parents/guardians the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.

2. A description of parent/guardian responsibilities.

3. ~~A notification that the parents/guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.~~

4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.

5. A statement that the ~~school~~ district's acceptable use policy is available for parental/guardian review.

XIII. ~~**IMPLEMENTATION; POLICY REVIEW**~~ Implementation; Policy Review

A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The ~~school~~ district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)*v B.L.,* 594 U.S., 141 S. Ct. 2038 *(2021)*
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, ~~89 S.Ct. 733, 21 L.Ed.2d 731~~ (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, ~~123 S.Ct. 2297, 56 L.Ed.2d 221~~ (2003)
~~*Doninger v. Niehoff*, 527 F.3d 41 (2nd Cir. 2008)~~ *Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, ~~No. 12-588, 2012 WL 3870868~~ 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
~~*Kowalski v. Berkeley County Sch.*, 652 F.3d 565 (4th Cir. 2011)~~
~~*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3rd Cir. 2011)~~
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

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

Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process ~~Student Sex Nondiscrimination~~)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate ~~controversial~~ inappropriate material. However, I also recognize it is impossible for the school district to restrict access to all ~~controversial~~ inappropriate materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

(Must be signed if applicant is a student)
I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on the network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

INTERNET USE AGREEMENT - EMPLOYEE

SCHOOL DISTRICT EMPLOYEE

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

Education Programs

School District System Accountability

I. Purpose

This policy sets forth the school district's strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of state and federal academic standards.

II. General Statement of Policy

The school district will establish a system to review and improve instruction, curriculum and assessment which will include input by students, parents/guardians and local community members. The district will be accountable to the public and the state through annual reporting.

III. Establishment of Goals; Implementation; Evaluation and Reporting

A. School District Goals

1. The school board has established school district improvement goals which provide broad direction for the district. The improvement goals will be reviewed annually and approved by the school board. The school board will adopt the goals based on the recommendations of the World's Best Workforce Committee (the committee).

2. The district wide improvement goals will address recommendations identified through the committee's process and the district's strategic planning process. The district's goal setting process will include the alignment of individual school improvement goals with district improvement goals.

B. System for Reviewing All Instruction and Curriculum.

The district will use the curriculum and program review cycles as defined by Policy 603 (Curriculum and Program Review and Development) to analyze the district's progress toward implementation of the state standards.

C. ~~Student Achievement Committee~~ World's Best Workforce Committee

1. By October 1 of each year, the committee will meet to advise and assist the district in the implementation of the district system accountability and continuous improvement process.
2. The committee, working in cooperation with other district committees, will

provide active community participation in:

a. Reviewing the district instructional and curriculum plan, including the implementation of state standards;
b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
c. Making recommendations regarding the evaluation process that will be used to measure district progress toward its improvement goals;
d. Making recommendations regarding the development of the "World's Best Workforce Report."
e. Monitoring the district and schools' student achievement levels and progress towards improvement goals~~,especially as they relate to making Annual Yearly Progress (AYP).~~

3. The committee will reflect the diversity of the community. Membership will include:

a. director of teaching and learning
b. ~~director of continuous improvement~~
c. principal representative
d. school board member
e. student representative
f. one teacher from each instructional level
g. two parents from each instructional level
h. two residents without school-aged children, nonrepresentative of local business or industry
i. two residents representative of local business or industry

4. Translation services should be provided to the extent appropriate and practicable.

54. The committee will meet the following timeline each year:

- Fall: Organizational meeting to review the authorizing legislation and the roles and responsibilities of the committee as determined by the school board. Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.
- Winter: Review evaluation results and prepare recommendations.
- Spring: Develop recommendations to the school board for its input and approval. ~~Provide direction to and review "Annual Report on Curriculum, Instruction and Student Achievement."~~

D. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the World's Best Workforce Committee to

review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

E ~~D~~.Reporting

1. Annually, the school board will hold a public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce.

2. Consistent with the requirements for school performance reports under Minn. Stat. § 120B.36, Subd. 1, the school board will publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means such as on the school district website.

3. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district will periodically survey affected constituencies about their connection to and level of satisfaction with school. The school district will include the results of this evaluation in its summary report to the Commissioner.

Legal References:
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. $120B.018 (Definitions)Minn. Stat. § 120B.11 (School District Process)
Minn. Stat $120B.128 (Educational Planning and Assessment System (EPAS) Program) Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat $120B.36 (School Accountability: Appeals Process)
Minn. Stat. $120B.40 subd. 8 (Employment Contracts; Termination)
Minn. Stat. $120B.41 subd.5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. $ 123B.147, Subd. 3 (Principals)
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 3501.1300-3501.1345 (Academic Standards for Social Science)
U.S.C. § 6301, et seq. (No Child Left Behind Act)

Cross References:
Policy 105 (School District Mission, Values, Beliefs and Strategic Direction)
Policy 425 (Staff Development)
Policy 601 (Academic Standards and Instructional Curriculum)

Policy 613 (Graduation Requirements)
Policy 614 (School District Testing Plan)
Policy 618 (Assessment, Grading and Reporting of Student Progress)
Policy 620 (Course Credit for Learning)

Policy adopted: 8/17/09
Revised: 5/18/15
Reviewed: 4/20/20

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Education Programs

Electronic Technologies Acceptable Use

I. Purpose

This policy sets forth parameters and guidelines for access to the school district's electronic technologies, use of personal electronic devices within the district, electronic communications, use of the district's network, Internet, and social networking tools.

II. General Statement of Policy

Technology is one of many learning tools. The use of technology needs to be safe, appropriate, and aligned with the mission of the district. Access to the district's computer network and Internet enables students and employees to explore libraries, databases, web pages, other online resources, and connect with people around the world. The district expects its instructional staff to blend safe and thoughtful use of the district's computer network, educational technologies and the Internet throughout the curriculum, providing guidance to students.

III. Educational Uses

Use of the district's electronic technologies is for educational purposes. Students and employees are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students and employees are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment.

Use of the district's electronic technologies is a privilege, not a right. The district's network, an educational technology, is a limited forum; the district may restrict speech for educational reasons.

IV. Guidelines in Use of Electronic Technologies

A. Electronic technologies are assets of the school district and are protected from unauthorized access, modification, destruction or disclosure. Use of personal devices, while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to Internet use, including copyright laws.

B. The district reserves the right to monitor, read or copy any item on or using the district's electronic technologies, including its network.

C. Students and employees will not vandalize, damage or disable any electronic technology or system used by the district.

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

E. Routine maintenance and monitoring of electronic technologies, including the district network, may lead to a discovery that a user has violated this policy, another school district policy or the law.

V. Unacceptable Uses of Electronic Technologies and District Network

Misuse of the district's electronic technologies may lead to discipline of the offending employee or student. The following uses of school district electronic technologies while either on/off district property and/or personal electronic technologies while on district property and district network ("electronic technologies") are considered unacceptable:

A. Users will not use electronic technologies to create, record, access, review, upload, download, complete, store, print, post, receive, link, transmit or distribute:

1. Pornographic, obscene or sexually explicit material or other visual depictions;

2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language or images;

3. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

4. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others;

5. Orders for shopping online during time designated as work time by the district; and

6. Storage of personal photos, videos, music or files not related to educational purposes for any length of time.

B. Users will not use electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

C. Users will not use electronic technologies to engage in any illegal act or violate any local, state or federal laws.

D. Users will not use electronic technologies for political campaigning.

E. Users will not use electronic technologies to vandalize, damage or disable the property of another person or organization. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in “spamming” or by any other means. Users will not tamper with, modify or change the district system software, hardware or wiring or take any action to violate the district’s security system. Users will not use the district’s electronic technologies in such a way as to disrupt the use of the system by other users.

F. Users will not use electronic technologies to gain unauthorized access to information resources or to access another person’s materials, information or files without the ~~implied or~~ direct permission of that person.

G. Users must not deliberately or knowingly delete a student or employee file.

H. Users will not use electronic technologies to post information in public access areas regarding private or confidential information about another person. Private or confidential information is defined by board policy, state law, and federal law.

   1. This paragraph does not prohibit the posting of employee contact information on district web pages. Refer to Policy 515 (Protection and Privacy of Student Records) for direction on directory information for students and how this can be used.

   2. This paragraph does not prohibit communications between employees and other individuals when such communications are made for legitimate education reasons or personnel-related purposes (i.e. communications with parents or other staff members related to students).

   3. This paragraph specifically prohibits the use of electronic technologies to post private or confidential information about another individual, employee or student, on social networks.

I. Users will not repost or resend a message that was sent to the user privately without the permission of the person who sent the message.

J. Users will not attempt to gain unauthorized access to the district’s electronic technologies or any other system through electronic technologies, attempt to log in through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Users must keep all account information and passwords private.

K. Messages and records on the district’s electronic technologies may not be encrypted without the permission of the Director of Media and Technology Services.

L. Users will not use electronic technologies to violate copyright laws or usage licensing agreements:

1. Users will not use another person's property without the person's prior approval or proper citation;

2. Users will not download, copy or exchange pirated software including freeware and shareware; and

3. Users will not plagiarize works found on the Internet or other information resources.

M. Users will not use electronic technologies for unauthorized commercial purposes or financial gain unrelated to the district's mission. Users will not use electronic technologies to offer or provide goods or services or for product placement.

N. Use of Unmanned Airborne Vehicles (UAV's) or drones is prohibited on school property without prior approval of the Director of Media and Technology Services or ~~building principal~~ Superintendent.

VI. User Notification

Users will be notified of school district policies relating to Internet use. This notification must include the following:

A. Notification that Internet use is subject to compliance with district policies.

B. Disclaimers limiting the district's liability relative to:

1. Information stored on district disks, drives or servers.

2. Information retrieved through district computers, networks or online resources.

3. Personal property used to access district computers, networks or online resources.

4. Unauthorized financial obligations resulting from use of district resources or accounts to access the Internet.

C. A description of the privacy rights and limitations of district sponsored or managed Internet accounts.

D. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Student Records.

E. Notification that should the user violate the district's acceptable use policy, the user's access privileges may be revoked, academic sanctions may result,

school disciplinary action may be taken, and/or appropriate legal action may be taken.

F. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

G. Family Notification

1. Notification that the district uses technical means to limit student Internet access however, the limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

2. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents/guardians.

VII. Students

A. Internet Use Agreement

1. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents/guardians and employees of the school district.

2. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a district account or educational technologies to access the Internet.

3. The Internet use agreement form (see Appendix I) for students must be read and signed by the student and/or the parent or guardian. The agreement must be signed in order to be granted access to the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.

4. A physical or electronic signature is required ~~when the student begins in the district, in 3rd grade, in 6th grade and in 9th grade.~~ annually.

5. Students have access to Internet resources while on district property.

6. Students using social networking tools and curriculum content management software for a teacher's assignment are required to keep personal information as stated above out of their postings (see Section V.H).

7. Students using educational technologies for social networking are limited to educational purposes and must follow the Online Code of Ethics (Appendix II) and Policy 514, Bullying Prohibition.

B. Parent/Guardian Responsibility; Notification of Student Internet Use

Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with other technology information sources. Parents/guardians are responsible for monitoring their student's use of the district system and district educational technologies, even if the student is accessing the district system from home or a remote location.

VIII. Guest Access and Internet Use

A. Guest access to the school district's open wireless network is provided as a service to the community, and is subject to all district policies and guidelines, plus any state and federal laws related to Internet use, including copyright laws. See Appendix VII, Personal Device Access.

