

1. Regular meeting called to order by Chair. Pledge of Allegiance.
Roll call.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the October 17 Regular & November 14 Working Board meetings.
 - b. Approve the November bills.
 - c. Review and accept the November Treasurer's report.
 - d. Enrollment Analysis
 - e. Personnel
4. Acknowledgement of Donations or Contributions.
5. Open Forum
6. Presentation by PLC Leadership Team.
7. Review Elementary Principal's report.
8. Review High School Principal - Activities Director report
9. Review Community Ed report.
10. Review Superintendent's report
11. Acknowledge "Braham Honors" recipients.
12. Review Student Council Representative's report.
13. School Board members' reports/updates.
14. Consider acceptance of the FY 2016 School District Audit Report.
15. Review Community Ed Annual Report.
16. Review Compulsory Attendance report.
17. Review the proposed 2017-2018 School Calendar.
18. Consider request to start/add an Independent Contractor Activity called Snocross to our list of co-curricular activities.
19. Approve the World's Best WorkForce 2015-16 summary. - pg 16
20. Approve the World's Best WorkForce 2016-17 plan. - pg 21
21. Consider revision & update to policy #902 - Community Use of School Buildings & Facilities. - pg 32
22. Consider update of policy #707 - Transportation of Public School Students. - pg 38
23. Consider cycle review of district policies. - pg 46
24. Consider **SECOND** reading of MSBA Policy for discussion, update and adoption. - pg 81
25. Reminder of the December School Board meeting.
26. Adjourn.

- 1. Meeting called to order by Chair. Pledge of Allegiance.

Roll Call.

- 2. Adopt agenda.

- 3. Consent Agenda.

- a. Approve the minutes of the October 17 Regular & November 14 Working Board meetings.

Ind. School District No. 314
Isanti, Pine, Chisago & Kanabec Counties
Braham, MN 55006

Regular School Board Meeting
Monday, October 17, 2016
7:00 pm – BAHS Community Room

The regular school board meeting was called to order by Chair Steven Eklund at 7:00 p.m. The Pledge of Allegiance was given.

Members present: S. Eklund, M. Thompson, T. Cuda, A. Londgren, R. Wyganowski, J. Paitl and Supt. Gagner.
Members absent: A. Flowers

Motion by T. Cuda, second by M. Thompson to adopt the agenda with one additional item to consider the updated Joint Powers Agreement and Bylaws with RRSEC. Carried

Motion by R. Wyganowski, second by A. Londgren to approve the minutes of the September 19th Regular School Board meeting, approve the October bills \$212,629.31; and, accept the October Treasurer’s report. The board accepted the resignation of **Amber Hoffman** as the Knowledge Bowl advisor effective 09-21-16. The board approved the hiring of: **Peter Duvernay** as a special ed para 33.75 hours per week at step 1 of the para contract. His start date was 09-23-16. **Michelle Oquist** as a Title One para 27.5 hours per week at step 3 of the para contract. Her recall start date was 10-3-16. **Nicole Zimpel** to be hired as a special ed para 33.75 hours per week at step 1 of the para contract. Her start date was 10-3-16. **Nichole Nelson** as the prom advisor for 2016-17 at lane 2 step 5 of the “C” schedule.

Motion by M. Thompson, second by J. Paitl to acknowledge the October 2016 donations for the purposes requested: formal gowns and tux valued at \$2,400 from Princess Bride Boutique & Cynthia’s Bridal Emporium for fine arts program; \$600 from Moose Lodge #1544, \$500 from Isanti Cnty Farm Bureau, \$200 from Chisago Cnty Farmer Union, and \$750 from Grandy Lions for FFA; \$12,500 from Gene Haas Foundation for CNC Machining class; and, \$10 from MinnCo for Friends of Rachel. Carried

Under Open Forum - There was input regarding the proposed fees for community use of the buildings and facilities. They are concerned that it could limit participation if the costs are raised.

Alec Downing, Student Council representative reviewed their report. There was great school spirit shown during homecoming week. Congratulations to all the candidates: Lizzie Altendorf, Kaitlyn Dordal, Andi Nordby, Kaylie Paitl, Anna Stigen, Alec Downing, TJ Husnick, Jacob Lindgren, Hunter Richmond and Matthew Rydlud. Anna and Jacob

were crowned queen and king. Many student council and National Honor Society members attended We Day at the Excel Center. They learned about leadership and antibullying. Four student council members also attended a leadership workshop.

PE/Health PLC leader, Sue Pearson shared with the board. The elementary PE classes use a program called Fitnessgram to measure student growth in physical goals. They test twice a year using this program. The goal is to see 5% growth for the students. They use the program to drive curriculum to student improvement. The PE PLC is working on getting the program at the high school level.

Greg Burkhardt from Burkhardt and Burkhardt presented the board with the FY 16 audit. Mr. Burkhardt stated they look at seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and uniform financial accounting and reporting standards for school districts. The financial position of the governmental activities and each major fund received a clean report. The FY 16 Audit will be considered for approval at the November Regular Board meeting.

Jeff Eklund, Elem Principal reviewed his written report. Congratulations to Karen Leniz for being chosen by her peers as the T.E.A.M. Award winner for October. During Fire Prevention week several firemen spent the day at the elementary school talking to kids about fire safety. Thank you to Ross Benzen for organizing this great day!

Shawn Kuhnke's, Principal/AD, reviewed his written report. Building evacuation drill was on Sept. 30th. Winter sports will get underway beginning Nov. 8th. EXCEL applications were due on Oct. 12th. Participation numbers for FFA - 25; Jazz Band - 16; Echelon - 11; and, fall musical - 40 students.

The board reviewed the Community Ed report. Pre-school screening was Oct 5th. 26 children were screened. The next screening date is Jan. 24, 2017. Advisory council meeting was held on Oct. 10th.

Supt. Gagner reviewed his written report. Members of BEPO, Aurelius Mfg., BACK, Braham Alumni, Event Center, and Dollars for Scholars have met three times to continue discussion regarding joining forces as a unified group in support of Braham Area Schools. The next meeting is scheduled for Nov. 2nd at 6 p.m. in B100. WBWF plan is out on the district website for all the review and make suggestions and comments. The plan will be considered at the Nov. board meeting for approval.

Supt. Gagner congratulated the following staff, students and community members for their accomplishments as "Braham HONORS" recipients. They are: Ross Benzen, Shawn Fisher, Farrah Hamlin, Ariel Hoffman, Kristin Holt, Julie Peterson, Alyssa Robinson, Holly Schmidt, Samantha Tousley, Christina Arrell, Daira Hendrickson, Erin Joy, Jessica Olson, Amy Simpson, Solitaire Fjosne, Hanna Schaffner, Elayne Beehler, Jonelle Klemz, Katie Sparling, Jay Sparling, Chris Thielen, Marlys Carlson, Edie Kaunonen, Lindsay Rasmussen, Britne Engelking, Karen Leniz, Bryan Johnson, Luke Becker, Ursula Scheele, Mariah Olson, paulette Weisz, Kristi Lee, Lindsay Rasmussen, Audra Carter, Judy Bendickson, Kris Stull, Danika Dahlin, Lori Williams and Julie Grell.

School board members attended FB, VB & Cross Country games, Youth sports, Haas Foundation check presentation, WBWF, CEU, and budget committee meetings, SCRED legislative forum, and RRSEC Governing board.

Motion by M. Thompson, second by J. Paitl to approve the updated RRSEC Joint Powers Agreement and Bylaws and to direct the clerk of the board to sign and send to RRSEC. Carried

Motion by A. Londgren, second by T. Cuda to approve the Instructional Staff and Support Staff Seniority Lists for 2016-17. Carried

Motion by J. Paitl, second by T. Cuda to allow the district to waive the requirement to reserve all or any part of the 2% staff development basic revenue as allowed by MN Statute 122A.60. Carried

Motion by R. Wyganowski, second by A. Londgren to to accept the low bid submitted by Kevin Held with D & M Excavating for the snowplowing and snow removal for the 2016-2017 and the 2017-2018 winter seasons. Carried

Motion by M. Thompson, second by T. Cuda to to award the land lease agreement on the school owned farm property, 4.3 acres for the 2017 contract season to Michael C. Dennis, Jr., with the top bid of \$346.15 which is \$80.50/acre. Carried.

Motion by A. Londgren, second by J. Paitl to approval the annual MDE Assurance of Compliance report. Carried.

Motion by M. Thompson, second by R. Wyganowski to approve the Florida 2018 spring training trip requested by the softball team. Carried.

Motion by T. Cuda, second by A. Londgren to set a Working School Board meeting for Monday, November 14th for the purpose of discussing the fee structure in policy #902. Carried.

Motion by R. Wyganowski, second by J. Paitl to adopt policy #503 - Student Attendance as revised. Carried.

Motion by M. Thompson, second by J. Paitl to adopt the changes to #418 - Drug-Free WorkPlace - Free School, #419 - Tobacco/Smoke Free and # 707 - Transportation of Public School Students policies. Carried

Chair Eklund reminded all present of the November Regular School Board meeting to be held Monday, November 21, 2016 at 7 p.m. in the Community Room at the high school.

Motion by R. Wyganowski, second by T. Cuda to adjourn the meeting. Chair Eklund adjourned the meeting at 8:45 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

Ind. School Dist. No. 314
Isanti, Pine, Chisago &
Kanabec Counties
Braham, MN 55006

WORKING School Board Meeting
Monday, November 14, 2016
7:00 p.m. - BAHS - Community Room

The WORKING meeting was called to order by Chair Steven Eklund at 7:00 p.m.
The Pledge of Allegiance was given.

Members present: S. Eklund, M. Thompson, A. Londgren, T. Cuda, A. Flowers, R. Wyganowski, and Supt. Gagner
Members absent: J. Paitl

Motion by M. Thompson, second by T. Cuda to adopt the agenda. Carried

Supt. Gagner presented information on the 2016-17 World's Best WorkForce (WBWF) Plan. Discussion followed.

Supt. Gagner shared 2015-16 budget information with the board. Discussion followed.

Supt. Gagner presented Policy #902 - Community Use of School Facilities and Grounds with three proposed cost options for groups using the facilities. Discussion followed.

Motion by M. Thompson, second by A. Flowers to adjourn the meeting.

Chair Eklund closed the Working meeting at 8:23 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steve Eklund, Chair

- b. Approve the November bills.
- c. Review and accept the November Treasurer’s report.
- d. Review enrollment analysis

Grade	change from Spr 16	Sept 13	Oct 3	Nov 1
K		61	61	62
1	-5	56	58	57
2	-5	47	47	47
3	1	62	64	63
4	-2	45	46	46
5	-2	62	63	62
6	-5	63	62	59
7	-4	51	51	51
8	-11	65	64	64
9	-9	56	55	54
10	0	59	58	58
11	-6	50	50	50
12	1	54	52	50
	-48			
K - 12				
Sub-Total	774	731	731	723
ECSE	21	15	15	16
TOTAL				
K - 12 plus ECSE	795	746	746	739

e. Personnel

RESIGNATION

Alan Haggemiller, Custodian, has submitted his letter of resignation effective Nov. 30, 2016. Mr. Haggemiller has been with the district since Aug. 2003.

RECOMMENDATION

Micah Malamisuro is being recommended by Principal Eklund as a 33.75 hour per week special ed para. His start date is Nov. 21, 2016. He will be paid on Step 1 of the para contract.