B. Guest access provides limited bandwidth, filtered for the following services:

1. Web access (http and https)
2. Email services (pop, imap)
3. Virtual private network services (VPN)

C. Limited technical support is provided for guest access and is identified in the service level agreement found on the district technology website.

IX. Employees

A. Use of Email

The school district provides access to electronic mail for district communication between district employees and students, families, and community.

1. The email system will not be used for outside business ventures or other activities that conflict with board policy.

2. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.

3. Appropriate language must be used when communicating using the district email system or network.

4. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws. All information contained in an email must be treated in accordance with Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Student Records, regarding student and employee data privacy.

5. All emails to a student's parents/guardians about a student must adhere to the following precautions:

    a. Do not use email to communicate about confidential student information unless the parent or guardian has requested the communication.

    b. Do not put information in an email that you would not put on district letterhead.

    c. Emails containing student information should be sent to the parent or guardian's personal email address unless requested otherwise.

    d. A phone call is the means for sharing confidential student information. Do not leave ~~voice mail~~ voicemail messages containing confidential information.

6. Employees will not provide access to their email accounts to other users, with the exception of district technology staff. ~~non-employees.~~

7. All emails should include the employee's name and telephone number at the bottom of the email.

8. It is recommended that electronic mail contain a confidentiality notice, similar to the following:

    If the information in this email relates to an individual or student, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately return it to the sender and delete it from your system.

9. Employees will report inappropriate emails to the media specialist, the employee's supervisor or the Director of Media and Technology Services.

10. Emails having content governed by the district's record retention schedule must be kept in accordance with the retention schedule.

B. Use of Electronic Technologies

1. Electronic technologies are provided primarily for work-related, educational purposes.

2. Inappropriate use of electronic technologies includes, but is not limited to:

a. Posting, viewing, downloading, recording, or otherwise receiving or transmitting offensive, defamatory, pornographic or sexually explicit materials;

b. Posting, viewing, downloading, recording or otherwise receiving or transmitting materials that use language or images that advocate violence or discrimination toward other persons;

c. Posting, viewing, downloading, recording or otherwise receiving or transmitting material that may constitute harassment or discrimination contrary to district policy and state and federal law;

d. Engaging in computer hacking or other related activities;

e. Attempting to, actually disabling or compromising the security of information contained on the district network or any computer; and

f. Engaging in any illegal act in violation of any local, state or federal laws.

3. Employees may participate in public Internet discussion groups using the electronic technologies, but only to the extent that the participation:

   a. Is work-related;

   b. Does not reflect adversely on the district;

   c. Is consistent with district policy; and

   d. Does not express any position that is, or may be interpreted as, inconsistent with the district's mission, goal or strategic plan.

4. Employees may not use the district network or electronic technologies to post unauthorized or inappropriate personal information about another individual on social networks.

5. Employees will observe all copyright laws. Information posted, viewed or downloaded from the Internet may be protected by copyright. Employees may reproduce copyrighted materials only in accordance with Policy 622, Copyright Policy.

6. All files downloaded from the Internet must be checked for possible computer viruses. The district authorized virus checking software installed on each district computer will ordinarily perform this check automatically; however, employees should contact a district media specialist, the technology department or the district's Director of Media and Technology Services before downloading any materials for which the employee has questions.

C. Employee Responsibilities

1. Employees who are transferring positions or leaving positions must leave all work-related files and electronic technologies, including form letters, handbooks, databases, procedures, and manuals, regardless of authorship, for their replacements.

2. Individual passwords for computers are confidential and must not be shared.

    a. If an employee's password is learned by another employee, the password should be changed immediately.

    b. An employee is responsible for all activity performed using the employee's password.

    c. No employee should attempt to gain access to another employee's documents without prior express authorization.

    d. An active terminal with access to private data must not be left unattended and must be protected by password protected screen savers.

3. Employees are expected to use and access technology necessary to perform the duties of their position.

4. Employees who fail to adhere to district policy are subject to disciplinary action in accordance with their collective bargaining agreement or contract. Disciplinary action may include suspension or withdrawal of Internet or email access, payment for damages or repair, termination and/or referral to civil or criminal authorities for prosecution.

X. District Web Presence

The school district website provides information and a venue for communications with students, employees, parents/guardians and the community.

A. District Website

1. The district will establish and maintain a website. The website will include information regarding the district, its schools, district curriculum, extracurricular activities and community education.

2. The district webmaster will be responsible for maintaining the district website and monitoring district web activity.

3. All website content will support and promote the district's mission, goals and strategic direction.

4. The district's website will provide parents/guardians with a web portal to classroom related calendars, grades, attendance, assignments and resources.

5. The district designee will make adequate efforts to ensure the student population is accurately represented in images, media, and content curation on the district website.

B. School Website

1. Each school will establish and maintain a website. The website will include information regarding the school, its employees, and activities.

2. The principal will appoint staff, who will be responsible for maintaining the school's website.

3. All website content will support and promote the district's mission, goals and strategic direction.

4. Each school's website will provide parents/guardians with a web portal to classroom related calendars, grades, attendance, assignments and resources.

5. The school designee will make adequate efforts to ensure the student population is accurately represented in images, media, and content curation on the school website.

C. Classroom and Teacher Web Content

1. ~~The district encourages all teachers to establish a web page that supports their classroom instruction.~~

2. If a teacher establishes a web page, he or she is responsible for maintaining the web page.

3. All classroom and teacher web pages must be linked to a school website.

D. Student Web Content

1. Students may create web pages as part of classroom activities with teacher supervision.

2. Student web pages must follow the Online Code of Ethics, Appendix II and include the following notice: "This is a student-produced web page. Opinions expressed on this page are not attributable to the district."

3. The classroom teacher will monitor all student-produced web content and remove inappropriate material.

4. A classroom teacher or advisor will review student-produced web pages to determine if the contents should be removed at the conclusion of the course grading period, or activity.

E. Department and Noninstructional Web Content

1. Departments and noninstructional programs may also create web content, including web pages to support their departments or programs.

2. The establishment of web pages must be approved by the program administrator.

3. Once established, the individual departments or programs must appoint an employee(s) who will maintain the web page.

F. District Activity Web Content

1. With the approval of the building principal, a school board-approved district activity may establish a web page.

2. All web page content will support the activity and the district's mission, goals and strategic direction.

3. The building principal and their designee will oversee the content of these web pages.

4. School board-approved district activities' web pages must include the following notice: "This is an organization-produced web page. Opinions expressed on this page are not attributable to the district."

XI. Records Management and Archiving

All technological data is data under the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, Records Retention Schedule, and school board policy.

XII. Filter

A. With respect to any of its computers with Internet access, and personal devices accessing the school district network, the district will follow the guidelines provided by the Children's Internet Protection Act, and will monitor the online activities of users and employ technology protection measures during any use of such computers by users. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;

2. Child pornography; or

3. Harmful to minors.

B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

XIII. Liability

Use of the school district’s educational technologies is at the user’s own risk. The system is provided on an “as is, as available” basis. The district will not be responsible for any damage users may suffer. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system, nor is it responsible for damages or injuries from improper communications or damage to property used to access school computers and online resources. The district will not be responsible for financial obligations arising through unauthorized use of the district’s educational technologies or the Internet.

By this language, as a public governmental entity, the indemnity clause of Facebook’s (and other social networking sites) Statement of Rights and Responsibilities is nullified.

XIV. Implementation; Policy Review

A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for information. These guidelines, forms and procedures will be an addendum to this policy.

B. The administration will revise the user notifications, including student and parents/guardians notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The district educational technologies policy is available for review by parents/guardians, employees and members of the community.

D. Due to the rapid evolution in educational technologies, the school board will conduct an annual review of this policy.

Legal References:
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education Through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act)
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. American Library Association, 539 U.S. 194 (2003)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011) *Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3rd Cir. 2011)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References:
Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Policy 506 (Student Discipline)
Policy 514 (Bullying Prohibition)
Policy 515 (Protection and Privacy of Student Records)
Policy 622 (Copyright Policy)

Policy
adopted: 4/12/10
amended: 9/24/12
revised: 12/15/15
revised: 11/13/17
revised: 9/24/18
updated: 4/20/20

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policy 634

STUDENT ONLINE ACCEPTABLE USE CONSENT FORM

Student

By signing below, I agree to follow Edina Public Schools' Electronic Technologies Acceptable Use policy. I understand that my use of the network is a privilege and requires proper online etiquette. I further understand that misuse of the network will result in disciplinary action.

Student Name (PRINT) _____

Student I.D. Number _____
(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Student Signature _____
(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Address _____ Zip _____

Telephone Number _____

School Building _____

Parent or Guardian

I give permission for my child to have access to the Internet using the district's computer network. I also understand that some material accessible through the interconnected systems may be inappropriate for school-age students. I agree to defend, indemnify and hold harmless Edina Public Schools from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval in writing at any time.

☐ Approved ☐

Disapproved

Parent/Guardian Name (PRINT) _____

Signature of Parent/Guardian _____

Date _____

This form can be completed electronically through the online portal, or return this form to your school.

Revised: 9/24/12
Modified: 10/13/17
Reviewed: 4/20/20

Appendix II to Policy 634

ONLINE CODE OF ETHICS

In the Edina Public Schools, it is important to use information and technology in safe, legal, and responsible ways. At the same time, the district has a desire for our students to leave our system with a "positive digital footprint," so that employers and postsecondary institutions can see the great work that they have done. We embrace these conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using electronic products including but not limited to blogs, wikis, podcasts, Google applications and district learning management systems for student assignments are required to keep personal information out of their postings.

   At the high school level parents/guardians may opt to allow their students to utilize their full name in order to increase their positive digital footprint when publishing to an authentic audience.

2. Students will select online names that are appropriate and will consider the information and images that are posted online at an age appropriate level.

3. Students will not log in to the network, devices, or other educational technologies as another classmate.

4. Students using electronic tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on electronic tools. Students are expected to treat others and their ideas online with respect.

5. Assignments on electronic tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism, academic dishonesty, and acceptable use of technology.

6. Student blogs, webpages, and other content creation tools are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in board policy.

7. Students will not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully or threaten the safety of others. If students receive a comment on an ~~a blog or other~~ electronic tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment. Student conduct that occurs off-campus, but has a connection to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications.

8. Students accessing electronic tools from home or school, using school equipment, will not download or install any software without permission, and not click on ads or competitions.

9. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.

10. Students will treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause

harm or threaten to be harmful to any person or group of people. Students will gain permission from students or staff who are the focus of their research, recording, or content creation.

11. Students are accountable to their readers, listeners and viewers and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.

12. Users will not repost or resend content that was sent to the user privately without the permission of the person who created the content.

13. School board policies concerning acceptable use of electronic technology include the use of these electronic tools for school activities (Policy 622 – Copyright Policy and Policy 634 – Electronic Technologies Acceptable Use).

14. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

Revised: 9/24/12
Modified: 11/13/17
Reviewed: 4/20/20

Appendix III to Policy 634

GUIDELINES FOR EMPLOYEE'S PERSONAL USE OF SOCIAL NETWORKING

The decision to use online social networking for personal use is at the employee's discretion. The district does not affirmatively monitor employee use of nondistrict, online social networking tools if the employee is not using district electronic technologies; however, the district may take appropriate action when it becomes aware of, or suspects, conduct or communication on an online social media site that adversely affects the workplace or violates applicable professional codes of ethics. These guidelines are for employees engaging in social networking for personal use.

1. When using your personal social networking sites, refrain from fraternization with students.

2. Ensure that social networking postings are appropriate for the public.

3. Weigh whether a posting will put your effectiveness as an employee at risk.

6. Use caution with regard to exaggeration, profanity, guesswork, copyrighted materials, legal conclusions and derogatory comments.

7. Ensure compliance with data privacy laws and district policies. Employees will be held responsible for inappropriate disclosure, whether purposeful or inadvertent.

8. Respect your coworkers and students. Do not discuss students, their families or coworkers.

9. Student images obtained from your employment with the district should not be included on personal social networking sites.

10. Set privacy settings carefully to ensure that you know who has access to the content on your social networking sites.

11. If the public may consider your statements to be made in your capacity as a district employee, you may want to include "This posting is my own and does not represent the view of Edina Public Schools." An employee in a leadership role in the district, by virtue of their position, must consider whether personal thoughts he or she publishes will be attributed to ~~this~~ the district. The use of the aforementioned phrase does not preclude the employee from disciplinary action.

12. Social media identifications, login identifications, and user names must not contain the district's name or logo without prior written permission from (1) the Director of Media and Technology Services and (2) the Director of Marketing and Communications.

Revised: 9/24/12
Reviewed: 4/20/20

Appendix IV to Policy 634

GUIDELINES FOR CLASSROOM USE OF SOCIAL MEDIA TOOLS

The district provides teachers with password-protected, online social media tools that can be used for instruction. Teachers may also elect to use other social media tools for the purpose of instruction in accordance with Policy 634 – Electronic Technologies Acceptable Use and its appendices.

A. District Online Social Media Tools

1. Content and use must adhere to district policies and guidelines.

2. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.

3. The teacher must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.

B. Nondistrict Social Media Tools

1. If a teacher elects to use a nondistrict social media tool, the teacher must build a separate page in that social media tool from their personal online presence.

2. Content and use must adhere to district policies and guidelines.

3. Content and use must not violate the “terms of service” for the social media tool.

4. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.

5. The teacher must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.

6. The platform must not use official district or school logos without the permission of (1) the Director of Media and Technology Services and (2) the Director of Marketing and Communications.

Revised: 9/24/12
Reviewed: 4/20/20

Appendix V to Policy 634

GUIDELINES FOR SCHOOL OR DISTRICT USE OF SOCIAL MEDIA TOOLS

Individual schools and departments may choose to establish an official presence on public online social media sites with prior administrative approval. A request must contain the following information:

1. Sponsoring school or department;
2. Proposed social media site or other location;
3. Purpose of site, which cannot be served by the current district website;
4. Plan on how to comply with district policies and record retention requirements;
5. Description and primary use of site; ~~and~~
6. Plan for monitoring site, addressing policy violations, and ensuring current content; and
7. Designee for maintaining the site.

The request should be submitted to the Director of Media and Technology Services. Written approval or denial will be provided to the school or department. If the request is denied, the school or department may request reasons for the denial in writing.

If the request is approved, the school or department must submit to the Director of Media and Technology Services, within two weeks of developing the site, the name of the person(s) who will manage the site and the login information for the site. When a presence is established, the sponsoring school or department is responsible for keeping the site current and monitoring the content of the site.

Sites may be linked from the official district website. All sites must comply with web publishing guidelines found in Policy 634 – Electronic Technologies Acceptable Use and record retention requirements.

Revised: 9/24/12
Reviewed: 4/20/20

Appendix VI to Policy 634

GUIDELINES FOR DISTRICT ~~FACEBOOK~~ SOCIAL MEDIA PAGES

The district's ~~Facebook~~ social media presence creates an accessible communications outlet, providing district news, facilitating district-related discussion by the community, and guiding viewers to departmental websites at www.edinaschools.org. These guidelines are used in conjunction with Policy 634 (Electronic Technologies Acceptable Use) and all other district policies.

Establishment of Page

1. The district will include on its ~~Facebook~~ social media page, in a prominent location, a link to the Edina Public Schools' website, as well as contact information for the district.

2. The district will include language regarding limitation on comments and posts by its users:

   Any comments/posts viewed as inappropriate or offensive are subject to removal without notice. These comments/posts include but are not limited to commercial solicitations; factually erroneous/libelous information; vulgarity or obscenity; personal attacks of any kind; political support or opposition to any candidate or political measure; offensive comments that target or disparage any group/person; violations of district policy; or discussions not related to the district.

3. The district will include language regarding compliance with data practices and records retentions under Minnesota law:

   ~~This~~ Social Media pages ~~is~~ are intended to serve as a mechanism for communication between the public and Edina Public Schools. Any comments submitted to ~~this~~ pages, and its list of fans, are public records subject to disclosure and retention pursuant to Minnesota law. Public disclosure requests must be directed to Edina Public Schools.

4. The communications department will be responsible for monitoring the district ~~Facebook~~ social media pages, including content and comments, to ensure compliance with guidelines for use as posted on the ~~Facebook~~ social media pages.

Postings

The district will provide balance in topics shared on its ~~Facebook~~ social media pages. District posts will highlight information relevant to and of interest to the community as a whole. Postings may also include prompts or questions relevant to the work and mission of the district that are intended to engage the community in the work of the district. Suggestions for posts should be submitted to the ~~communications coordinator~~ Director of Marketing and Communications.

Revised: 12/10/12
Modified: 11/13/17
Reviewed: 4/20/20

Appendix VII to Policy 634

Personal Device Access

Users of personal devices connecting to Edina-Open must abide by Edina Public Schools' Electronic Technologies Acceptable Use Policy (Board Policy 634).
Though guests may use their personal device and expect some aspects of privacy, use of our network and systems have the following expectations:

1. Use at your own risk. Use of the Edina Public Schools network is at the device owner's discretion and therefore Edina Public Schools is not responsible for any loss, damage or adverse effects that may occur to a device while on our network.

2. Devices need to be registered. All non-district devices connected to the Edina Public Schools network need to be registered. In the event of a security incident, personal devices may be disconnected without notice. No support for remediation of security incidents (e.g., malware) will be available, and devices will remain disabled from our network until fixed.

3. The Edina Public Schools network is monitored. For security purposes and following federal law, the district has implemented monitoring of our network. Personal devices connected to our network will also be monitored for access, times, network content, and known security vulnerabilities. This information may be recorded, and is subject to audit.

4. The Edina Public Schools networks are filtered. Known inappropriate and/or malicious sites, and many non-instructional sites, are blocked. Use of the district network and systems requires that owners of personal devices adhere to legal and ethical conduct, and refrain from attempting to access blocked content.

5. Expectation of privacy. Access to the contents of ~~a~~ personal devices is governed by local and federal laws. However, while accessing the Edina Public Schools network, systems and buildings, there is not a right to privacy of any content, and as such, may be monitored for inappropriate or illegal activities.

6. Edina Public Schools reserves the right to maintain records of usage. Edina Public Schools may immediately terminate the privilege to use the Edina Public Schools network should it become aware that the network is being used for inappropriate or illegal activities. The district reserves the right to take appropriate action in the event inappropriate or illegal activities are discovered on our systems or network.

Adopted: 9/24/18
Reviewed: 4/20/20

Noninstructional Operations and Business Services

Expense Reimbursement

I. Purpose

This policy identifies school district business expenses that involve initial payment by an employee and that qualify for reimbursement from the district.

II. General Statement of Policy

The school district will implement an expense reimbursement system that meets state statutes, the directives of the Minnesota Department of Education and the district auditor, and business best practices.

III. Use of the Employee Expense Reimbursement System

A. The employee expense reimbursement system is not to be used as an alternative to the normal district purchasing process. Employee expense claims may be denied if it is determined that the purchase should have been handled through the normal procurement process.

Exceptions to the normal procurement process include:

1. Low-priced items for which the use of a purchase order is not practical.
2. Emergency purchases for which the normal purchasing process is not timely.
3. Items of limited availability or sale items.

B. The employee will not be reimbursed for sales tax incurred because of the district's tax exempt status.

C. Employee expense claims will be denied if inadequate documentation is submitted with the claim or if the claim is not submitted within ~~four~~ two months of the date of occurrence. If a claim is denied, the expenditure becomes the personal responsibility of the employee.

IV. Approval of Travel Convention or Conference Expenses (Preapproval Required)

A. All out-of-state travel or any in-state travel that involves lodging and/or meals must be approved in advance using the travel, convention or conference application form (Appendix II). The form must be signed and dated by the employee's supervisor prior to the travel dates to qualify for reimbursement.

B. The school board will approve meal reimbursement rates (Appendix III) for employees. When a meal is included in the registration of an event or is paid by another source, reimbursement for that meal is not permitted. The cost of alcoholic beverages is not reimbursed by the district.

C. The following expenses may be reimbursed:

1. Ground transportation and other incidental expenses incurred while traveling on behalf of the district.

2. Commercial lodging, not to exceed the single-room rate.

3. Commercial transportation, not to exceed coach air rate. If a personal vehicle is driven in lieu of commercial air transportation, employees will be reimbursed the actual costs incurred, not to exceed coach air rate.

V. Approved Mileage Reimbursement

A. Mileage to and from district-related functions and between buildings of the district is paid to employees at the current Internal Revenue Service rate, in accordance with current master agreements with employee groups.

B. Current Internal Revenue Service rules determine the allowable mileage that is reimbursed. For example, mileage is allowed from the employee's work site to a staff development conference and back to the employee's work site, but not from the employee's home to the staff development conference and back home. Mileage is not paid if the total mileage driven is less than the employee's regular commute distance.

C. Mileage reimbursement claims must be submitted within ~~four~~ two months of the date of travel.

D. Mileage from district distance chart or google map documentation of the most efficient route must be provided.

VI. Sales Tax

A. The district is exempt from paying Minnesota sales tax on most items. To avoid paying sales tax, a purchase order or procurement card should be used.

B. Sales tax will only be reimbursed for items not exempt from state tax per the Minnesota Department of Revenue (e.g., meals, lodging and sales tax paid to states other than Minnesota).

VII. Claiming Reimbursement

A. Reimbursement claims must be submitted on an employee expense report form (Appendix I) which is signed by the employee, the employee's supervisor and the administrator responsible for the expenditure code being charged.

B. Proof of purchase such as an original, itemized receipt must be included. The receipt/proof of purchase must be dated within ~~four~~ two months of the date of submission. If the cash register/credit card receipt does not clearly indicate the vendor name, the purchase date, the method of payment, and the item purchased; a vendor receipt containing those items must be obtained by the employee. Copies of receipts are not acceptable.

C. The purchase must be clearly documented, including the public purpose fulfilled, its use, and location within the district.

D. Claims for meal reimbursement for persons other than the employee must include the name of the person or people for whom the meal is purchased and the subject of the meeting or event. When data privacy is a concern, the employee may state that on the claim form, provided documentation is available for audit purposes.

E. Expenses incurred by a spouse or personal guest are not reimbursable expenses.

F. The supervisor who signs the employee expense report form must ensure proper proof of purchase and documentation and that a public purpose was fulfilled by the purchase.

G. The business services department is responsible for ensuring that the reimbursement report is properly completed and that the proper supervisory signature is on the report.

H. If the business services department determines that a public purpose was not met by the employee expense, the claim will be denied and the expenditure becomes the responsibility of the employee.