Julie Merchlewicz, is being recommended by Principal Eklund as a 1.5 hr/day lunchroom/recess para. Her start date was Nov. 8, 2016. She will be paid on Step 1 of the para contract.

Ryan Kedrowski is being recommended by Principal/AD Kuhnke as the Knowledge Bowl Advisor. His start date is Nov. 21, 2016. He will be paid on Lane 2 Step 1 of the “C” Schedule.

Josh Faulkner is being recommended by Principal/AD Kuhnke as the C-team boys’ basketball coach. His start date is Nov. 21, 2016. He will be paid on Lane 8, Step 1 of the “C” Schedule.

Amie Yerke is being recommended by Principal/AD Kuhnke as the C-team girls’ basketball coach. Her start date is Nov. 7, 2016. She will be paid on Lane 8, Step 1 of the “C” Schedule.

4. Acknowledgement of donations or contributions.

Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

"BE IT RESOLVED by the School Board of Independent School District No. 314 that the School Board accepts with appreciation the following contributions and permits their use as designated by the donors.

Donor	Item and/or Amount	Purpose
Braham Warriors	\$905.60	Wrestling mats
Jill & Ken Gagner	\$800.00	District use
Diane Bondeson	\$50.00	School supplies for BAES
Grandy Lions	\$300.00	Carpet for EC classroom
Braham Knit Wits	2 doz knit hats	for student needs
Monte Niemi	\$3,060 value	Chip rubber flooring for Greenhouse
Donna Mann	Decorations	HS Halloween party
Lindsay Rasmussen	Gift cards & pop	HS Halloween party
Olympac	Treat bags	HS Halloween party
Mike's Grocery Store	Pumpkins	HS Halloween party
Walmart	\$75	HS Halloween party
Pizza Pub	4 gift certificates	HS Halloween party
Braham Chamber of Commerce	\$50	HS Halloween party
Subway	3 gift certificates	HS Halloween party
Marie Sward	Food & prizes	HS Halloween party
Teresa Person	Food & prizes	HS Halloween party
Judy Patzoldt	Food	HS Halloween party
Michelle & Greg Becker	Food	HS Halloween party
Dana Hendren	Food	HS Halloween party
Marlys Carlson	Food	HS Halloween party
Connie Gelle	Food	HS Halloween party
Dustin Hoepfer	Prizes	HS Halloween party
Jane Johnston	Food	HS Halloween party
Tammi Johnson	Bomber apparel	HS Halloween party

5. Open Forum.

6. Presentation by PLC Leadership Team.

Presentation by JeanAnn Mattson on behalf of the 1st and 2nd grade PLC Team

7. Review Elementary Principal's report.

**Braham Area Elementary
November 2016 Board Report**

1. **Halloween Party**
 - 250+ kids!
 - 500+ people!
 2. **Conferences**
 - Great turnout
 - Teachers had the opportunity to show progress with families.
 - Lots of data to share
 3. **Conference Meals**
 - A huge THANK YOU to BEPO for the meals at conference time.
 4. **MN PreK-3rd Grade Leadership Series**
 - This comprehensive, 5-day series supports elementary level principals in improving their school's readiness and the alignment of policies and practices across the birth-to-age-eight learning continuum.
 - Thank you to Mrs. Rasmussen for attending these with me.
 5. **MESPA Legal Seminar**
 - Roger Aronson led this discussion on some of the key legislation in the state.
 6. **Bomber Boost**
 - Starts November 29th.
 - Runs T/Th from 3:00 - 5:00
 7. **Congratulations to Andrew Olson! He is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner**
 - Andrew was nominated by his fellow staff members.
 - "Andy is a real team player! He has shown real initiative in making our school look the best he can. He gets along great with staff and students. We are VERY lucky to have him at our school!"
 8. **Early Childhood Report**
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8. Review High School Principal - Activities Director report.

**HS Principal / Activities Director
School Board Report
November 21, 2016**

1. Congratulations to our teacher nominated October students of the month: Grade 7: Lacy Cuda, Trinity Haapala, Jillian Hollenkamp, Jonah Johnson, Hannah Kopel, Evelyn Krogerson, Ella Kuhnke, John Manke, Tyler McElrath, Hannah Olson, Bryce Pierson, Easton Sexton, Auron Sisko Grade 8: Michael Hackler, Shane Lund Grade 11: Madalyn Emerson, Calvin Engberg, Paige Pass and Grant Wilsey.

2. I have been involved in several teacher observations, I have been very impressed with the teaching we have going on in our classrooms!
3. Reading and Math OLPA's had been taken at the end of October. Indicators of student achievement, including scale scores and performance levels, are derived using the same methods used to report the MCA-III Accountability assessments. Thus, teachers may use the results to gauge student preparedness for the Accountability assessment and target instruction before the MCA-III Accountability Assessment in the spring.
4. We had a very nice turnout of Veterans at our Veterans Day Lunch at the High School. The students enjoyed the experience of engaging in conversations with the veterans that were present. Also, thank you to Donna Bryant and the entire food service department for decorating the lunchroom and for providing a hearty meal!
5. Parent Teacher Conferences were held on November 10 and 15 from 3:30 – 7:30 p.m. We are in the process of still tallying the overall attendance at the HS level.
6. Congratulations to all of our fall activities for their successful seasons.
 - Our Boys Cross Country team finished 14th out of 21 teams in the section.
 - Our Volleyball team lost in the Section Finals to Kimball. The girls finished the year with a 16-16 record and as the runner up in Section 5A.
 - Our Football team lost in the State Class A Quarterfinals to Wabasso 22-0. The Guys finished the year with an 8-3 record and were also Section 7A Champions and entered the state tournament for the fourth year in a row and for the fifth time in the last six.
7. All Varsity Fall Schedules are finalized for 2017, with the exception of a few Cross Country events.
8. I am very proud to announce Ms. Emily Lindquist and Mr. Hunter Giffrow as our EXCEL Award winners. This is awarded annually to juniors for their Excellence in Community, Education and Leadership.
9. AAA applications have been accepted through November 16.
10. The fall musical finished with their last of five performances on Sunday, November 13. I thought the performance was fantastic! I have also heard many positive comments from the directors, students and community. As you well know, a lot of time, effort and energy go into making these performances possible. Congratulations to the students and staff in the production of these wonderful performances!
11. Currently our JH Girls Basketball season and Varsity/JV/C Girls Basketball seasons are well underway. Varsity/JV/C Boys Basketball and Wrestling start tonight.
12. Winter participation numbers will be available for your review at the next meeting.

Respectfully Submitted,
Shawn Kuhnke

9. Review Community Ed report.
11/16/17

Community Ed-

Classes are going great, children are now enjoying yoga with Kyla Rippey. Sarah is working on putting the Winter-Spring brochure together and getting instructors for classes. Next adult class will be wine glass painting on Dec. 8th at 6pm in the art room.

Advisory Council-

Advisory Council will be held on Monday, Nov. 28th @ 6pm. - Board members are invited

10. Review Superintendent's report.
1. SEE Regional Meeting update (Oct. 13):
 - Legislative platform is being finalized and will be sent soon. Primary focus continues to be equitable funding.
 2. The Elmhurst street/sidewalk assessment assigned to ISD #314 for the summer/fall 2016 project will be \$202,782. From this amount we expect to deduct facility bond funds of approximately \$65,000 which were set aside for the sidewalk. The remaining amount will be paid out over a ten year span from our capital fund.
 3. Event Center Strategic Planning Meeting update (Oct. 18):
 - The event center is creating a roadmap for the next 3-5 years and invited a group of approximately 25 community members to participate in planning meetings:
 - An action plan is being finalized and will be shared in the next month
 - Goals include establishing clear policies, improving communications (web site, signs), sharing the mission, and ensuring a viable volunteer base moving forward.
 - The center wants to increase student programming and work together to write a grant for building a path connecting the center to the school's baseball complex which leads to a safe pedestrian route to both school buildings.
 4. Isanti County Children's Collaborative Meeting update (Oct. 26):
 - a. Tony Buttacavoli - Director of Community Services - will take over as the new chair
 - b. Budget was discussed - funding expected to remain stable for the remainder of this school year (chemical dependency support / Mary Keller - Teen Focus). Cambridge is asking that for next school year contributions be divided by number of students - meaning Cambridge would receive increased funding and Braham would receive less.
 5. Braham Chamber of Commerce Meeting update (Nov. 1):
 - Routine business was discussed
 - See the Chamber website for an extensive list of upcoming community events
 - Next meeting scheduled for Jan. 10.
 6. Isanti County Corrections Advisory Board update (Nov. 2):
 - Deb Natzel from Isanti County Social Services shared an update on the Drug Free/Drug Abuse Coalition. Current priority is to get Narcon into the hands of local authorities as a quicker response to overdose.

- *Central Minnesota Jobs and Training* gave an update. Ryan Redfield works with our district on youth programming. This is an outstanding resource for students.
 - Judge Dehn gave an update on attempts to get breathalyzer machines in area bars.
7. Braham Foundation interest meeting update (Nov. 2):
- Thirteen people attended this 4th meeting to gauge interest in setting up an **Education Foundation** for the Braham Community. Kristi Ackley, from the Initiative Foundation, gave a thorough presentation on what a Foundation could look like in Braham. The public is invited to call if they would like more information.
8. Grandy Lions Meeting update (Nov. 7):
- The Lions donated over \$63,000 this past fiscal year
 - Among several grants awarded Monday included:
 - a. \$750 towards the Supermileage program
 - b. \$450 towards the boys 6th grade traveling basketball team (not school district)
9. Rum River Special Education Cooperative Executive Council update (Nov. 9):
- Presentation on the role of Behavioral Analysts (RRSEC has five analysts on staff)
 - Casey Ewert serves our district
 - Provides support for behavioral interventions (teachers, students, administration)
 - RRSEC is under a due process self check file review from MDE. Eighty-six files were randomly pulled and must be reviewed. Next year MDE will conduct a fiscal review and the following year a due process review. The MDE reviews are more extensive.
10. Facilities Project: As of October 12, there are a few small items left on the punch lists.
- Interior:
 - After commissioning agents gave final approval on Nov. 11, the interior project is Substantially complete.
 - Exterior:
 - Substantially complete - monitoring grass areas in spring
11. An appreciation breakfast for retired staff was held on November 7 with approximately 15 in attendance. The group was given a short presentation on the status of the district and tours were offered. A big thanks to the student council for funding this event and leading tours!
12. Hats Off to all our wonderful staff at Braham Area Schools. While we are always grateful for the hard working and caring folks of ISD 314, we want to especially recognize their work as part of American Education Week, Nov. 14-18.
13. District Assessment Coordinator (DAC) update:
- a. Check assessment page on the district website for a list of resources/testing calendars.
14. Forty-five students at Braham earned a total of 158 college credits from the University of Minnesota during the 2015-2016 school year. The total value, if the students paid regular tuition, was \$74,382. The actual cost to the district was \$6,525.
- i. In '14-'15 the numbers were:
 1. 35 students
 2. 230 credits
 3. \$106,683 tuition value
 4. \$10,150 actual cost to district

15. It has been noted the Community Calendar has a error in that it shows no school on Thursday, December 22. This is INCORRECT information. **Braham Area Schools will be in session on Thursday, December 22.**