Cross Reference:
Policy 707 (Purchasing)

Policy
adopted: 10/25/10
amended: 03/12/12
revised: 09/22/14
Reviewed: 02/27/17

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policy 708

Independent School District

273 **EMPLOYEE EXPENSE**

REPORT

	Description of Activity	Travel		Meals			Lodging	Other Expense	
	Workshop, classroom supplies,	Complete mileage		Itemized receipts			Itemized receipts	Airfare, auto rental, taxi, supplies	
Date	professional meeting, etc.	log and attach		needed			needed	Description	Amount
Totals	Enter on this line and in Summary			$	$	$	$		$

Name_____Employee #_____
(Please print)

I hereby certify that these expenses are true, correct, pursuant to school district policies and procedures and that no other payment or reimbursement will be or has been received for these expenses.

Employee Signature_____Date_____

SUPERVISOR APPROVAL:

I hereby certify that the expenses covered by this claim have been incurred and are true, correct and pursuant to school district policies and procedures. Payment is recommended.

Signature_____Title_____Date_____

DISTRICT OFFICE OR OTHER APPROVAL

Signature_____Title_____Date_____

BUSINESS SERVICES APPROVAL

Signature_____Title_____Date_____

Other Expense $_____

Lodging $_____

Meals $_____

Mileage (From Log) _____x _____IRS Rate $_____

TOTAL $_____

Less District Advance Check # ($_____)

Due Employee $_____

Due District (Attach remittance) .....($)

ACCOUNT CODING

FUND	ORG	PRG	FIN	~~OBJ~~CRS	~~CRS~~OBJ	Amount

Appendix II to Policy 708

EDINA PUBLIC SCHOOLS
5701 NORMANDALE ROAD
EDINA, MN 55424

Complete Part I of this application for workshops, institutes, conferences, conventions, or any out-of-state travel, etc. If there are expenses for which you are to be reimbursed by the school district, you must also complete Part II. Submit the application to your supervisor (principal, asst. supt., director of business, or the superintendent).

TRAVEL, CONVENTION OR CONFERENCE APPLICATION FORM

Part I. APPLICATION

Name of applicant_____ Building_____ Date_____

Name of convention or conference_____

Location_____ Dates_____ to _____

Sponsoring organization _____

Are you a member of this organization? Yes_____ No_____

Reasons for attending this convention or conference:

_____ Curriculum cycle or year of implementation
_____ Program participant
_____ Professional growth
_____ Other_____

What conventions or conferences have you attended in the past three years at school district expense?

_____

Please suggest ways in which you would be willing to share with your professional colleagues the information and ideas you will acquire at this convention or conference. _____

_____

PART II. EXPENSES

List any dates, if any, for which a substitute would be needed:_____

Estimated expenses:

Substitute teacher _____ *(_____ days @ $_____ per day)*
Travel*_____
Meals_____
Hotel_____ (_____ nights @ $_____ per night) Other_____
Registration_____
Total $_____ *(excluding sub costs)*

Expenditure Code_____

PART III. ACTION

Approved_____ Date_____
Denied_____ Reason _____

_____

Signature of Supervisor _____

Signature of Program manager _____ *(required if program funds are involved)*

Travel expenses will not be reimbursed to an employee unless a pre-approved copy of this form is attached to the reimbursement request.

* Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.

Form 7040 (07/02) Established: 10/25/10; Reviewed: 3/12/12; Revised: 9/22/14; Revised: 2/27/17

Appendix III to Policy 708

MEAL REIMBURSEMENT RATES FOR EMPLOYEES

Approved meal reimbursement rates for employees, including service tips, will not exceed:

- Daily meal reimbursement amount: $60/day
- Partial day reimbursement amount:

Breakfast	$15.00
Lunch	$15.00
Dinner	$25.00
Incidental	$ 5.00

Incidental expenses include communication, laundry, cleaning and pressing of clothing expenses incurred during the travel and for the purpose of the business meeting, conference or event.

When a meal is included in the registration of an event or is paid by another source, reimbursement for that meal is not permitted. Reimbursement for alcoholic beverages is not allowed.

Established: 10/25/10
Reviewed: 03/12/12
Revised: 09/22/14
Revised: 02/27/17

Buildings and Sites

Emergency

Management

I. Purpose

This policy serves as a guide for the school district, building administrators, employees, and students regarding potential crisis situations. The district has an all hazard emergency response plan that is used consistently at every building. Each school building maintains emergency ~~maintains, at the site, emergency~~ management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation ~~in the district.~~

II. General Statement of Policy

The school district's emergency management policy has been created in consultation with our public safety partners and is consistent with the Minnesota School Safety Center ~~local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency~~. It is designed so that each building administrator maintains consistency with regard to district plans. Emergency plans can be tailored ~~an emergency management plan~~ to meet a building's specific situation and needs.

The building principal will annually review, update, meet with the Building Emergency Response team (BERT) ~~and report~~ and report the completion of the meeting to the Superintendent's office. ~~submit the site's emergency management plan to the superintendent at the beginning of each school year.~~ A copy of the policy and building plan should be kept onsite.

III. General Emergency Procedures

The school's emergency procedures include general emergency plans for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. These districtwide procedures may be modified by a building principal when creating the building-specific emergency management plans. The plans will be communicated to the BERT team and shared with the superintendent's office. ~~should designate the individual(s) who will determine when these actions will be taken and must include assigned duties for employees.~~

IV. Emergency Management Elements

A. In the event of an emergency, the principal or administration will follow the emergency response protocols using the Incident Command System structure.

An incident command checklist used in all drills and training provides for placing the school/building in a safe condition (one of 5 actions), calling 911, and then taking command. This must be completed within minutes of an emergency situation. The action of taking command includes radio communication advising the district office of the emergency. ~~immediately contact the superintendent or designee with the status of the emergency situation and begin implementation of the emergency plan as determined by the assessment of the situation.~~

B. The school/building commander will, in addition to the above actions, make and communicate operational activities to the BERT team. The commander will prepare to meet with police and fire to form a Unified Command structure. ~~The superintendent or designee will implement a command team if the emergency necessitates such action. The team will take action as required.~~

C. The school's emergency procedures will be kept on file with the Director of Buildings and Grounds, Director of Media and Technology Services and the Superintendent, and be readily available in the school buildings to address all hazards, including the following emergencies:

- Fire
- Hazardous Materials
- Severe Weather: Tornado/Severe Thunderstorm/Flooding
- Medical Emergency
- Fight/Disturbance
- Assault
- Intruder
- Weapons
- Shooting
- Hostage
- Bomb Threat
- Chemical or Biological Threat
- Demonstration
- Suicide
- Highly Contagious Serious Illness or Pandemic Flu
- Other (as determined to be necessary by the building administration)

D. In addition, the school's emergency procedures will address the following plans and documents:

- Lock-down Procedures
- Shelter~~-In Place~~ Inside Procedures
- Evacuation/Relocation
- Severe Weather Procedures
- Media Procedures
- Post-Crisis Procedures with District Emergency Response Team (DERT)

- ~~Staff Training~~

E. Each school/building will have copies of the following available to public safety members and others needing the information. This information is confidential and not available to the public. Multiple copies should be made and placed in several locations.

- Facility Diagrams
- Off-site Locations
- Emergency Contacts

V. Training and Preparation for Emergencies

A. The district administration will ensure that proper training and response preparation for emergencies occurs on an ongoing basis. The building principal is responsible for conducting at a minimum, 11 state mandated drills. Each member of the school's BERT team should have training in the Incident Command model of response and participate in all drills. Each year, several of the drills should be enhanced drills and our public safety partners should be invited to observe and comment on these drills. A drill record sheet shall be filled out and submitted to the district office each school year. ~~training school employees and students on emergency response procedures at each site.~~

B. ~~Required school safety drills will be coordinated at each site by the building principal, in cooperation with local emergency management agencies.~~

C. Each school site will have at least five employees certified in cardiopulmonary resuscitation (CPR) who will serve as the emergency care team that will respond to a medical emergency. The team training and medical emergency procedures will be coordinated by the health services coordinator.

VI. Communications

District administration will develop and implement the following communication procedures:

- Uniform warning system
- School closure due to emergency
- Notification to school families, community, staff, and media
- Student victims of criminal offenses at or on school property

Legal References:
- Minn. Stat. Ch. 12 (Emergency Management)
- Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
- Minn. Stat. § 121A.035 (Crisis Management Policy)
- Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
- Minn. Stat. § 299F.30 (Fire Drill in School)
- Minn. Stat. § 326B.02, Subd. 6 (Powers)
- Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
- Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
- Minn. Rules Part 7511 (Fire Safety)
- 20 U.S.C. § 1681 et seq. (Title IX)
- 20 U.S.C. § 6301 et seq. (No Child Left Behind)
- 20 U.S.C. § 7912 (Unsafe School Choice Option)
- 42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References:
- Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
- Policy 413 (Harassment and Violence)
- Policy 501 (School Weapons Policy)
- Policy 506 (Student Discipline)
- Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
- Policy 903 (Visitors to School District Buildings and Property)

Policy
adopted: 6/21/10
revised: 12/12/16
reviewed: 7/13/20

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Board Meeting Date: 8/8/2022

TITLE: Update to Student Handbook

TYPE: Information

PRESENTER(S): Dr. Randy Smasal, Assistant Superintendent

BACKGROUND: The Student Handbook is updated annually to reflect changes to district policy and needed communications to families about expectations for learners in Edina Public Schools. The district attorney, Principals, Site Coordinators, and the District Equity Advisory Committee provided feedback for the handbook updates. The attached handbook document includes those updates and is being brought forward to the board as an information item. Note: Items in blue are new and items being deleted have a strikethrough.

RECOMMENDATION: No recommendation is being made at this time.

Desired Outcomes from the Board: Approve the Handbook update.

ATTACHMENTS:

- Student Handbook Update

August 2022

Re: Student Rights and Responsibilities Handbook

Dear Edina Public Schools Families,

Edina Public Schools (EPS) is committed to partnering with families to ensure successful learning opportunities for all students. In working together, we are able to maximize academic achievement and help all students attain the skills necessary to thrive in a rapidly changing, culturally diverse, global society.

A safe, secure and welcoming environment is essential in helping students be successful. In partnership with the School Board, the district has developed comprehensive policies and procedures that define our students' rights and responsibilities, and provide for a positive learning environment.

This handbook serves as a resource for students and families in understanding Edina Public Schools policies and expectations, and their alignment with district procedures. ***EPS parents/guardians should closely review this important handbook with their student(s)***. In addition, teachers will review the handbook with students at the beginning of the school year.

I am confident that in working together, all of us – students, families, staff and community – can ensure that each and every learner has the opportunity to reach their Full Potential and Thrive.