16. Ongoing items:

- a. With the current staff development waiver in place, the committee will not meet again until January 20, 2017.
- b. The process of teacher evaluations is in full swing.
- c. The District PLC Leadership team meets once each month while the entire PLC team meets twice monthly with the task of meeting WBWF goals. A member of each PLC team will share a brief report with the board following this schedule:
 - i. December: Lori Lemieux (3/4)
 - ii. January: Tammi Johnson (Social Studies/English)
 - iii. February: 5/6 PLC
 - iv. March: Roxanne Kirby (PreK/K)
 - v. April: Catie Hanson and Kelly Rud (SpEd)
 - vi. May: Dave Blomdahl (Math/Science)
 - vii. June: Bryan Johnson and Tiffany Flogel (CTE, Art, Business, Music, Counseling)

11. Acknowledge “Braham Honors” recipients

10-14-16	Mary Adam, Jeff Eklund, Bob Hughes, Shawn Kuhnke, Steve Eklund, Ken Lindgren, Allison Londgren, Trina Olson, Ursula Scheele, Mike Thompson, Jake King, Hunter Richmond, Alex Kurvers, Luke Becker, Chris Grote, Tammi Johnson, Becky Swanson, Jonelle Klemz	Braham Area School District #314 would like to recognize you for your contributions in creating the World's Best Workforce plan. Students attending districts with a clear purpose and commitment to achievement have higher success rates. We thank you for being part of this process!
10-19-16	Tammi Johnson	Braham Area School District #314 would like to recognize you for your contributions in creating the Junior High Mentoring Program. Successfully run mentoring programs are proven to positively impact school outcomes. We thank you for leading this process!
11-7-16	Student Council members & Emily Lindquist, Taitte Shores, Megan Gruba, Matt Rydland, Kaitlyn Dordal	Braham Area School District #314 would like to express our sincere appreciation to Student Council for going the extra mile on Monday, November 7th. Thank you for providing a "sweet treat" for each of the retirees at the Fall Retiree Gathering but especially to the members who were here on a non-school day to offer tours to any interested retirees. Your efforts are greatly appreciated!
11-7-16	Shawn Kuhnke, Nick Hohn, Chris Grote, Brady Yrjo, Alex Sundly, Jay Sparling, Aitor Leniz	Braham Area School District #314 would like to recognize you for your contribution in earning a 4th consecutive trip to the MN State High School League Football Tournament. Students involved in quality extra curricular programming have high rates of success beyond high school. Your leadership and commitment to excellence makes a difference. Congratulations!

11-7-16	Bryan Johnson, Tracy Fix, Karl Fix, Andrea Downing, Amber Hoffman, Nancy VanderHeyden	Braham Area School District #314 would like to recognize you for your contribution in the 2016 production of 'The Wedding Singer'. Students involved in quality extracurricular programming have high rates of success beyond high school and your leadership and commitment to excellence makes a difference. Congratulations!
11-7-16	Jonelle Klemz, Marie Sward,	Braham Area School District #314 would like to recognize you for leadership in helping to plan the Halloween events for the elementary and/or high school. You, along with all those you recruited to help, created a safe environment filled with fun for the community of Braham. Thank you!
11-7-16	Mike Thompson	Braham Area School District #314 would like to recognize you for talents in securing a grant from MDU Resources that after a generous donation from the BACK committee will directly support students of our district. Thank you!
11-7-16	Dustin Hoeper, Darwin Nelson	Braham Area School District #314 would like to recognize you for your contributions to continue the fine tradition of posting the large student activity banners in our school. These banners are a source of pride for students, families, and the entire community. Your work is appreciated.
11-7-16	Ludwig & Sparling Advisories & Leniz, Harvey, Sybrant's 5th grade classes and Shawna Surdey	Braham Area School District #314 would like to recognize the advisory classes of Jay Sparling & Emily Ludwig, and the 5th grade classrooms of Aitor Leniz, Shandell Harvey, and Korey Sybrant for donating 1,100 pairs of socks (valued at \$2,200) to New Pathways Inc. According to New Pathways Inc., socks are the number one item of need. This is a great example of demonstrating what Bomber PRIDE means not only in our school, but also in our community.
11-7-16	Dawn Olson, Roger Lafontaine	Braham Area School District #314 would like to recognize you for the excellence service provided to a family in need on the date of October 31, 2016. This is a great example of the commitment to service attitude we take special pride in delivering. You are appreciated!
11-11-16	Donna Bryant, Cindy Ledford, Terri Stone, Gay Hagford, Sarah Tilkens-Rogstad, Erika Gould, Mary Rubink	Braham Area School District #314 would like to recognize you for the excellent meal and service you provided for our Veteran's on Friday, November 11th. Your preparations included not just the meal, but your decorations as well. Your efforts are greatly appreciated.
11-11-16	JeanAnn Mattson, Nicole Nelson	Braham Area School District #314 would like to recognize you for your leadership and planning regarding the 2016 Veteran's Day Program. It was a wonderful event to honor these fine individuals. Your work is appreciated.

11-15-16	Nick Jackson, Michael McAdams, Jack Mault, Cody Carlson, Kyler Gustafson, Makailah Torsch, Jesse Anderson, Maria Hamlin, Hunter Herman, Jeremy Brown, Luke Becker	Braham Area School District #314 would like to recognize you for your work on the greenhouse building project. Your efforts will pay off for upcoming classes for years to come. Thank you for all your hard work!
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12. Review Student Council Representative's report.

**BAHS Student Council
School Board Report
November 2016**

Retiree Recognition Breakfast: Four of our members came into school on Monday, November 7th to give tours to the retirees who came for coffee and treats.

Bake Sale: Our annual fall bake sale took place on Tuesday, November 15th from 3:00 p.m. to 7:30 p.m. at both the High School and the Elementary School.

Mentor Program: Fourteen of our members are mentors for students in grades 7 and 8. The mentors meet with their mentees at least once a week and assist with homework, organizational skills, etc.

Thanksgiving Food Drive Service Project: We are currently hosting a service project to collect Thanksgiving food baskets for local families in need. We are asking advisories and staff groups in grades 7-12 to help us. We would appreciate any donations anyone is willing to give.

Sno Daze 2017: We have set Sno Daze 2017 for the week of January 30-February 3.

Upcoming: Bake sale, candy grams, Pennies for Patients, and Sno Daze 2017.

Recycling and Announcements:
We will continue to do recycling and read announcements on Fridays.

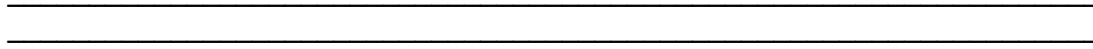
13. School Board members' reports/updates.

14. Consider acceptance of the FY 2016 School District Audit Report.

The Board is asked to take formal action to accept the FY 2016 School District Audit Report as presented by District Auditors Burkhardt & Burkhardt at the meeting October meeting. A motion is requested.


15. Review Community Ed Annual Report.

MSBA has recommended that School Boards review the Community Ed Annual report. The 2015-16 CE Annual report was sent to the board in their information packet. No action is required.



16. Review Compulsory Attendance report.

MSBA has recommended that School District Boards review the Compulsory Attendance annual report. This report is a count of all home school and nonpublic school students. No action is required.



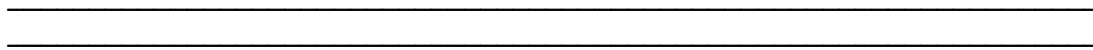
Compulsory Instruction Compliance Data Reporting

User ID: conniegelle
District Number: 0314
District Type: 01
[Logout](#)

View Compulsory Instruction Compliance Data

School Year	Age as of September 1	Traditional Nonpublic Students IN COMPLIANCE	Home Schools Students IN COMPLIANCE	Traditional Nonpublic Students NOT IN COMPLIANCE	Home Schools Students NOT IN COMPLIANCE
16-17	5	0	0	0	0
16-17	6	0	2	0	0
16-17	7	0	3	0	0
16-17	8	0	5	0	0
16-17	9	1	4	0	0
16-17	10	0	5	0	0
16-17	11	1	6	0	0
16-17	12	0	4	0	0
16-17	13	1	8	0	0
16-17	14	0	5	0	0
16-17	15	0	5	0	0
16-17	16	0	4	0	0
16-17	17	1	4	0	0
16-17	18	1	2	0	0
TOTALS	---	5	57	0	0

School Year	Free Meals	Reduced Meals
16-17	0	0



towards and possibly obtain a Varsity Letter Certificate for their efforts. This activity will have no association with Braham High School except that the student is currently enrolled in Braham. No equipment, onsite facilities, or adult leadership will be provided by Braham High School. These all must be provided by the student and their parents.

19. Approve the World's Best WorkForce 2015-16 summary.

2015-2016 World's Best Workforce Report Summary

District or Charter Name: Braham Area Schools ISD #314
Grades Served: K-12
Contact Person Name and Position: Ken Gagner, Superintendent of Schools

In accordance with Minnesota Statutes, section 120B.11, a school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce. The school board must publish an annual report on the previous year's plan and hold an annual public meeting to review goals, outcomes and strategies. An electronic *summary* of the annual report must be sent to the Commissioner of Education each fall.

This document serves as the required template for submission of the 2015-2016 report summary. Districts must submit this completed template by **December 15, 2016**, to: MDE.WorldsBestWorkForce@state.mn.us.

1. Stakeholder Engagement

1a. Annual Report

[Note: For each school year, the school board must publish a report in the local newspaper, by mail or by electronic means on the district website.]

Provide the direct website link to the district's WBWF annual report. If a link is not available, describe how the district disseminates the report to stakeholders.

- <http://brahamhs.ss5.sharpschool.com/cms/One.aspx?portalId=3118167&pageId=11938548>

1b. Annual Public Meeting

[Note: School boards are to hold an annual public meeting to communicate plans for the upcoming school year based on a review of goals, outcomes and strategies from the previous year. Stakeholders should be meaningfully involved, and this meeting is to occur separately from a regularly scheduled school board meeting. The author's intent was to have a separate meeting just for this reason.]

Provide the date of the school board annual public meeting to review progress from the 2015-2016 school year.

- October 12, 2016
6:00 p.m.
- November 7, 2016
7:45 a.m. & 8:45 a.m

1c. District Advisory Committee

[Note: The district advisory committee must reflect the diversity of the district and its school sites. It must include teachers, parents, support staff, students, and other community residents. Parents and other community residents are to comprise at least two-thirds of advisory committee members, when possible. The district advisory committee makes recommendations to the school board.]

Mary Adam - community / parent	Jeff Eklund - principal / parent	Ken Gagner - superintendent	Chris Thielen - support staff
Robert Hughes - community	Shawn Kuhnke - AD / C.ED. / parent	Matt Lattimore - principal	Luke Becker - teacher
Ken Lindgren - community / parent	Allison Londgren - board / parent	Trina Olson - community / parent	Karen Prigge - teacher
Ursula Scheele - teacher	Mike Thompson - board	Jake King - community / parent	
Hunter Richmond - student	Ryan Riesing - student	Holly Olson - support staff / parent	

Goals and Results

[Note: SMART goals are: specific and strategic, measurable, attainable (yet rigorous), results-based and time-based. Goals should be linked to needs and written in SMART-goal format. Results should tie directly back to the established goal so it is clear whether the goal was met. Districts may choose to use the data profiles provided by MDE in reporting goals and results or other locally-determined measures. Be sure to check the box with the most appropriate goal status.]

2a. All Students Ready for Kindergarten

Goal	Result	Goal Status
1. Preschool Reading: The percentage of students entering kindergarten from Braham Area pre-school programming who meet early reading/math target scores will meet or exceed state averages in the following categories: <ol style="list-style-type: none"> Picture naming (IGDI) Rhyming (IGDI) Alliteration (IGDI) Letter naming (FAST) Letter sounds (FAST) Match quantity (FAST) Number identification (FAST) 2. All students entering kindergarten will have received preschool screening.	1. District met or exceeded state averages on items a, b, and g. 2. 97% of students were screened prior to the first day of kindergarten.	goal partially met (3 of 8 targets)

2b. All Students in Third Grade Achieving Grade-Level Literacy

Goal	Result	Goal Status
1. The % of students in grade three reaching MCA proficiency levels in reading will meet or exceed the state average 2. The % of students in grade three reaching MCA proficiency levels in	1. District did not meet or exceed state average: 56.3% vs. 57.3% 2. District met or exceeded state average: 77.1% vs. 69.4%	goal partially met (3 of 4 targets)

<p>math will meet or exceed the state average</p> <p>3. 4th grade reading growth scores as measured by the MCA's will show improvement as compared to spring 2015.</p> <p>4. Average growth for grades 1-3 (combined) in reading and math, as measured by the FAST A series assessments, will meet or exceed the 2014-2015 year average</p>	<p>3. 4th grade reading growth scores (MCA) showed improvement as compared to spring 2015.</p> <p>*all students: -0.10 vs. -0.54 *F & R: 0.02 vs. -0.64 *Sp. Ed.: -0.08 vs. -0.74</p> <p>4. District avg. growth on FAST aReading and aMath for grades 1-3: 19 in '15-'16 vs. 14.8 in '14-'15</p>	
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2c. Close the Achievement Gap(s) Among All Groups

Goal	Result	Goal Status
<p>1. Elementary and High School Achievement Gap Reduction Scores will show improvement as compared to the three year average taken from MMR Braham School District reports.</p>	<p>2013-2015 three year avg: 7.18 Elem. / 10.14 HS / 8.7 District</p> <p>2014-2016 three year avg: 8.58 Elem. / 11.27 HS / 9.92 District</p>	<p>Goal Met (2 of 2 targets)</p>

2d. All Students Career- and College-Ready by Graduation

Goal	Result	Goal Status
<p>1. The percentage of students in grade 3-8, and 10 reaching proficiency levels in reading will meet or exceed the state average as measured by the MCA's</p> <p>2. The percentage of students in grade 3-8, and 11 reaching proficiency levels in math will meet or exceed the state average as measured by the MCA's</p> <p>3. Average growth for grades 4-6 (combined) in reading and math, as measured by the FAST A series assessments, will meet or exceed the 2014-2015 year average</p> <p>4. The percentage of students in grade 5, 8, and 10 reaching proficiency levels in science will meet or exceed the state average as measured by the MCA's</p> <p>5. The composite score for students taking the ACT will meet or exceed state averages</p> <p>6. Percentage of juniors and seniors taking at least one college level course will increase as compared to 2014-2015 data.</p>	<p>1. District did not meet or exceed state average: 58.1% vs. 59.7%</p> <p>2. District did not meet or exceed state average: 53.9% vs. 59.4%</p> <p>3. District avg. growth on FAST aReading & aMath for grades 1-3: 15.3 in '15-'16 vs. 17 in '14-'15</p> <p>4. District did not meet or exceed state average: 51.2% vs. 54.7%</p> <p>5. District ACT composite scores did not meet or exceed state averages (19.1 vs. 21.1)</p> <p>6. College Level Course: (2015-2016) 12% vs. (2014-2015) 16%</p> <p>7. CTE Course: (2015-2016) 53% vs. (2014-2015) 66%</p> <p>8.</p> <p>a. 2013-2015 three year avg: 25.00 Elem. / 9.84 HS / 17.42 District</p> <p>b. 2014-2016 three year avg: 21.06 Elem. / 4.41 HS / 12.73 District</p> <p>9.</p> <p>a. 2013-2015 three year avg: 8.70 Elem. / 8.32</p>	<p>Goal partially met (2 of 11 targets)</p>

<p>7. Percentage of students in grades 9-12 enrolled in at least one CTE (Career and Technical Education) course will meet or exceed 2014-2015 data.</p> <p>8. Maintain or exceed three year average on proficiency as measured on elem. and high school MMR reports.</p> <p>9. Maintain or exceed three year average on growth scores as measured on elem. and high school MMR reports.</p>	<p>HS / 8.51 District</p> <p>b. 2014-2016 three year avg: 8.89 Elem. / 9.07 HS / 8.98 District</p>	
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2e. All Students Graduate

Goal	Result	Goal Status
<p>1. District will continue to reach state graduation target rates as measured by high school MMR reports.</p> <p>2. Increase actual graduation rate compared to spring 2015.</p> <p>3. Attendance rate will meet or exceed 95% in Elementary and 90% in HS</p> <p>4. Fall Parent-Teacher Conference rates will:</p> <p style="padding-left: 20px;">i. exceed 95% in grades K-6</p> <p style="padding-left: 20px;">ii. will increase 5% in grades 7-12</p>	<p>1. District scored 25/25 points on graduation target rates</p> <p>2. (2015-2016) rate 97.5% vs. (2014-2015) rate 89.58%</p> <p>3. Elem. attendance rate 95.8% and HS attendance rate 95.8%</p> <p>4. Elem. P-T Conf. rate at 98% and HS 42%</p>	<p>Goal Met (4 of 4 targets)</p>

3. Identified Needs Based on Data

[Note: Data that was reviewed to determine needs may include state-level accountability tests, such as Minnesota Comprehensive Assessments (MCAs) and/or local-level data, such as local assessments, attendance, graduation, mobility, remedial course-taking rates, child poverty, etc.]

Needs were based primarily on results of the MMR, FAST, ACT, IGDI, and locally collected data. Specific scores are shown in the results section of 'goals and results' (above). Items of note included:

- Zero proficiency points for the HS on the MMR report
- Declining proficiency points for the Elementary on the MMR report
- Declining ACT scores compared to our own and state data
- Declining kindergarten readiness skills as identified by IGDI and FAST data
- Lack of standardized measurable data regarding student assistance teams, culture, participation rates, and program effectiveness indicators

4. Systems, Strategies and Support Category

4a. Students

Braham Area Schools collects data from FAST, MCA, MMR, ACT, IGDI, and local sources. Data is analyzed and published annually in the Braham Assessment Data report (available upon request). Data is shared with all staff, WBWF committees, school board, and interested members of the public. Data is disaggregated by race, income, LPE, Sp. Ed., and transient populations through the use of MMR, Demographic Score Variation Report from Schoolfinances.com, ACT, and WBWF profile reports. Data is

used to drive decision making through building leaders, professional development, instruction, curriculum, and PLC tasks.

4b. Teachers and Principals

- Braham Area Schools has a robust Teacher Development and Evaluation system which includes individual goal setting directly tied to student achievement, personal reflection, active participation in PLC groups and peer review, three walkthroughs, and structured classroom observations. 15% of the final score is based entirely on WBWF progress and 35% is based on student achievement.
- A robust principal evaluation system is conducted annually with 35% tied to WBWF progress, 15% tied to individual goals, and 50% tied to performance standards as identified in the MN Principal Evaluation Model.
- WBWF progress drives decision making related to instruction and curriculum. The district revises curriculum on an annual basis with portions of five days devoted to the task. In addition, staff may request staff development funds for additional time. Curriculum mapping ensure adopted standards are up-to-date and resources/activities/assessments reflect actual practice. Maps should include when the standard will be taught, how the standard will be delivered, and how student learning will be assessed. We continually check key sources of data to ensure students are making adequate progress by asking: “Do we need to change instructional practices?” and, “Do we need to change or supplement curriculum?”

4c. District

- **Professional Learning Communities:** PLC’s consisting of licensed instructional staff meet twice monthly during the school year (45 minute sessions) working collaboratively with a shared vision to reflect on current practice and learn new and better approaches to enhance student learning. PLC goals must be tied directly to WBWF progress. An additional PLC leadership team meets on a monthly basis.
- **Technology:** Braham Area Schools is committed to using all available tools to promote increased student engagement and learning. The use of technology is one of the key pieces of this tool kit. District #314 is proud to say that all 5th-12th grade students are provided individual Chromebooks while K-4 students have significant access to Ipad carts at every grade level. Budgeting priority is developed to ensure resources are kept up-to-date.

5. Equitable Access to Excellent Teachers

ISD #314 tracks the placement of all low-income and minority students to ensure a disproportional number are not served by inexperienced (or staff utilizing a variance) as compared to their peers. Braham is a relatively small district with no more than three teachers serving any one department or grade level. Complete data - which includes teacher experience and student race and income - is available upon request at the Superintendent’s office.

20. Approve the World's Best WorkForce 2016-17 plan.

2016-2017 World's Best Workforce Plan

MISSION: Braham Area Schools is dedicated to providing high quality positive lifelong learning to nurture each individual's unique potential, talent, and self worth. This will be accomplished by:

- fostering a high level of community commitment
- creating increased opportunities for learning
- encouraging open communication
- recognizing that education is a cooperative responsibility, and
- building meaningful relationships with all stakeholders

Braham Area Schools consists of a two building campus and provides PreK-12 programming for approximately 725 students under the direction of 53+ licensed staff and a 54 member support team. The district offers 24 co and extra curricular activities and is committed to serving the community at the highest level. Check out the district website or contact us for additional information.

Minnesota law MS 120B.11 requires each school district to adopt at a public school board meeting a comprehensive, long term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce.