Sincerely,

Dr. Stacie Stanley
Superintendent
Edina Public Schools

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- Bullying or Intimidating Behavior
- Disorderly Conduct
- Disruptive or Disrespectful Behavior
- False Fire Alarm
- Gambling
- Harassment or Retaliation
- Hazing
- Insubordination
- Threatening Group Activity
- Threats of Physical Harm toward Students, Employees or other Persons

Other Behavior Infractions..... 28
- Dress and Appearance
- False Reporting
- Falsification of Records or Identification
- Secret Societies
- Unique Situations

EDINA PUBLIC SCHOOLS LEADERSHIP TEAM

School Board

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Dan Arom
Michael Birdman
Karen Gabler
David Goldstein
Julie Greene
Janie Shaw

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District Office Leadership

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SCHOOL BUILDING LEADERSHIP

Elementary Leadership

Concord Elementary School (K-5)
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Cornelia Elementary School (K-5)
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Countryside Elementary School (K-5)
Karen Bergman, Principal
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Caroline Linden, Dean of Students
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Creek Valley Elementary School (K-5)
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6401 Gleason Road, Edina, MN 55439
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Highlands Elementary School (K-5)
Cara Rieckenberg, Principal
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Shaun Pakenham, Dean of Students
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942-848-4500

Normandale Elementary School (K-5)
French Immersion School
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Secondary Leadership

South View Middle School (6-8)
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Tricia Pettis, Dean of Students
Chris Dunn, Dean of Students
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Valley View Middle School (6-8)
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Edina High School (9-12)
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Early Childhood Special Education
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DISTRICT POLICIES
STUDENTS NEED TO KNOW

Below is a summary of Edina Public Schools' policies that define student rights and responsibilities. Complete texts are available on the district's website at edinaschools.org/policies or upon request from a school office.

Activity Programs
The district recognizes that middle school and high school student activity programs are an integral part of a total education program. The activities are intended to provide experiences not otherwise provided in the instructional curriculum in the areas of athletics, fine arts, and academics. Families are encouraged to contact the activities office located at Edina High School for more information about the opportunities available through the programs. (Policy 627)

Attendance
Students are required to attend all assigned classes and 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 district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence. Families should fill out the form for Pre-Arranged Personal Absences, Family Vacations, and Significant Educational Opportunities (Appendix II to Policy 503) five (5) days in advance of the absence to be considered excused.

Each school has established attendance procedures that support regular school attendance. These procedures will be shared by each school and require the support of students and families. (Policy 503)

Corporal Punishment
Corporal punishment is prohibited. No employee or agent of the district will engage in or cause the infliction of corporal punishment on any student. (Policy 507)

Distribution of Materials on District Premises
The district seeks to protect students' and employees' rights to free speech, while at the same time preserving the integrity of the educational objectives and responsibilities of the district. This protection includes the right to distribute non district-sponsored material at a reasonable time and place and in a reasonable manner. Distribution guidelines have been established by district policy and will be supervised by school administration. (Policy 904)

Do Not Attempt Resuscitation
When any student experiences sudden illness or injury, the role of an employee is to render emergency health care to preserve life and prevent disability. In life-threatening emergencies, the emergency medical system (911) will be activated.

The district recognizes that it serves students with complex health needs and that district employees may be presented with written "do not attempt resuscitation" (DNAR) orders. DNAR orders will be accepted by the health services coordinator and placed on file in the school health offices, as well as the district office. The coordinator will follow district procedures for overseeing and implementing orders. (Policy 518)

Dress and Appearance
This school district encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s) ~~Students are encouraged to dress appropriately for school activities, and in keeping with community standards. This responsibility is both the student's and the student's parent(s) or guardian(s)~~. Specific expectations are outlined in the student conduct and discipline guidelines. (Policy 504)(Policy 506)

Education of Homeless Children
Students in homeless situations in our district have access to the education and other services they need to meet state and district standards. (Policy 535)

Electronic Technologies Acceptable Use

Students may access online resources from their classrooms via the Internet. Procedures and guidelines have been established for access to the district's networks and acceptable and safe use of technology. The administration will supervise the guidelines. Specific expectations, including the Online Code of Ethics, are outlined by School Board policy.

Parents or guardians must give approval for their child(ren) to access online resources and students must agree to follow the acceptable use procedures. ~~Consent forms are required for families with students new to the district and entering the district, grade 3, grade 6 and grade 10~~. A physical or electronic signature is required annually. The form is available online through the portal, from school media centers and in Policy 634.

Emergency Health Situations and District Insurance Limitations

The district does not purchase medical, health or accident insurance for your child. If your child has an accident, is ill, or is injured while at school or participating in district-sponsored activities; families will need to access their own insurance plans to cover any associated costs (e.g., medical care, emergency transportation). The district cannot pay these associated costs. (Policy 534)

Employee Background Checks

The district places a high priority on ensuring a safe and healthy learning environment for students. This priority includes requiring all applicants who have been offered district positions to complete a criminal background check as part of the process for determining employment. (Policy 404)

Equal Educational Opportunity

The district provides equal educational opportunity for all students, and does not unlawfully 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. No student will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity operated by the district on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, pregnancy, status with regard to public assistance, disability, sexual orientation or age. (Policy 103)

Extended School Year

Extended School Year (ESY) services are provided to a student who has an Individualized Education Plan (IEP) if the IEP team determines the ESY services are necessary during a break in instruction to provide a free appropriate public education. (Policy 508)

District Related Field Trips and Travel

The district supports and approves student field trips and travel beyond the classroom and area of competition that are properly planned, well organized, and carefully supervised. Students participating in approved field trips and travel will be permitted to prepare assignments in advance or make up work missed in classes from which they are absent. Field trips and travel require parent/guardian authorization. (Policy 538)

Grading and Reporting of Student Progress

The district provides a structure and framework for grading student learning in the district. The grading and assessment should assist in the student's learning experiences. Each school program level establishes standardized grading criteria. The criteria reflect the age of the student and the level of content learning. (Policy 618)

Harassment, Sexual Harassment, and Violence

The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, or age:

· name calling, jokes, or rumors;

· notes, cartoons, or graffiti;

· unwelcome touching of a person or clothing;

· or words or actions that make you feel uncomfortable.

Any person who believes they have been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel, should report the alleged acts immediately to an appropriate school district official (principal, assistant principal, counselor, social worker, etc). The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

In Each School Building, the building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level, however, nothing should prevent any person from reporting harassment or violence directly to a school district Title IX Coordinator(s) or to the Superintendent/designee. Specific examples and expectations are outlined the student conduct and discipline guidelines, as well as in school board policy. (Policy 413)

When the school district has actual knowledge of sexual harassment in its education programs or activities against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. Any student, parent, guardian, or staff member having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is:

Sonya Sailer

Director of Human Resources

5701 Normandale Road

Edina MN, 55424

952-848-4911

TitleIXCoordinator@edinaschools.org

Specific examples and expectations are outlined the student conduct and discipline guidelines, as well as in school board policy. (Policy 522)

Hazing

Hazing is defined as an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. No student or staff will plan, direct, encourage, aid, or engage in hazing. This policy against hazing applies to behavior that occurs either on or off school property and at any time of day. Any person who believes that they are the victim of hazing or who has knowledge of an act of hazing shall report the information immediately. Specific examples and expectations are outlined the student conduct and discipline guidelines, as well as in school board policy. (Policy 526)

Homework

The district recognizes regular, purposeful homework as an essential component of the instructional process. Homework refers to the task assigned to students by teachers meant to be completed during nonschool hours or independent study time during the school day. Homework must be realistic in length and difficulty, given the student's ability to work independently, while recognizing the amount of homework will increase as the student progresses through the grades. (Policy 610)

Immunization Requirements

Students are required to provide proof of immunization or appropriate documentation exempting the student from immunizations and other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. (Policy 530)

Interviews of Students by Outside Agencies

Generally, students may not be interviewed during the school day by persons other than a student's parents, district officials, employees or agents of the district, except as otherwise provided by law and/or district policy. Upon receiving an interview request, the building/program administrator will determine whether the request will be granted. (Policy 519)

Medication

The district acknowledges that students may require prescription and nonprescription medication during the school day. In such cases, medication may be administered only by the licensed school nurse or other school employees. The district discourages students from possessing and self- administering nonprescription medication without written authorization from the student's parent or guardian on file in the health office. (Policy 516)

Pesticide Application Notice

Should the school district plan to apply a pesticide as outlined in Minnesota Statutes section 121A.30, it will provide notice by no later than September 15 of each school year during which pesticides are planned to be applied and will inform parents that an estimated schedule of applications of pesticides is available for review or copying at the school offices, and that a parent may receive prior notice of each application, if specifically requested.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to participate. Students and school employees must respect another person's right to make that choice. (Policy 531)

Promotion, Acceleration, Retention and Early Kindergarten Admission

The district is dedicated to the total and continuous development of each student. Students will be placed in the instructional level best suited for their academic, social and emotional needs. Students will usually progress from level to level on an annual basis. Exceptions may be made when they are in the best educational interest of the student. Exceptions will be made only after consultation with a student's family. The final decision rests with the district. (Policy 513)

Protection and Privacy of Student Records

The district recognizes its responsibilities in regard to the collection, maintenance and dissemination of student educational records and data. District policy defines the procedures and practices for protecting the privacy of student information in accordance with state and federal laws.

Examples of student directory information are below and may be made available to the public. A parent/guardian may refuse to have any or all of the directory information made public by notifying the building principal in writing in accordance with district policy.

- Student's and Parent's Names
- Student's and Parent's Address(es)
- Student's and Parent's Telephone Listing(s)
- Student's District E-mail Address
- Student's Photograph
- Student's Date and Place of Birth
- Dates of Attendance

Grade Level and Most Recent School Attended
Participation in Officially Recognized Activities and Sports
Weight and Height of Members of Athletic Teams
Degrees, Honors, and Awards Received (Policy 515)

Racism and Other Forms of Discrimination or Harassment.

Edina Public Schools rejects and prohibits all forms of racism, religious based discrimination, xenophobia, and sexual orientation or gender identity harassment and/or discrimination as these actions are destructive to the District's mission and core values. EPS is committed to establishing and sustaining school communities that are safe and inclusive for all students and families. School staff must play an active and ongoing role in addressing these types of harassment and discrimination, and in reporting this misconduct.

For purposes of this provision, the following definitions shall apply:

- Racism:
  - Prejudice, discrimination, stereotyping, or antagonism directed against a person or people on the basis of their membership in a particular racial or ethnic group.
- Religious based discrimination:
  - Prejudice, discrimination, stereotyping, or antagonism directed against a person or people on the basis of their religious beliefs or membership in a religious group (Ex. Antisemitism – Hostility or prejudice against Jewish people).
- Xenophobia:
  - Prejudice, discrimination, stereotyping, or antagonism directed against a person or people from countries outside of the United States.
- Sexual Orientation or Gender Identity Discrimination:
  - Prejudice, discrimination, stereotyping, or antagonism directed against a person or people on the basis of their gender identity and/or sexual orientation.

Students experiencing acts of racism, religious based discrimination, xenophobia, and sexual orientation or gender identity discrimination should report the conduct through submitting the district form below or by contacting a school administrator via email, phone, or in person.

Discrimination, Harassment, Bullying, Hazing and Violence Report Form

Search of Lockers, Desks, Possessions and Persons

School lockers and desks are the property of the district. The district maintains exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers and desks may be conducted by district employees for any reason at any time, without notice, without student consent, and without a search warrant. Schools may also use specially trained dogs in district parking areas, to detect and alert employees to the presence of prohibited items and illicit substances. (Policy 502)

Selection and Objection of Instructional Text, Materials and Content

The district recognizes selection of textbooks and instructional materials is vital to the support of the district's academic standards and curriculum. The school board has the authority to make final decisions on the selection of instructional texts, materials and content. The district has a process, referenced in Policy 606, for families and community members to object and seek reconsideration of selected instructional texts and materials.