This district plan is organized around the following components:

1. Goals and benchmarks for student achievement. Braham Area Schools aim:
 - a. to ensure all students are ready for kindergarten
 - b. for all students in 3rd grade to achieve grade level literacy
 - c. to close the achievement gaps in reading and math
 - d. for all students to be career and college ready before graduation
 - e. for all students to graduate from high school
2. Systems, Strategies, and Support
3. Identified Needs Overview
4. Professional Learning Community Overview
5. Curriculum Overview
6. Technology Overview
7. Staff Development Plan
8. Equitable Access to Excellent Teachers
9. Budget Overview
10. Teacher Development Plan
11. Gifted and Talented

DISTRICT ADVISORY COMMITTEE:

Mary Adam - community / parent	Luke Becker - teacher	Jeff Eklund - principal / parent	Robert Hughes - community
Shawn Kuhnke - AD /Principal/parent	Ken Gagner - Superintendent	Tammi Johnson - teacher / parent	Chris Grote - teacher
Ken Lindgren - community / parent	Allison Londgren - board / parent	Trina Olson - community / parent	Becky Swanson - teacher
Ursula Scheele - teacher	Mike Thompson - board	Jake King - community / parent	Jonelle Klemz - teacher
Hunter Richmond - student	Alex Kurvers - student	Steve Eklund - board	

1. Goals and benchmarks:

a. All Students Ready for Kindergarten:

- i. **Preschool Reading:** The percentage of students entering kindergarten from Braham Area pre-school programming who meet early reading target scores (FAST) will meet or exceed state averages in the following categories:
 1. Letter names
 2. Letter sounds
 3. On set sounds
 4. Word rhyming
 5. Concepts of print
- ii. **Preschool Math:** The percentage of students entering kindergarten from Braham Area pre-school programming who meet early numeracy target scores (FAST) will meet or exceed state averages in the following categories:
 1. Counting objects
 2. Match quantity
 3. Number identification
 4. Subitizing

b. All Students in Third Grade Achieving Grade-Level Literacy:

- i. The percentage of students in grade three reaching proficiency levels in reading will meet or exceed the state average as measured by the MCA's
- ii. The percentage of students in grade three reaching proficiency levels in math will meet or exceed the state average as measured by the MCA's
- iii. 4th grade reading growth scores as measured by the MCA's will meet or exceed scores as compared to spring 2016 ISD #314 averages
- iv. Average growth for grades 1-3 (combined) in reading and math, as measured by the FAST A series assessments, will meet or exceed the 2015-2016 year average
- v. Average growth for kindergarten in reading and math, as measured by the FAST assessments, will meet or exceed the 2015-2016 year average

c. Close the Achievement Gap(s) Among All Groups:

- i. Elementary and High School Achievement Gap Reduction Scores will show improvement as compared to the previous three year average taken from MMR Braham School District reports.

d. All Students Career and College-Ready by Graduation

- i. The percentage of students in grade 3-8, and 10 reaching proficiency levels in reading will meet or exceed the state average as measured by the MCA's
- ii. The percentage of students in grade 3-8, and 11 reaching proficiency levels in math will meet or exceed the state average as measured by the MCA's
- iii. Average growth for grades 4-6 (combined) in reading and math, as measured by the FAST A series assessments, will meet or exceed the 2015-2016 year average
- iv. The percentage of students in grade 5, 8, and 10 reaching proficiency levels in science will meet or exceed the state average as measured by the MCA's
- v. Composite score for students taking the ACT will meet or exceed state averages
- vi. Percentage of juniors and seniors taking at least one college level course will increase as compared to 2015-2016 data.

- vii. Percentage of students in grades 9-12 enrolled in at least one CTE (Career and Technical Education) course will meet or exceed 2015-2016 data.
- viii. Maintain or exceed three year average on proficiency and growth scores as measured on elementary and high school MMR reports.

e. All Students Graduate

- i. District will continue to reach state graduation target rates as measured by high school MMR reports.
- ii. **Maintain** actual graduation rate compared to spring 2016.
- iii. Attendance rate will meet or exceed 95% in Elementary and 90% in HS
- iv. Total % of **ISS/OSS offenders** will decrease as compared to 2015-2016
- v. Fall Parent-Teacher Conference rates will:
 - exceed 95% in grades K-6
 - will increase 5% in grades 7-12 (42% in fall 2015)
- vi. Percentage of students participating in one or more extra or co-curricular activities will increase from 2015-2016 baseline data
- vii. Braham school culture student survey results showing positive growth will meet or exceed baseline data gathered in spring of 2016

Systems, Strategies and Support

Goal(s)	Action(s)	Evidence	Std	T/P	Dist	Responsible
a	Offer high quality programming; First-Step and Kinderstep programs	% of students meeting or exceeding state averages for early literacy targets	X			L. Rasmussen
a	Encourage preschool screening completion between ages of 3 ^{1/2} and 4	measure % rates at kindergarten entrance (first day)	X			J. Bendickson
b, c	Title I and reading intervention staff provide evidence based student programming and use regular progress monitoring to make educational decisions	All K-6 students are eligible to receive Title One assistance during the school year. District will track progress using MCA, FAST, and IGDI data.	X			J. Eklund C. Thielen
b, c	SMART room, W.I.N. time	# and frequency of KG students using the SMART room/equipment. W.I.N. effectiveness tracked using FAST growth scores	X			J. Eklund
b, c,	Bomber Boost – targets reading/math for grades 1-6	Track # served, # of days, Fast growth scores	X			J. Eklund
a, b, c	School of Excellence self-study	Leadership team formed, data collected, action plan started, complete by 3-1-17		X		J. Eklund

All	Peer Review	<i>All teachers / Every year (TDP)</i>		X		Gagner
b, c, d, e	Student Assistance Teams (RtI) in each building will meet on a regular basis to interpret multiple indicators of student achievement and growth (FAST, MCA, Teacher assessments, etc.). Interventions (WIN, Reading Corp, Title, etc.) will be discussed to determine impact and identify modifications for students not meeting adequate proficiency. Progress will be monitored over the course of the year by using internal controls and assessments.	Track: <ul style="list-style-type: none"> # of meetings # of students receiving service % of students exiting program and/or showing growth using WBWF data 	X			Eklund Kuhnke
e	mentorship program for grades 7-8	Track: participation rates, # of meetings, school attendance rates	X			Kuhnke
c, d	Extra dose study skills class for students of need in grades 7-8	Track: <ul style="list-style-type: none"> Comparative math/reading MCA scores vs. state avg. 	X			Kuhnke
All	Staff Development funds available to increase instructional effectiveness and district provides two days in-house	Track: <ul style="list-style-type: none"> funding total (\$) participation rates 			X	Stone
All	4 half-day (develop/refine curriculum) and five full work-day opportunities	Track: .5 day progress monitored through summary report to principal		X		Kuhnke Eklund
All	Structured PLC's meet twice monthly focused on meeting WBWF goals	Track: Att. submitted by PLC leaders and annual WBWF progress		X		Kuhnke Eklund
All	<u>Annual</u> performance reviews will be conducted on <u>all</u> employees (including activities) per school policy	Track: <ul style="list-style-type: none"> Checklist of signed evaluations 			X	Gagner Kuhnke
All	Licensed instructional staff receive written pertinent feedback regarding effective instructional practices/student engagement a minimum of 3 times each school year	Track: <ul style="list-style-type: none"> TDE documents submitted by principals 		X		Gagner
All	District will meet yearly objectives as defined in curriculum review cycle	Track progress on curriculum standards and evidence document			X	Admin.
All	Grades 7-12 Study Lounge	Track attendance rates (study lounge vs. school) unduplicated students	X			Kuhnke
All	Student surveys/culture and climate	Track completion of 18 formalized lessons Compare survey results vs. 15-16	X			Principals
d, e	Trio Upward Bound (11-12 grade)	Track participation vs. college entrance	X			Scheele
e	Youth First (grades 4-7) Friends of Rachel (grades 7-12)	Track participation rates	X			Kuhnke Klemz

b, c, d, e	Provide enrichment opportunities K-6	Track: <ul style="list-style-type: none"> • Spelling and Geography Bee • Math Masters / grades 5 & 6 • Gifted and Talented programming 	X			Lundin Eklund
Future Possibilities: <ul style="list-style-type: none"> • Link Crew, Internet access on busses, SMART expansion, ECMN Learning Academy, ADSIS - (apply winter 2017), reform Rtl process to target assistance, measure progress more frequently, and use objective data to guide decision making 						

Identified Needs Based on Following Data:

1. MCA Scores
2. MMR Scores
3. ACT Reports
4. FAST Reports
5. **IGDI Reports**
6. Annual Student Culture Survey
7. Administrative Data Reports
 - a. **Staff development**
 - b. **Teacher/Para hiring-retention**
 - c. **Student attendance**
 - d. **Discipline**
 - e. **P-T conferences**
 - f. **Student participation**

Professional Learning Communities:

PLC's consisting of licensed instructional staff meet twice monthly during the school year (45 minute sessions) working collaboratively with a shared vision to reflect on current practice and learn new and better approaches to enhance student learning. A stipend is provided to PLC facilitators who attend additional monthly meetings to report progress on WBWF goals.

Curriculum:

Curriculum answers four basic questions:

1. What do we want students to learn? [In Minnesota these are called **standards**]
2. When do we want students to learn it?
3. What activities/lessons will we use to teach it?
4. How do we know if students learned it?

All public schools in Minnesota have the same **standards** for the following subjects:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Physical Education

These standards were developed by the Minnesota Department of Education and are reviewed on a regular cycle. You can view the state approved standards at the Minnesota Department of Education website:

<http://education.state.mn.us/MDE/EdExc/StanCurri/index.html>

The state allows districts to develop or adopt their own standards in:

- Health
- Career and Technical Education
- World Languages
- Arts

Braham Area Schools revises curriculum on an annual basis with portions of five days devoted to the tasks shown below. In addition, staff may request staff development funds for additional time. Resources, depending on need, may be allocated on the following **seven-year cycle:**

Year	Subject(s)	Budget / TBD
2017-2018	Math	
2018-2019	Social Studies	
2019-2020	Science	
2020-2021	Language Arts	
2021-2022	Music / Arts / ELL	
2022-2023	Career and Tech Ed. & World Languages	
2023-2024	Health & Physical Education	

Curricular Review Tasks:

- Continually check key sources of data to ensure students are making adequate progress. Ask:
 - Do we need to change instructional practices?
 - Do we need to change or supplement curriculum?
- Review curriculum maps to ensure adopted standards are up-to-date and resources/activities/assessments reflect actual practice. Maps should include:
 - When the standard will be taught
 - How the standard will be delivered
 - How student learning will be assessed

Current Curriculum: The public may at any time request a copy of curriculum for any subject area. As curriculum is updated, we will also place a copy online (see district website).

Technology Update:

Braham Area Schools is committed to using all available tools to promote increased student engagement and learning. The use of technology is one of the key pieces of this tool kit. District #314 is proud to say that all 5th-12th grade students are provided individual Chromebooks while K-4 students have significant access to Ipad carts at every grade level. Budgeting priority is developed to ensure resources are kept up-to-date.

Staff Development Plan:

The fundamental purpose of staff development is to improve student learning. The District seeks to ensure effective education practices that integrate high-quality instruction, rigorous curriculum, instructional technology, and a collaborative professional culture. National, state, and local assessment results will be used to determine progress as shown in the WBWF plan. The district will focus on aligning goals and resources to achieve maximum performance. **Due to budget adjustments the Braham Education Association and Braham ISD #314 School Board voted to waive a**

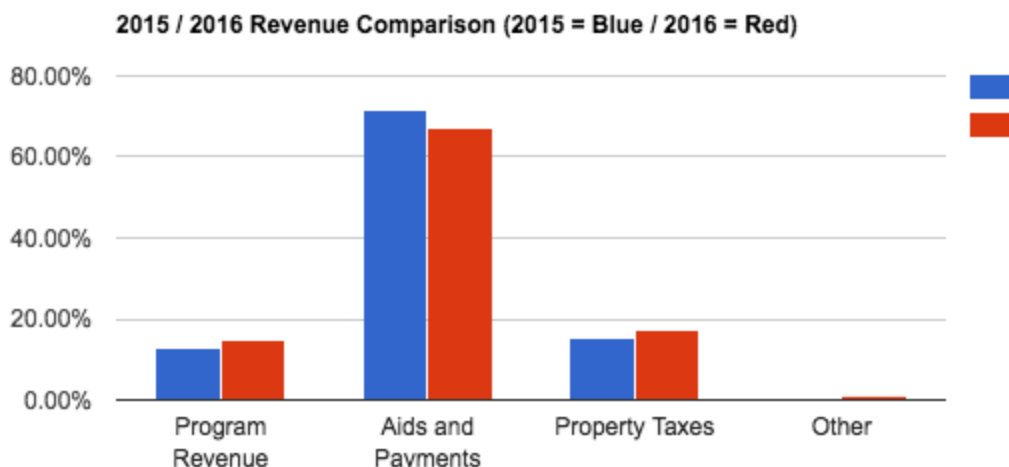
portion of the two percent set-aside for the 2016-2017 school year. Programs supported for this school year included PLC's, Mentorship, Continuing Ed. chair, peer review, fall inservice, and selected workshops. Identified resource allocations for the 2017-2018 school year include:

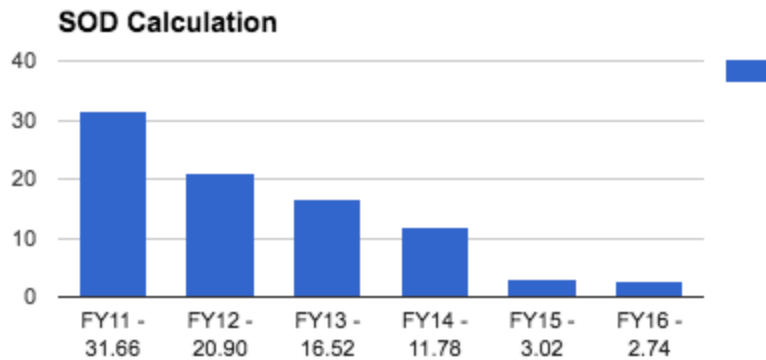
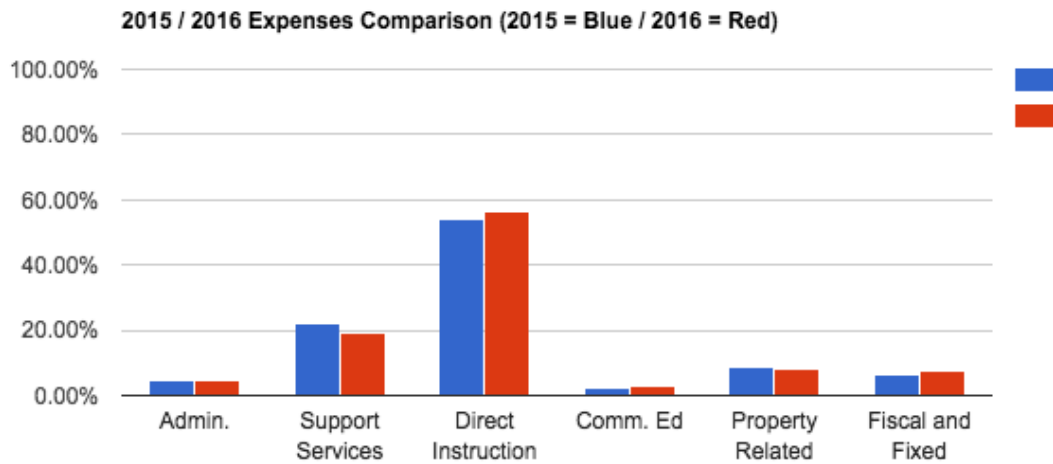
- Support PLC's that focus on student learning, raising achievement scores, building a collaborative culture, and implementing the teacher development plan.
 - 9 @ 1150 = \$10,350 [PLC Group Leader stipend \$1000]
- Provide mentorship and induction programming to new teachers, along with support for implementation of strategies and expectations as appropriate to the program.
 - 7 @ 575 = \$4,025 [Mentor stipend \$500]
 - New teacher workshop = \$2000
- Staff Development Chair stipend \$400 = \$460
- Continuing Education Chair stipend \$400 = \$460
- Provide opportunities for staff to engage in activities (workshops, curriculum revisions, competitive grants, etc.) which increase capacity for effective instruction and/or apply to skills directly related to job requirements.
 - 12 days sub pay for peer review @ \$150 per day = \$2000
 - Fall Inservice (2 days) = \$30,000
 - Conferences and workshops
 - Board, admin., nurse, counselor, sec., tech., training, district, AD, = \$21,000
 - Licensed teaching staff = \$15,000
 - Competitive grants = \$10,000

TOTAL: \$95,295

Equitable Access to Excellent Teachers: The Every Student Succeeds Act (ESSA), signed on December 10, 2015, requires states to evaluate and publicly report whether low-income and minority students are disproportionately served by ineffective, out-of-field, or inexperienced teachers. ISD #314 tracks the placement of all low-income and minority students to ensure a disproportional number are not served by inexperienced or staff utilizing a variance as compared to their peers. This data is available upon request at the Superintendent's office.

Budget Overview





Teacher Development Plan:

During the special legislative session in the summer of 2011, the Minnesota Legislature passed new statewide teacher development and evaluation requirements. This language is part of Minnesota Statutes 122A.40 and 122.41, the law that governs employment of licensed teachers. The law was amended during the 2013 session.

Under the new requirements, all public school districts in Minnesota must have a teacher development and evaluation plan that meets statutory requirements in place by the 2014-2015 academic year.

The guiding principles used in creating the plan for ISD 314 include:

- A culture that supports excellence in teaching strengthens our District's capacity to attract, develop, and retain highly effective professionals.
- All professionals desire improvement of their job performance.
- Both experienced and inexperienced teachers need ongoing support to succeed.
- Periodic evaluation of all professional staff assists professionals to perform their jobs better.
- Collegial collaboration and ongoing support from peers and administrators contribute significantly to teacher effectiveness.

ISD 314 TEACHER DEVELOPMENT PLAN COMPONENTS

The Teacher Development Plan for ISD #314 meets all requirements of the Minnesota Department of Education and district staff development resources support plan requirements. This revised agreement between the BEA and Braham Area School Board will take effect the 2016-2017 school year:

- BEA President: _____ Date: _____
- Board Chair: _____ Date: _____

Individual components of the TDP are located on the Staff Only section of the Braham Area School's website or may be obtained from the district office. Components referenced in this document include:

- Orientation to process
- Individual Growth and Development Plan
- Pre and post observation teacher questions
- Observation templates (includes classroom and summative information)
- Walkthrough document
- Student survey
- Charlotte Danielson's Framework for Teaching rubric
- MN Standards for Effective Practice for Teachers
- Peer Review
- Danielson Framework for Teaching Evaluation Instrument, 2013 (resource)

- 1) The evaluation process will consist of the following components on an annual basis:
 - a. Individual Growth and Development Plan
 - i. Complete necessary components prior to Oct. 1 (additional components required at a later date) and submit to primary building administrator for review and approval. Administrative response will be provided no later than Oct. 15.
 - b. Observations
 - i. Annual minimum of;
 1. 1 formal and 3 walkthrough for tenured
 2. 3 formal and 3 walkthrough for probationary
 - a. *1st probationary formal will occur within 90 days of school year start*
 - ii. Formal observation will typically include an annual orientation to the process, a required response pre and post observation (in writing), and participation in a post conference with the administrator. During the post observation conference teachers are required to submit evidence showing progress for domains one and four and student survey results - including a summary. Evidence may include videos, pdf's, etc. and include information from the past twelve calendar months. The teacher will guide the discussion and should focus on how student learning was impacted. For example, if you are showing evidence from Domain 1: *Planning and Preparation* you might say; "This piece of evidence shows how lessons and units are designed to engage students in high level thinking and problem solving." The phrase, "lessons and units are designed to engage students in high level thinking and problem solving" is taken directly from the Danielson rubric.
 - iii. Student engagement will include formal observation, walkthrough, and survey data.
 - iv. Teachers are required to conduct a yearly student survey and submit results and a brief summary during the post observation conference.
 - v. Observations will be aligned with Charlotte Danielson's Framework for Teaching and/or MN Standards for Effective Practice for Teachers.
 - vi. Summative evaluations are larger than the classroom observation and therefore are all encompassing of various aspects of teacher performance and professional conduct. Summative evaluations will be based on the percentages below and may not be finalized until the following year when MMR results are released:

1. Teacher practice – 50%
 - a. Formal observation(s), walkthroughs, and survey data
 2. Student growth data – 35% [from valid and reliable assessments]
 - a. District/school/building goal(s) 15%
 - b. Individual growth and development plan goal(s) 20%
 3. Professional development activities – 15%
 - a. Active participant in peer review and PLC's
- c. Participation in a Professional Learning Community
- i. PLC's consisting of licensed instructional staff meet twice monthly during the school year (45 minute sessions) working collaboratively with a shared vision to reflect on current practice and learn new and better approaches to enhance student learning.
- d. Participation in the Peer Review process
- i. The purpose of the Peer Review Program is to maintain our goal of teaching excellence at Braham Area Schools, and to provide a venue for us to share teaching ideas and strategies with each other. In order for the program to be effective, it is crucial that we establish and maintain an environment of mutual respect and trust. Therefore, all critiques given on this form should be done in a constructive manner, and the raw data gathered through our observations in each other's classes and recorded on this form is to be kept confidential. Only two copies of this form should be made, one to be given to the faculty member observed and one to be kept by the observer, a signed front page should be turned into the building Principal. All faculty members are encouraged to share particularly effective teaching strategies with colleagues in department meetings, and also to share any difficulties so that we can all be engaged in cooperative problem solving. The expectation is that each teacher will BOTH be observed, and observe other teachers.
 - ii. At no time will this observation be placed into a teacher's personnel file. Under no circumstances should copies of completed class observation forms be shared or distributed outside the department.
- 2) Portfolio Option for Summative Evaluation: Evidence of practice, evidence of student impact, and evidence of implementation of the Individual Growth and Development Plan may be organized in a portfolio. The teacher has the option to submit a portfolio to their summative evaluator as a source of evidence. A teacher choosing to submit a portfolio for consideration shall use the Portfolio Template, which is included as Appendix A. Portfolios will be taken into consideration, along with the components required in the summative evaluation.
- 3) Teacher Improvement Plan
- A. Definition: A teacher improvement process is an individually customized improvement plan to be used by teachers who do not meet professional teaching standards as identified by the summative evaluation.
 - B. Statutory requirements: The annual evaluation process for teachers must give teachers not meeting professional teaching standards support to improve through a teacher improvement process that includes established goals and timelines; and [evaluation process] must discipline a teacher for not making adequate progress in the teacher improvement process that may include a last chance warning, termination, discharge, nonrenewal, transfer to a different position, a leave of absence, or other discipline a school administrator determines is appropriate.
 - C. Background and context: The Teacher Improvement Plan (TIP) is intended to provide professional development for teachers not meeting professional standards identified through summative evaluation or principal/administrator observation. At every point in the TIP process, the teacher has the right to union representation in all meetings.

Initially, the principal/administrator will have a non-disciplinary conversation about the area(s) of concern (unless teacher behavior meets criteria outlined in MS 122A.40). The principal/administrator will write a

summary of the meeting for the teacher, including a timeline to check in on progress and offer of resources for the teacher’s development, if needed. The timeline will be dependent upon the area(s) of concern and the impact upon students. If the teacher does not show satisfactory improvement, the principal/administrator may invoke the a formal written plan including the following components:

- The teacher’s current level of performance is clearly identified, explained and documented.
- The areas needing improvement are spelled out, and clear, specific, measurable expectations are established.
- A plan for support is developed and resources are provided to ensure the teacher receives the assistance necessary to meet standards.
- The specific, measurable level of performance necessary to complete the process is established and made clear to the teacher.
- Measurement conditions, criteria and procedures are established up-front in the plan.
- Timelines are realistic and focused on adequate progress, not just deadlines.