Special Accommodations and Services for Students with Special Needs

The district provides a full range of special services and accommodations necessary for meeting students' needs. Families are encouraged to contact building principals for additional information related to student identification, assessment, service availability and other options. (Policy 607)

Staff Notification of Violent Behavior of Students

In an effort to provide a safe school environment, the assigned classroom teacher and other employees with a legitimate educational interest will be notified if a student has a history of violent behavior. The administration will meet with the assigned classroom teacher and other employees with a legitimate educational interest for the purpose of notifying and determining how employees will work with the identified student. (Policy 529)

Statewide Testing

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. Statewide assessments also provide information to our schools and district about how all students are engaging with the content they learn in school. 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 complete the Opt Out Form and return it to your child's school.

Contact your student's school to learn more about locally required assessments. Learn more about the statewide required assessments by visiting the MN Department of Education Statewide Testing webpage:

https://education.mn.gov/MDE/fam/tests/

Student Fundraising

The district recognizes the desire by the district-sponsored student groups and student organizations to raise funds to meet their needs and goals and to fund student activities. School groups or organizations raising funds must meet the established district criteria and follow district policy for fundraising. (Policy 629)

Student Surveys

Student surveys may be conducted, as determined necessary, by the district. The superintendent may refuse to permit a survey to be conducted based on the alignment of the survey to the mission of the district or the impact the administration of the survey would have on the instructional day. (Policy 520)

Student Use and Parking of Motor Vehicles

Students are allowed the limited use and parking of motor vehicles in district locations in accordance with district policy. Students permitted to park at a district location do so as a privilege, not a right. (Policy 527)

Tutoring for Pay

A student's current teachers may not provide out-of-school tutoring for pay to the student or the student's family during the school year. A tutor list is maintained by the district's community education department and may be requested when seeking tutoring support. The district does not endorse any particular tutor, perform background checks, or determine licensure status of the tutors listed. – deleting policy

Use of Volunteers in Schools

The district is committed to using volunteers to help personalize instruction, promote school/community interaction, and support school activities and events. Volunteers will be placed with careful consideration given as to how their presence supports the educational objectives of a class, the curriculum, activity or event. Volunteers will be subject to all standards set forth by policies, including the completion of a criminal background check by those volunteers who will be attending overnight trips or left unsupervised with students. (Policy 911)

Video/Electronic Surveillance

Maintaining the health, welfare and safety of students, employees and visitors while on school district property and protecting district property are important functions of the district. The district recognizes the value of video/electronic surveillance systems in monitoring activity on district property in providing these functions. (Policy 717)

Wellness — Food, Nutrition and Physical Activity

The district recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and learning. The school environment should promote and protect a student's health, well-being, and ability to learn by encouraging healthy eating and physical activity. The district encourages the involvement of students, parents, teachers, employees, and other interested persons in implementing, monitoring and reviewing district nutrition and physical activity policies. (Policy 533)

Besides the policies that are included and/or referred to in this Handbook, students are expected to be aware of and to abide by all of the District's policies. Students should pay particular attention to the policies in Section 500 that specifically pertains to students. Questions regarding policies can be directed to your building administrator. Please note that although all policy synopses are current as of publication, the school board reviews all policies on a cyclical basis. All current district policies can be found here: edinaschools.org/policies

EDINA PUBLIC SCHOOLS COMMITMENT TO BULLYING PREVENTION AND PROHIBITION

A safe and civil environment is needed for students to learn and attain high academic standards, and to promote healthy human relationships.

Policy 514 – Bullying Prohibition

The act of bullying, including cyber-bullying, is prohibited on district property, at district functions, or on district transportation.

- Bullying is intimidating, threatening or harming conduct which is objectively offensive, and
  - Creates an imbalance of power between engaging students
  - Substantially interferes with a student's ability to perform or participate
- ~~Any student who believes they have been a target or victim of bullying will immediately report the alleged act to a building administrator or supervisor~~ Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or other conduct prohibited by this policy will report the alleged acts immediately to an appropriate district official designated by this policy.
- An employee with knowledge or belief of bullying conduct will immediately report the incident to a building administrator
- The District has a defined investigative process and will take disciplinary action as necessary
- This document is a notification to students, families and employees of this policy.

STUDENT BUS RIDER RESPONSIBILITIES

Edina Public Schools is committed to providing a safe and enjoyable riding experience for its bus riders. Edina Public Schools' transportation department is responsible for the safety of its riders while they are on the school bus.

Parents or guardians are responsible for the safety of their student(s) until they are on the school bus. The district's student bus rider responsibilities section has been established by the district. Please review this information and discuss it with your child(ren). This information is being provided so that your child(ren) will clearly understand bus behavior expectations.

Riding the school bus is a privilege that can be revoked if a student chooses not to comply with the rules for bus riders.

Bus Schedules

Bus schedules are available on the parent portal ~~mailed to each home~~ in early to mid-August. In the event there is a question about the bus route, please contact the transportation department at 952-848-4979 between the hours of 7:00 am and
4:30 pm; calls before or after these times will be referred to voicemail for further instructions. In the event a route change is requested that may impact other riders, you will be asked to complete a bus route request form. These forms are available by calling your school office. The transportation department reviews and decides on all change requests.

Student Safety Training

All students will receive school bus safety training and testing in the fall. This training and testing is in compliance with state law. The training and testing will be completed within the first three weeks of school for grades K-3, and within the first six weeks for students in grades 4-10. In addition, many schools complete a number of ongoing bus safety education sessions throughout the school year.

Reserved Seating – Grades K-8

Students will be assigned a seat. ~~During the first two weeks of school, students will have the opportunity to choose where and with whom they would like to sit. After the first two weeks, a seating chart will be recorded.~~
Students are to sit in the same seat every day, both to and from school. Changes can be made by the driver due to discipline or safety issues. If at any time a student is no longer comfortable with his or her seat assignment, he or she can talk to the driver. Any other concerns may be addressed by calling the transportation department.

Rider Transfers – Grades K-12

State law mandates that ridership on a bus cannot exceed its capacity. Due to the high ridership on most buses, the transportation department will continue the policy of not allowing rider transfers – students who are not regularly scheduled to ride that bus. The district endorses this policy for the safety of each
student and to ensure that each student has a seat on the bus. Students will not be permitted to ride another bus unless it is necessary for purposes that have been preapproved by the supervisor of transportation and building principal (e.g. childcare needs, regularly scheduled lessons). Our goal is to provide a safe and effective transportation service, not to complicate transportation situations for parents
and students.

Student Bus Rider Responsibilities

The district's goal is to provide safe and enjoyable transportation for our students. This occurs when we work in cooperation with students, parents, teachers, and drivers. For the safety of all riders, please review the following rider responsibilities with your child(ren) before the school year begins.

A. Going to the Bus Stop

1. Use sidewalks where provided.

2. If there are no sidewalks, walk single file on the left shoulder of the street facing traffic.
3. Cross streets only at corners.
4. Use a direct route, but avoid crossing yards or empty lots.
5. Arrive at your bus stop no more than five minutes before the scheduled stop. The bus driver cannot wait for late students.
6. Be aware of suspicious individuals on foot or in motor vehicles. Report these persons to your bus driver or school principal. Even if you have missed the bus, do not accept rides from strangers.

B. Waiting at the Bus Stop

1. Wait away from the traffic. Stay at least five feet off the road or street.
2. Respect the property of others while waiting at the bus stop. Do not pick flowers, disturb shrubs, throw stones or snowballs, litter, etc.
3. Use appropriate language at all times.
4. Respect other students by not pushing, shoving or fighting.
5. Stay back from the street until the bus is actually stopped. A push at the middle or end of the line can send the front person into the bus or under its wheels.
6. Older students should be helpful to younger ones.
7. The district's student behavior policies, guidelines, and rules are enforceable while a student waits at the bus stop.

C. Boarding the Bus

1. Wait until the bus has stopped and the door is opened before starting to board.
2. Board the bus single file.
3. Continue to show respect for others by not pushing or shoving.
4. Use the handrail to keep from slipping, falling, or tripping.
5. Greet the bus driver.
6. Move directly to your seat and sit down.
7. Put large items (e.g. musical instrument, packages) in seat area or under the seat, but not in the aisle.

D. Riding on the Bus

1. Follow all district policies and school rules.
2. Follow the bus driver's instructions.
3. Remain in your seat until the bus arrives at your stop.
4. Speak in a quiet voice. Your voice should not be heard above others.
5. Keep hands, feet, and objects inside the bus.
6. Do not throw objects inside the bus or out the window.
7. Do not use profanity, including words or gestures.
8. Do not tease or harass others.
9. Do not eat, drink, chew gum, or spit.
10. Do not vandalize the bus.
11. Use the proper door for entering and exiting. Non Emergency use of the emergency door is not tolerated
12. Students will not ride a bus other than their own without prior arrangement through the transportation department.

E. Getting Off the Bus

1. Wait for the bus to be completely stopped and the door to be opened before standing up.
2. Stay respectful of others – no shoving or pushing.
3. Walk five big steps away from the bus, turn and look at the bus driver.
4. Wait until the bus is at least a half a block away before proceeding home.
5. Do not go in back of or underneath the bus for any reason.

F. Student Consequences for Misbehavior

1. Riding on a school bus is ~~in~~ a privilege, not a right.
2. The district's student behavior policies, guidelines, and rules are in effect for all students on school buses and while at bus stops.
3. If misbehavior occurs, the bus driver will give the student an assertive warning.
4. If misbehavior continues, the bus driver will complete a bus incident report for students and report the conduct to the transportation supervisor. The transportation supervisor will report the conduct to the building administrator. The building administrator will contact the parent/guardian. Consequences will be administered in accordance with the district's discipline policy.

BUS INCIDENT REPORT

Your child has been given the following consequences for his or her behavior. Consequences will be administered in accordance with the district's discipline policy.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus or bus stop misconduct in accordance with the district's discipline policy.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense, at the discretion of the district.

Kindergarten through Grade 5:

_____First Offense: The driver has given your student a verbal warning, and a bus incident report sent to parents.

Your child has been assigned an alternate seat: (select one) Yes or No

_____Second Offense: One-day bus suspension.

_____Third Offense: Three-day bus suspension; conference with student, parent, school, driver and transportation.

_____Fourth Offense: Five-day bus suspension.

_____Fifth Offense: Loss of bus riding privileges for the remainder of the school year.

Grade 6 through Grade 12:

_____First Offense: The driver has given your student a verbal warning, and a bus incident report sent to parents.

Your child has been assigned an alternate seat: (select one) Yes or No

_____Second Offense: One to three-day bus suspension; conference with student, parent, school, driver and transportation.

_____Third Offense: Five to ten-day bus suspension.

_____Fourth Offense: Loss of bus riding privileges for the remainder of the school year

STUDENT CONDUCT AND DISCIPLINE POLICY & GUIDELINES

(Policy 506)

The school board sets policies and rules for governing behavior and conduct while in the school environment. These policies and rules apply any time a student is present on district property, at a district-sponsored activity, and while traveling in district vehicles.

In addition, students who are participants in district activities need to understand the behavioral expectations and consequences for violations outlined by the Minnesota State High School League and the district related to chemical use, hazing or any other infraction covered by the high school league or district policies or rules.

While this policy pertains to all schools in the district, the school board recognizes the uniqueness of each building and classroom in which the policy must be implemented. This policy may be supplemented by additional policies, rules and procedures that recognize those unique needs.