APPENDIX A / Teacher Portfolio (Optional)

A teacher possesses the individual right to submit a portfolio to the summative evaluator as a source of evidence. A summative evaluator must consider portfolio evidence, if submitted, when determining component ratings and for a summative evaluation. The portfolio must demonstrate evidence of reflection and professional growth consistent with teacher re-licensure requirements listed in Minnesota Statutes § 122A.18, subdivision 4, paragraph (b), and must include a teacher’s own performance assessment based on student work and examples of teachers’ work, which may include video among other activities.

The portfolio must include a reflective statement of professional accomplishment and the teacher’s own assessment of professional growth showing evidence of

- Support for student learning
- Use of best practices techniques and their applications to student learning
- Collaborative work with colleagues that includes examples of collegiality such as attested-to committee work, collaborative staff development programs, and professional learning community work; or
- Continual professional development that may include (a) job-embedded or other ongoing formal professional learning or (b) other similar professional development efforts made during the re-licensure period.

A teacher may use the same reflective statements for the evaluation and for re-licensure.

The teacher portfolio is a collection of evidence and artifacts demonstrating teacher practice, student engagement, and student learning and achievement. Some evidence of practice may not be collected through points of contact or other Model activities, so a portfolio is also a teacher’s opportunity to share that evidence with the assigned summative evaluator. A teacher choosing to submit a portfolio must align the evidence collected with the Performance Standards for Teacher Practice and/or the Individual Growth and Development Plan. **If submitting summative portfolio include the following in electronic format:**

Professional Teaching Standard	Evidence (include dates) <ul style="list-style-type: none"> • Student work • Video of Teacher • Relevant handouts 	Reflection <ul style="list-style-type: none"> • Impact of student learning • Best practice / include source • Potential future lesson changes/rationale
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Gifted and Talented:

Braham Area Schools Project Challenge

The Project Challenge program serves to enrich students by providing opportunities to participate in programming designed especially to create innovative thinkers. While ISD #314 offers this program, it is the district's mission to provide high quality positive lifelong learning to nurture each individual's unique potential, talent, and self worth in the regular educational setting.

Braham Area Schools defines a high potential/ gifted and talented student as a learner with outstanding abilities and/ or achievements in one or more areas of learning. These learners work above grade level expectations and think critically beyond their age when compared to others of their age, experience, and environment. They are learners whose potential may require a differentiated and challenging program and/or services beyond the general classroom environment.

The course presents challenging and enriching material that may not be covered in the regular classroom curriculum. There are several forms of identification which are used in the selection process which are shown below.

1. The top 10% of grades 3-6 are eligible for the Project Challenge Program.
2. The spring FAST aMath and aReading and MCA (math and reading) scores are averaged and from those scores the top 10% of each grade is determined. Students entering grade three will only have their FAST scores analyzed from grades one and two.
3. If a teacher or parent feels that a student should be a part of the Project Challenge Program, a request may be made to the Project Challenge Coordinator. The coordinator will give the student's current and previous teacher the *Gifted and Talented Checklist for Teachers* to determine if the student should be considered for the Project Challenge program. A final decision will be made by the coordinator and elementary principal.
4. Students selected must be in good academic standing and demonstrate positive behavior skills.
5. Students must demonstrate necessary traits on an annual basis.
6. Parents will receive a letter in early September asking permission for their child to participate in the program. Participating students will be responsible for classroom material deemed critical (certain assignments and assessments) they may miss while attending Challenge courses.

The World's Best Workforce Plan will be approved annually by the School Board and published on the Braham Area School website at <http://brahamhs.ss5.sharpschool.com>. A summary report of progress will be shared with the School Board, published on the school's website, and sent to the Commissioner of the Minnesota Department of Education by Dec. 15, 2017.

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21. Consider revision and update to policy #902 - Community Use of School Buildings and Facilities.

Action needed to set annual rates for expenses per policy #902:

"I make a motion we accept option ___ to reflect the additional expenses incurred by the district as a result of any community use of school facilities. Fees will include costs based on current rates for items such as:

electricity, heat, excessive garbage removal, snow removal, results of vandalism, and field upkeep. This would take effect January 1, 2017. This motion includes adoption of all revisions included in policy #902. “

Option 1:

- Gyms (per hour): \$0 / Media, Commons, Multi-purpose: \$0 / Classrooms: \$0 / Stadium: \$0
- Snow removal \$60.00 per hour
- Custodial \$25.00 per hour
- Walk-in cooler \$25.00 per day

Option 2:

- Gyms (per hour): \$10 / Media, Commons, Multi-purpose: \$5 / Classrooms: \$2 / Stadium: \$40
- Snow removal \$60.00 per hour
- Custodial \$25.00 per hour
- Walk-in cooler \$25.00 per day

Option 3:

- Gyms (per hour): \$50 / Media, Commons, Multi-purpose: \$25 / Classrooms: \$10 / Stadium: \$200
- Snow removal \$60.00 per hour
- Custodial \$25.00 per hour
- Walk-in cooler \$25.00 per day

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: **June 16, 1997**

Revised: 07-19-99, 12-15-03, 12-15-03, 01-24-05, 01-27-14, 03-21-16, 04-18-16, 11-21-16

Addendum to #902 - COMMUNITY USE OF SCHOOL FACILITIES/BUILDINGS

~~All organizations must submit their building use requests in advance as follows:~~

- ~~a. Community Room—District Office~~
- ~~b. High School or Elementary School—Community Education Director or Superintendent in the absence of the Community Ed Director.~~

Facility Use Request

- All requests for building usage AFTER SCHOOL HOURS are to be submitted to the Community Education office during the school year and to the Superintendent’s office during the summer months.
- Requests for usage DURING SCHOOL HOURS (regular school year) are to be submitted to PreK-4 building secretary or Community Ed secretary in the 5-12 building, depending on location requested.
- Requests for usage are due a minimum of five (5) business days in advance.

Organizations and governmental units within District 314 may be permitted use of the school buildings in accordance with the following provisions:

1. Eleven-thirty p.m. is the cut-off time for the active portion of any activity.
2. The use of the school buildings for playing games of chance shall be governed by appropriate ordinances and statutes.
3. No alcoholic beverages or tobacco will be permitted in school buildings or on school grounds.

4. If any activity or meeting uses a custodial worker or any other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules. This will include any additional clean up time.
5. Any and all uses of the kitchen or FACS room equipment requires a certified employee be in attendance with all expenses charged to the group (class A & B)
6. Additional expenses incurred by the district as a result of any community use of school facilities shall be set annually by the school board and shall be borne by the user. Fees will include costs based on current rates for **items such as:** electricity, heat, **excessive garbage removal**, snow removal, ~~and~~ results of vandalism, **and field upkeep**.
7. Groups using the facility must acknowledge that liability insurance is provided through their organization.

BUILDING/FACILITIES USE & RENTAL FEES

Class A - No facility charge, other fees may apply.

>All school activities, school related organizations and Community Education/Services programs, and community sponsored pre scheduled board approved groups*.

Class B - ~~See Attachment 1~~ - Class B Schedule.

>Community based groups using facilities for income producing events (tournaments, fundraisers).

>Groups will be charged a per hour fee for use as per ~~Attachment 1~~—Class B Schedule, plus 1-6 above.

Class C - ~~See Attachment 2~~— Class C Schedule.

>Any/all groups not on board approved list*, all other groups/individuals, commercial and business organizations will be charged as per ~~Attachment 2~~— Class C Schedule.

*See Attachment 3.

EQUIPMENT

1. Nonprofit public community organizations and governmental units may arrange to use school equipment at times it is not being used by the school by making such request with the Facilities Use Application. ~~The use of the audio-visual equipment must be authorized by the Media Secretary.~~ Any use of the district's technology or **audio-visual** equipment or data line must be authorized by the Technology Coordinator and any costs will be passed on to the user.

~~2. Arrangements to rent tables and chairs may be made by the staff or the public through the Activities Director on the Facilities Use form.~~

Tables	\$3/day
Chairs	\$.25/day per chair

2. ~~Rented tables and chairs~~ **equipment** must be returned to the district within 24 hours of the last date used. A \$100 damage deposit check will be required at the time the items are picked up. The check will be returned to the renter if there is no damage to the items. All damage will be charged at replacement cost.

3. **Current Rates**

- **Trash barrels - \$1.00 per day**
- **Walk-In cooler - \$25.00 per day**
- **Tables - \$3 per day**
- **Chairs - \$.25 per day / per chair**
- **Electricity**
 - **Elementary or HS gyms**
 - **Multi-purpose gym /Media Center / Commons**
 - **Classrooms / baseball shed**
 - **Outdoor stadium**
- **Snow removal**
 - **\$60 per hour**
- **Vandalism / excessive garbage / heat / field upkeep**
 - **Case by case basis**

Building/Facilities Use Rental Fees

Elementary Classroom	\$6/hour of use	
Elementary School Cafeteria	\$10/hour of use	\$100/day cap
Elementary Cafeteria & Kitchen	\$20/hour of use + school food service employee wages	
Elementary School Gymnasium	\$10/hour of use	\$100/day cap
High School Classroom	\$6/hour of use	
High School Commons	\$10/hour of use	\$100/day cap
High School Commons & Kitchen	\$20/hour of use + school food service employee wages	
High School FACS Rm (D110)	\$10/hour of use *	\$100/day cap
High School Gymnasium - East	\$10/hour of use	\$100/day cap
High School Gymnasium - West	\$10/hour of use	\$100/day cap
High School Multi-Purpose Center - C100	\$10/hour of use	\$100/day cap
Wrestling Room Multi-purpose Rm - D112	\$10/hour of use	\$100/day cap
Varsity or JV Baseball/Softball Fields	\$10/hour of use	\$100/day cap
Football/Track Complex	\$10/hour of use	\$100/day cap

* Plus \$25/hour certified employee fee

For any use of the buildings when a custodian is not regularly scheduled to be on duty, the group will be required to cover the full cost of a custodial worker in addition to the room rental. When a particular activity or meeting necessitates the use of a regularly scheduled custodial worker or other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules.

Additional expenses incurred by the district as a result of any community use of school facilities shall be borne by the user; e.g.: electricity, heat, excessive garbage removal, results of vandalism, snow removal, field upkeep.

POLICY #902-ATTACHMENT 1

School Board Adopted: December 20, 2004

Reviewed & Approved: 07-18-05; 07-17-06; 07-16-07; 07-21-08; 07-20-09; 07-19-10; 07-18-11; 07-16-12; 03-21-16; 04-18-16; 11-21-16

CLASS C SCHEDULE

Building Facilities Use Rental Fees

Elementary Classroom	\$100	
Elementary School Cafeteria	\$160	
Elementary School Gymnasium	\$400	\$160
Elementary Cafeteria & Kitchen	\$400	\$160
Elementary Kitchen *	\$160	
High School Gymnasium - East	\$600	\$160
High School Gymnasium - West	\$600	\$160
High School Wrestling Multi-purpose Room	\$400	\$160
High School Commons	\$400	\$160
High School Commons & Kitchen *	\$750	\$160
High School FACS (D110) *	\$250	\$160
High School Multi-Purpose Center — C100	\$600	\$160
High School Community Room & Kitchen - B100	\$400	\$160
Security Deposit for All Athletic Fields		
Varsity or JV Baseball/Softball Fields	\$160	
Football/Track Complex	\$160	

These are daily rental fees based on 8 hours, which are to be prorated, with a 2 hour minimum.