EPS Philosophy Regarding Learning and Discipline

Optimum learning occurs in a positive, safe and secure environment. Students, parents or guardians, teachers, administrators and other district employees all share in the responsibility to ensure a positive climate for learning.

The school setting enables students to develop responsible behaviors and habits that will serve them now and later in life. Proper training in discipline should lead to self-control and respect for law, authority, property and the rights of others.

While self-discipline is the ideal, it is understood that corrective measures will be required at times. When it becomes necessary to enforce the consequences of discipline violations as outlined in this policy, the consequences are enforced in a manner that respects the dignity of the student and promotes healthy and responsible behavior.

Discipline is a learning experience, not just a punishment. To that end, discipline:

- Helps the student learn a lesson that will positively affect present and future behavior.
- Is designed to help the student control and change behavior, and guide the student into adulthood.
- Helps the student to grow intellectually and emotionally.
- Enhances the student's self-confidence, self-worth and self-image.

Roles and Responsibilities

School Board – The school board holds all district employees responsible for the maintenance of order within the school district and supports all employees acting within the framework of this discipline policy.

Superintendent – The superintendent will establish guidelines and directives to carry out this policy, hold district employees, students and parents responsible for conforming to this policy, and support district employees performing their duties within the framework of this policy. The superintendent will also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents.

Principal ~~and~~ / Assistant Principals/Deans – The school principal or designee is given the responsibility, authority and sole discretion to formulate building rules necessary to enforce this policy, subject to superintendent review. The principal will give direction and support to all school employees performing their duties within the framework of this policy. The principal or designee will consult with parents of students conducting themselves in a manner contrary to the policy. The principal or designee will also involve other professional employees in the disposition of

behavior referrals and make use of those agencies appropriate for assisting students and parents. A principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

Teachers – All teachers have responsibility for providing a well-planned teaching/learning environment and have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers will ensure acceptable student behavior. A teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

Other School District Employees – All school district employees are responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior are as authorized and directed by the superintendent. A school employee or other agent of a school district may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

Parents or Legal Guardians – Parents and guardians are responsible for the behavior of their children as determined by law and community practice. They are expected to partner with school authorities and to participate regarding the behavior of their children.

Students – All students are held individually responsible for their behavior and for knowing and adhering to the Code of Student Conduct.

DISCIPLINE GUIDELINES – Appendix I to Policy 506

Every student and employee of Edina Public Schools is entitled to learn and work in a safe school environment. To ensure this safe environment, the district and each school have established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly.

Students are expected to behave in accordance with federal, state and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state and local laws will be reported to local law authorities.

The following are districtwide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on district property, participating in a school- sponsored activity, or traveling in a district vehicle. These guidelines and the potential consequences also apply to student behavior that has a nexus to school property or the student's status as a district student. Student conduct that occurs off-campus, but has a nexus to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications. Listed are the violations and the recommended consequences; although all determinations will be made on a case-by- case basis. Minnesota State High School League consequences may also apply in accordance with its rules and district policy.

A student who accumulates excess violations of these disciplinary guidelines or several infractions for serious behavior may be disciplined in light of the student's overall record. The student and parent will have a conference with the principal and/or other appropriate employee(s) to make them aware that the student is accumulating excessive infractions. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon ~~his or her return~~ ~~if he or she~~ their return if the student commits additional offenses of the same nature.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g., student whose misbehavior is related to ~~his or her~~ their intellectual or physical disability). These discipline guidelines are based on school policies located on the district's website.

Edina Public Schools is a place of learning and it is important that interventions to change behavior are partnered with consequences for behaviors so that students are able to learn from these experiences. The table below summarizes potential interventions that staff will utilize when working through a disciplinary situation with a student.

Types of Infraction	**Potential Interventions**
Minor • Academic Dishonesty • Disruption to the Educational Environment • Physical Contact • Technology	• Communication with family • Family Involvement • Reset Break • Check In/Check Out • Restorative Conversation with teacher/student/Dean/Counselor/Social Worker • Restorative Community Room • Meeting with student/family/Dean/Counselor/Social Worker • Connect with Staff or Peer Mentor • Referral to problem-solving team if behaviors persist • Written Student Agreement created with Dean • Determine and provide needed academic

	supports • Support for impacted person • Mandated education • Support for making amends
Major • Alcohol, Tobacco, Controlled Substances Arson • Assault • Bullying/Harassment • Cyberbullying • Fighting • Racism, Acts of Discrimination • Robbery • Vandalism/Property Related	• Communication with family • Family Involvement • Threat Assessment, administered by School Psychologist/Social Workers • Restorative Conversation with teacher/student/Dean/Counselor/Social Worker • Restorative Community Room • Restorative work/payment to reverse damage • Meeting with student/family/Dean/Counselor/Social Worker • Connect with Staff or Peer Mentor • Written Student Re-Entry Agreement created with Dean • Referral to support services (counselor, therapist, problem-solving team, special education) • Staff Hallway Escort • Schedule change, limiting contact • Alternative passing times • Check In/Check Out • Schedule change, limiting contact • Alternative passing times • Support for impacted person • Mandated education • Support for making amends

ATTENDANCE

1. ATTENDANCE, TARDINESS, TRUANCY

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the intrinsic value of attendance each school day by each student. It enables every student to profit to the maximum degree from the enhanced learning environment that full attendance promotes.

Compulsory attendance policies for students under the age of 17 years will be applied in cases of chronic absence or tardiness. Parental notification will occur when a student is determined to be truant by the school. A student under the age of 17 years with seven or more unexcused absences may be referred to appropriate services.

Attendance disciplinary action is outlined in the district's attendance policy (Policy 503).

CHEMICAL INFRACTIONS

2. ALCOHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance or drug paraphernalia is prohibited while on district property, participating in a district-sponsored activity, or traveling in a district vehicle.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	Social worker intervention Police referral	3-day suspension Police referral

Grades 6-12	3-day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(**) Indicates disciplinary action assigned by building administration.

3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic, illegal substance or controlled substance on district property, while participating in a district-sponsored event or traveling in a district vehicle is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	~~Social worker intervention~~ Student Services Referral Police referral	3-day suspension Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(**) Indicates disciplinary action assigned by building administration.

4. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an “over the counter” medication must do so in a manner consistent with district policy (see Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any “over-the-counter” medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	~~Social worker intervention~~ Student Services Referral	1-day suspension	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(**) Indicates disciplinary action assigned by building administration.

5. MEDICATION MISUSE (PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with district policy (Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any prescription medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	~~Social worker intervention~~ Student Services Referral	1-3 day suspension	3-5 day suspension Police referral
Grades 6-12	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(**) Indicates disciplinary action assigned by building administration.

6. TOBACCO USE OR POSSESSION

Possession or use of tobacco is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances. Students who congregate in an area where tobacco use has recently

occurred (e.g., bathroom stall) will each be considered to have been using tobacco.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	Same/next day dismissal	2-day suspension Police referral
Grades 6-12	1-day suspension Police referral	2-3 day suspension Police referral	3-5 day suspension Police referral

(**) Indicates disciplinary action assigned by building administration.

DANGEROUS AND/OR NUISANCE ITEMS

7. FIREARMS

Minnesota state law requires that school boards must expel for a period of at least one year, a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The school board may modify this expulsion requirement on a case- by-case basis.The chart and the description don't match.

Grades	First Offense
Grades K-12	10-day suspension; Expulsion recommendation; Police referral

8. FIREWORKS

Possession, distribution or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of "Weapons, Explosives, Incendiary Devices, Ammunition and Other Dangerous Items."

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	Same/next day dismissal	3-day suspension
Grades 3-5	Same/next day dismissal	2-day suspension	5-day suspension
Grades 6-12	3-5 day suspension	5-10 day suspension	10-day suspension Expulsion recommendation

(**) Indicates disciplinary action assigned by building administration.

9. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but are not limited to, laser pointers, lighters, radios, squirt guns, video games, snaps, stink bombs, bolt cutters and crowbars.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	**	**
Grades 6-12	**	1-day suspension	3-day suspension

(**) Indicates disciplinary action assigned by building administration.

10. POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is discovered that a student has accidentally brought such an item to school, the student may not be considered in possession of a weapon. Nonetheless, because students are responsible for what they bring to school and possession of these items are prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and

appropriate action will be taken in accordance with district policy.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	1-day suspension
Grades 3-5	**	1-day suspension	3-day suspension
Grades 6-12	1-day suspension	3-day suspension	5-day suspension

(**) Indicates disciplinary action assigned by building administration.

11. WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION AND OTHER DANGEROUS ITEMS

The possession, real or implied, of weapons, explosives, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited. The possession of imitation, non-working, or self-created weapons (i.e. 3D printing) is prohibited. The use or detonation of explosives, weapons, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited.

Grades	First Offense	Second Offense
Grades K-5	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral	

DRIVING INFRACTIONS AND TRANSPORTATION

12. DRIVING, CARELESS OR RECKLESS

Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Parking permit revoked for identified time period Police referral	3-day suspension Parking permit permanently revoked Police referral	5-day suspension Police referral

13. TRANSPORTATION

All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period. Students, grades 6-12, who commit a fourth offense, will be suspended from riding the bus for the remainder of the school year.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Grades K-5	Verbal Warning	1-day bus suspension	3-day bus suspension	5-day suspension	Loss of bus riding privilege for school year
Grades 6-12	Verbal Warning	1-3 day bus suspension	5-10 day bus suspension	Loss of bus riding privilege for school year	

(**) Indicates disciplinary action assigned by building administration.

14. VEHICLE, UNAUTHORIZED PARKING, DISPLAY OF PARKING PERMIT
Not having or not displaying a valid parking permit is prohibited. Parking a vehicle in an unauthorized area is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permits.

Grades	First Offense	Second Offense	Third Offense
Grades ~~10~~ 9-12	Immobilization of vehicle and $30 fine	Immobilization of vehicle and $60 fine	Immobilization of vehicle and $90 fine

15. VEHICLE, STEALING PERMIT, FORGING PERMIT, FALSE PERMIT
Stealing, forging or using a false permit will result in a school suspension and the loss of parking privileges.

PHYSICAL INFRACTIONS

16. ASSAULT
Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	Same/next day dismissal Student Services Referral	3-day suspension Student Services Referral
Grades 3-5	1-2-day suspension ~~Social worker referral~~ Student Services Referral	3-day suspension ~~Social worker/police referral~~ Student Services Referral	10-day suspension Expulsion recommendation Police referral
Grades 6-~~9~~ 12	3-day suspension ~~Social worker referral~~ Student Services Referral	5-day suspension ~~Social worker~~ Student Services/police referral	10-day suspension Expulsion recommendation Police referral
~~Grades 10-12~~	~~3-day suspension~~ ~~Social worker referral~~	~~5-day suspension~~ ~~Social worker/police referral~~	~~10-day suspension Expulsion recommendation Police referral~~

(**) Indicates disciplinary action assigned by building administration.

17. ASSAULT, AGGRAVATED
Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	Same/next day dismissal	2-day suspension ~~Social worker referral~~ Student Services Referral	10-day suspension Police referral
Grades 3-5	5-day suspension ~~Social worker referral~~ Student Services Referral	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

18. FIGHTING
Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense

Grades K-2	**	**	** Student Services Referral
Grades 3-5	**	** ~~Social worker referral~~ Student Services Referral	Same/next day dismissal ~~Social worker referral~~ Student Services Referral
Grades 6-12	3-day suspension ~~Social worker referral~~ Student Services Referral	5-day suspension ~~Social worker referral~~ Student Services Referral	10-day suspension Expulsion recommendation

(**) Indicates disciplinary action assigned by building administration.

19. PUSHING, SHOVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	**	**
Grades 6-12	**	1-3 day suspension	3-5 day suspension

(**) Indicates disciplinary action assigned by building administration.

20. SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	Same/next day dismissal ~~Social worker referral~~ Student Services Referral	2-day suspension ~~Social worker referral~~ Student Services Referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(**) Indicates disciplinary action assigned by building administration.

PROPERTY INFRACTIONS

21. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grades	First Offense
Grades K-12	10-day suspension Expulsion recommendation Police referral

22. BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

Grades	First Offense	Second Offense

Grades K-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

23. FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	Same/next day dismissal	2-day suspension
Grades 3-5	**	Same/next day dismissal	2-day suspension
Grades 6-12	**	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(**) Indicates disciplinary action assigned by building administration.

24. ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force compelling acquiescence, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	Same/next day dismissal	2-day suspension
Grades 6-12	3-5 day suspension Police referral	5-10 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(**) Indicates disciplinary action assigned by building administration.

25. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	Same/next day dismissal ~~Police referral~~	2-day suspension Police referral
Grades 3-5	Same/next day dismissal Police referral	1-day suspension Police referral	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(**) Indicates disciplinary action assigned by building administration. Consider moving police referral to the third offense for K-2 (take it out of the second offense).

26. THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	Same/next day dismissal	2-day suspension

Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(**) Indicates disciplinary action assigned by building administration.

27. TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of district employees is prohibited and consequences below will also apply.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	**	Same/next day dismissal
Grades 6-12	1-day suspension	1-3 day suspension	5-10 day suspension

(**) Indicates disciplinary action assigned by building administration.

28. VANDALISM, MINOR ACTS (LESS THAN $500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(**) Indicates disciplinary action assigned by building administration.

29. VANDALISM, MAJOR ACTS (MORE THAN $500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	Same/next day dismissal	4-5 day suspension
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(**) Indicates disciplinary action assigned by building administration.

SCHOLASTIC DISHONESTY

30. DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	**	1-3 day suspension

Grades 6- 8 ~~9~~	**	1-day suspension	1-3 day suspension
Grades ~~10~~ 9 -12	1~~-day suspension~~ Student Services Referral	1-3 day suspension	3-10 day suspension

(**) Indicates disciplinary action assigned by building administration.

TECHNOLOGY INFRACTIONS

31. ELECTRONIC DEVICES, MISUSE OF

Rules relating to the possession and/or use of cell phones and/or personal electronic mobile devices in school are dependent upon the grade level of the individual student. Students are not allowed to use cell phones or personal electronic mobile devices at the elementary level during the hours of the school day, unless specifically directed otherwise by a district employee. High school and middle school students may use cell phones or personal electronic mobile devices at the discretion of a teacher and in a way that is not disruptive to the educational process including use in class or in any way that sacrifices, or potentially sacrifices, academic integrity (see also Dishonesty, Scholastic and Photographic Device Misuse).

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	**	**
Grades 6- 8 ~~9~~	**	**	1-day suspension
Grades ~~10~~ 9 -12	**	1-day suspension	3-day suspension

(**) Indicates disciplinary action assigned by building administration.

32. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera to capture, record, transmit, and/or post the words or sounds (i.e., audio) and or images (i.e., pictures/video) of any student, staff member, or other person without their permission and/or ~~that~~ impinges upon the rights of others ~~and~~ is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	**	**	**
Grades 6-12	1-2 day suspension	3-5 day suspension	5 day suspension

(**) Indicates disciplinary action assigned by building administration.

33. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

Misuse of technologies, equipment or network; deletion or violation of password-protected information, computer programs, data, passwords or system files; inappropriate accessing of files, directories and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse. Students will follow the following Online Code of Ethics when using district technology, network resources and the Internet, including Web 2.0 products.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	**	**	2-3-day suspension. Network access limited or monitored for the rest of the year.
Grades 6-12	**	**	10-day suspension and access limited or monitored indefinitely. Expulsion recommendation.

(**) Indicates disciplinary action assigned by building administration.

34. TECHNOLOGY & TELECOMMUNICATIONS, BREACH OF

The deliberate breach of the school district network and technology resources is prohibited, and may result in disciplinary actions, including but not limited to suspension, police referral and recommendation for expulsion.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	1-3 day suspension. ~~Social worker referral.~~ Student Services referral	3-5 day suspension. Police referral.	10-day suspension. Police referral. Recommendation for expulsion.

THREATENING AND/OR DISRUPTIVE BEHAVIOR

35. RACISM, RELIGIOUS BASED DISCRIMINATION, XENOPHOBIA, SEXUAL ORIENTATION AND GENDER IDENTITY DISCRIMINATION

Student misconduct based on race, religion, country of origin, sexual orientation or gender identity that includes, but is not limited to inappropriate and harmful comments, slurs, jokes, pictures, objects, threats, and/or intimidation.

Grade Band	First Offense	Second Offense	Third Offense
Grade K-2	*	* Student Services Referral	Same/next day dismissal Student Services Referral
Grades 3-5	*	Same/next day dismissal Student Services Referral	1-2 day suspension Student Services Referral
Grades 6-8	1-3 day suspension Student Services Referral	3-5 day suspension Student Services Referral	10-day suspension pending further investigation** Student Services Referral
Grades 9-12	3-5 day suspension Student Services Referral**	10 day suspension pending further investigation** Student Services Referral	10 day suspension pending further investigation** Student Services Referral

(*) Indicates disciplinary action assigned by building administration

(**) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion

36. ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating, or inflammatory or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	** Student Services referral	** Student Services referral
Grades 3-5	**	** Student Services referral	** 1-2 day suspension Student Services referral
Grades 6-~~9~~-8	1-2 day suspension	2-3 day suspension	3-5 day suspension
Grades ~~10~~ 9 -12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(**) Indicates disciplinary action assigned by building administration.

37. BOMB THREAT OR TERRORISTIC THREAT

Making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	** Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 3-5	5-day suspension Police referral	10-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(**) Indicates disciplinary action assigned by building administration.

38. BULLYING OR INTIMIDATING BEHAVIOR

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	** Student Services referral	** Same/Next day dismissal Student Services referral ~~Social worker intervention~~
Grades 3-5	**	** Same/Next day dismissal Student Services referral ~~Social worker intervention~~	1-day suspension Student Services referral ~~Social worker intervention~~
Grades 6-12	**	1-3 day suspension Student Services referral ~~Social worker intervention~~	2-10 day suspension Student Services referral ~~Social worker intervention~~

(**) Indicates disciplinary action assigned by building administration.

39. DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb, others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	** ~~Social worker intervention~~ Student Services referral
Grades 3-5	** ~~Social worker intervention~~ Student Services referral	Same/next day dismissal	1-day suspension
Grades 6-12	1 day suspension ~~Social worker intervention~~ Student Services referral	2-5 day suspension	10-day suspension Expulsion recommendation

(**) Indicates disciplinary action assigned by building administration.

40. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	**	Same/next day suspension
Grades 6~~-9~~ 8	**	**	1-3 day suspension
Grades ~~10~~ 9 -12	**	1-day suspension	3-day suspension

(**) Indicates disciplinary action assigned by building administration.

41. FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	Same/next day dismissal Police referral	2-day suspension Police referral
Grades 3-5	Same/next day dismissal Police referral	2-day suspension Police referral	3-day suspension Police referral
Grades 6-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(**) Indicates disciplinary action assigned by building administration.

42. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	Same/next day dismissal	2 day suspension
Grades 6-12	**	1-3 day suspension	3-5 day suspension
Gra			

(**) Indicates disciplinary action assigned by building administration.

43. HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age, as defined in the district policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	** Student Services referral	Same/next day dismissal Student Services referral
Grades 3-5	**	Same/next day dismissal Student Services referral	2-day suspension Student Services referral
Grades 6-8	**	1-3 day suspension	3-5 day suspension
Grades 9-12	1-3 day suspension	3-5 day suspension	10 day suspension Expulsion recommendation

(**) Indicates disciplinary action assigned by building administration.

44. HAZING

Hazing activities of any type are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Specific examples of hazing are found in Policy 526 – Student Hazing Prohibition. Hazing, by its very nature, often occurs off

school grounds, after school hours, on non-school days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	**	**	**
Grades 6-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(**) Indicates disciplinary action assigned by building administration.

45. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	**	**	Same/next day dismissal
Grades 6-12	**	1-3 day suspension	3-5 day suspension

(**) Indicates disciplinary action assigned by building administration.

46. THREATENING GROUP ACTIVITY

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	** ~~Social worker intervention~~ Student Services referral
Grades 3-5	**	** ~~Social worker intervention~~ Student Services referral	Same/next day dismissal Student Services referral
Grades 6-12	3-day suspension ~~Social worker intervention~~ Student Services referral	5-day suspension	10-day suspension Expulsion recommendation

(**) Indicates disciplinary action assigned by building administration.

47. THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES OR OTHER PERSONS

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	Same/next day dismissal	2-day suspension	10-day suspension
Grades 3-5	5-day suspension	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

OTHER BEHAVIOR INFRACTIONS

48. DRESS AND APPEARANCE

~~Inappropriate clothing or appearance is prohibited. Inappropriate clothing or appearance includes, but is~~

~~not limited to:~~

- ~~Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as sexual. Examples of such clothing include "short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.~~
- ~~Wearing clothing that includes words or pictures that are obscene, vulgar, abusive and discriminatory or that promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.~~
- ~~Wearing clothing promoting products or activities that are illegal for use by minors.~~
- ~~Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. This prohibition includes 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 prohibited harassment or violence against other individuals as defined in district policy.~~
- ~~Wearing clothing or footwear that could damage school property.~~
- ~~Wearing masks face paint or grooming that limits or prevents identification of a student.~~
- ~~Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.~~
- ~~Wearing clothing in a manner that displays undergarments.~~

~~The appropriateness of wearing of hats and caps will be determined at each school by the principal. Administrators reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of these guidelines, the student will be directed to make modifications or be sent home for the day.~~

This school district encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Further detail on Student Dress and Appearance is described in Policy 504.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	** Student Services referral	** Student Services referral	~~1-3 day suspension~~ ** Student Services referral

(**) Indicates disciplinary action assigned by building administration.

49. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	**	1-3 day suspension
Grades 6-12	1-3 day suspension	3-day suspension	3-5 day suspension

(**) Indicates disciplinary action assigned by building administration.

50. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense

Grades K-2	**	**	**
Grades 3-5	**	**	Same/next day dismissal
Grades 6-9	**	1-3 day suspension	3-5 day suspension
Grades 10-12	1-day suspension	3-day suspension	3-5 day suspension

(**) Indicates disciplinary action assigned by building administration.

51. SECRET SOCIETIES (FRATERNITIES/SORORITIES)

Membership in secret fraternities, sororities and clubs is prohibited throughout the district.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	**	**
Grades 6-12	**	1-3 day suspension	3-5 day suspension

(**) Indicates disciplinary action assigned by building administration.

52. UNIQUE SITUATIONS

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

Established: 7/18/11. Revised: 10/22/12; 8/19/13, 7/30/14, 7/20/15, 7/25/16