* Plus \$25/hour certified employee fee

For any use of the buildings when a custodian is not regularly scheduled to be on duty, the group will be required to cover the full cost of a custodial worker in addition to the room rental. When a particular activity or meeting necessitates the use of a regularly scheduled custodial worker or other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules.

~~Additional expenses incurred by the district as a result of any community use of school facilities shall be borne by the user; e.g.: electricity, heat, excessive garbage removal, results of vandalism, snow removal.~~

Additional expenses incurred by the district as a result of any community use of school facilities shall be set annually by the school board and shall be borne by the user. Fees will include costs based on current rates for items such as: electricity, heat, excessive garbage removal, snow removal, and results of vandalism, and field upkeep.

~~POLICY #902 — ATTACHMENT 2~~

School Board Adopted: December 20, 2004

Reviewed & Approved: 07-08-05; 07-17-06; 07-16-07; 07-21-08; 07-20-09; 07-19-10; 07018-11; 07-16-12; 03-21-16; 04-18-16; **11-21-16**

SCHOOL BOARD APPROVED NOT-FOR-PROFIT GROUPS

Boy Scouts
Braham Area Committee for Kids (BACK)
Braham Area Volleyball Association (BAVA)
Braham Covenant Church
Braham Football Organization (formed 2009)
Braham Pie Day Committee
Cambridge Christian School
Catholic Church- Softball
East Central Energy
Girl Scouts
Isanti County Historical Society
Knights of Columbus
Lakes & Pines - Head Start
Local 284- Regional meetings
Major Political Party Caucuses
Pine City Blue Star Moms
Red Cross
Ski High Riders Club
Traveling Boys & Girls Basketball
Youth Baseball and Softball
Warriors Wrestling
4-H

All of the listed groups are approved as not-for-profit groups for school use.

Any groups not on this list must be approved in advance by the school board. ~~or designee.~~

~~POLICY #902—ATTACHMENT 3~~

School Board Approved: December 20, 2004

Reviewed & Approved: 07-18-05; 07-17-06; 07-16-07; 07-21-08; 12-15-08; 07-20-09; 08-17-09; 07-19-10; 07-18-11; 07-16-12; 01-27-14;
03-21-16; 4-28-16;; **11-21-16**

22. Consider update of policy #707 - Transportation of Public School Students.

There is one additional sentence added to this policy which is in red text. This update can be approved at this one meeting, if the board so desires.

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: September 15, 2008

Revised: June 20, 2016; October 17, 2016; **November 21, 2016**

#707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to provide for the transportation of students in a manner which will protect their health, welfare and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Disabled student" includes every child who has a hearing impairment, blindness, visual disability, speech or language impairment, physical handicap, other health impairment, mental handicap, emotional/behavioral disorder, specific learning disability, autism, traumatic brain injury, multiple disabilities, or deaf/blind disability and needs special instruction and services, as determined by the standards of the Department of Education. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the standards of the Department of Education, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. (Minn. Stat. § 125A.02)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, if the facility or residence is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. (42 U.S.C. § 11434a)

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. § 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000a)(Minn. Stat. §123B.41, Subd. 9)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. "Pupil support services" are health, counseling and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

With this in mind, all secondary (grades 7-12) students who live one mile or more, but less than two miles, from school and students in grades K-6 who live less than one mile from school are eligible for transportation services due to a lack of sidewalks. and the presence of a state highway crossing and a railroad crossing.

- C. In the discretion of the school district, transportation along regular school bus routes may

also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)

- D. Rural bus pickups may be clustered. Buses will travel on maintained state, county and township roads only. Buses will not go down dead end roads without a bus turn-around at or after the student pick-up point and/or dead end roads of less than 3/10 of a mile.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. §124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NON-DISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for

grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)

VII. SPECIAL EDUCATION/DISABLED STUDENTS/STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten, for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district. The school district shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Rules Part 7470.1600)
- C. Resident disabled students who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident disabled student attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. For purposes of this policy, students who are placed in any of the following facilities are considered to be placed for "care and treatment: (1) chemical dependency and other substance abuse treatment centers; (2) shelter care facilities; (3) hospitals; (4) day treatment centers; (5) correctional facilities; (6) residential treatment centers; and mental health program facilities. Such facilities must be licensed by the Minnesota Department of Human Services or the Minnesota Department of Corrections.

For purposes of this policy, the phrase "sufficient to meet the needs of the student" means that the facility provides treatment or services that are consistent with the established professional standard of care applicable to the individual needs of the student. In the event a student, parent, or legal guardian contends that a facility is not sufficient to meet the needs of the student, the student, parents, or legal guardian must provide a signed statement from a qualified physician explaining why the facility is not sufficient to meet the needs of the student.

- F. When a disabled student or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. Transportation shall only be provided by the school district during regular operating hours.

Independent School District No. 314 may refuse to provide transportation to a care and treatment facility if another care and treatment facility is at least ten miles closer to the student's home and is sufficient to meet the needs of the student. **The district is not obligated to provide transportation if no approved educational programming is provided at the facility.** The following exception applies: If the closest care and treatment facility is not covered by the parent's or legal guardians insurer (if any) or does not have any openings, and the student or the student's parent or legal guardian submits written documentation to the District office showing that the insurer has formally denied coverage for a requested placement at the closest facility or that the facility has denied a requested placement because it has no openings, the District will provide transportation to the next closest facility that is covered by the student's insurer and has an opening.

When a child is temporarily placed for care and treatment in a day program located in another district and the child continues to live within the district of resident during the care and treatment, the district of resident is responsible for providing transportation to and from the care and treatment program and an appropriate educational program for the child. The resident district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the resident district receives a copy of the order, then the resident district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the resident district during regular operating hours of the resident district. The resident district may provide the educational program at a school within the district of residence, at the child's residence, or in the district in which the day treatment center is located by paying tuition to the district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- G. When a nonresident disabled student or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- H. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- I. Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for Summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

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

A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. (Minn. Stat. § 123B.36, Subd. 1(11))
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the postsecondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)

Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue- Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000a (Prohibition Against Discrimination or Segregation in Places of Public Accommodation)
42 U.S.C. § 11431, et seq. (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBM/ASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)
MSBA Service Manual, Chapter 2, Transportation

23. Consider cycle review of district policies for adoption.

The following policies are up for review: #501 - School Weapons Policy; #502 - Search of Student Lockers, Desks, Personal Possessions, & Student; #515 - Protection & Privacy of Pupil Records; #516 - Student Medications. These policies can be revised as printed and adopted at this one meeting, if the board chooses.

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: February 22, 2016

Reviewed: November 21, 2016

#501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

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

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.

B. It shall not be a violation of this policy if a non-student (or student where specified) falls within one of the following categories:

1. active licensed peace officers;
2. military personnel, or students or non-students participating in military training, who are on duty performing official duties;
3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or non-students conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and

5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON-STUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non-students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)

Minn. Stat. § 121A.05 (Referral to Police)

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

Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)

Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)

Minn. Stat. § 609.605 (Trespass)

Minn. Stat. § 609.66 (Dangerous Weapons)

Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)

Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)

18 U.S.C. § 921 (Definition of Firearm)

In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 525 (Violence Prevention)

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: July 21, 2014

Reviewed: **November 21, 2016**

#502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

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

C. Personal Possessions and Student's Person

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

D. ~~It shall be a~~ A violation of this policy occurs when ~~for students to~~ use lockers and desks for unauthorized purposes or to store contraband. ~~It shall be a~~ A violation occurs when ~~for students to~~ carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
 Minn. Const., art. I, § 10
 Minn. Stat. § 121A.72 (School Locker Policy)
 New Jersey. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
[G.C. v. Owensboro Public Schools, 711 F.3d 623 \(6th Cir. 2013\)](#)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
 MSBA/MASA Model Policy 501 (School Weapons)
 MSBA/MASA Model Policy 506 (Student Discipline)

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: **April 17, 2000**

Revised: **March 21, 2016**

Reviewed: **November 21, 2016**

#515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:

1. a student’s social security number;
2. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used

to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;

3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;

4. personally identifiable data which references religion, race, color, social position, or nationality; or

5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.

2. What does not constitute an education record. The term, "education records," does not include:

a. Records of instructional personnel which:

- (1) are in the sole possession of the maker of the record; and
- (2) are not accessible or revealed to any other individual except a substitute teacher; and
- (3) are destroyed at the end of the school year.

b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:

- (1) maintained separately from education records;
- (2) maintained solely for law enforcement purposes; and
- (3) disclosed only to law enforcement officials of the same jurisdiction.

c. Records relating to an individual, including a student, who is employed by the school district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

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

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

I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means *Building Principal*.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of postsecondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any

of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and

- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or MinnesotaCare under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data

are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

- a. determine eligibility for the aid;
- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally

identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;

9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other

members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student’s parent or guardian by certified mail of the request to disclose information. If the student’s parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the

parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program

or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory

information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent’s or eligible student’s prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student’s name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student’s social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student’s records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

- a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for

- precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, 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 shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.

3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service,

state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and

2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;
5. Parent's legal relationship to student, if applicable;
6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisdisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisdisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

- a. The disclosures meet the requirements of Section VI. of this policy; and
- b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its

- normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
 3. The cost of providing copies shall be borne by the parent or eligible student.
 4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the

education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:

- a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
- b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

B. Data practices compliance official means *[designate title and actual name of individual]*.

C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NON-COMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 14 (Administrative Procedures Act)

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

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

Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)

Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)

Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)

Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)

Minn. Stat. § 363A.42 (Public Records; Accessibility)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)

10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)

18 U.S.C. § 2331 (Definitions)

18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

20 U.S.C. § 6301 *et seq.* (No Child Left Behind)

20 U.S.C. § 7908 (Armed Forces Recruiting Information)

26 U.S.C. §§ 151 and 152 (Internal Revenue Code)

34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

34 C.F.R. § 300.610-300.627 (Confidentiality of Information)

42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)

Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: February 21, 1995

Amended: February 22, 2016

Reviewed: **November 21, 2016**

#516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Adminstrating Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

J. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
- a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- a. possess epinephrine auto-injectors; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

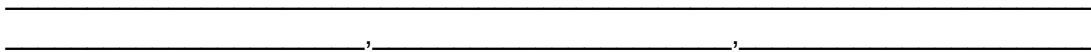
The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

K. "Parent" for students 18 years old or older is the student.

L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)



24. Consider **SECOND** reading of MSBA Policy for discussion, update and adoption.

The following policy is being submitted for their **SECOND** reading: #701 - Establishment and Adoption of School District Budget. **NO ACTION REQUIRED AT THIS TIME.**

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: **December 19, 2016**

- 701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any

school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)

Minn. Stat. § 123B.76 (Expenditures; Reporting)

Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

25. Reminder of the December Regular school board meeting.

The December Regular School Board meeting is set for Monday, December 19th, 7:00 pm, B100 – Community Room. Truth-In-Taxation will be included in this meeting.

26. Adjourn.
