

EOC offers students throughout Minnesota a personalized, project-based learning experience, leading to adults who can achieve their goals, explore their passions, and find their place in the world.

EdVisions Off-Campus

Board of Directors Meeting

Tuesday, August 18, 2020, 3:30 PM

Minutes

A. Meeting called to order by Chair at: 3:31pm

B. Roll Call of Attendance:

X Merrissa McLean (June 2022)	X Jessica Mockros (June 2023)
X Mike Motzko (June 2021)	X @ 3.37 Patty Monson-Geerts (June 2022)
X Laurie Kabes (June 2021)	X Allie Palmer (June 2023)
X Mary Menne (June 2022)	

Others Present:

Gigi Dobosenski
Cathy Diaz
Jess Eischens
Jess Balog

C. Educational Data:

None

D. Correction and approval of previous meetings

- 1. Approve Board Meeting and Annual Organizational minutes from 7.21.20 M – Mike, S - Merrissa. Motion carried (All present voted in favor, Patty not present)**

E. Open Forum: Welcome to all guests in attendance

F. Approval of Agenda

- 1. Agenda Approval. M - Mike, S - Jessica. Motion carried (All present voted in favor, Patty not present).**
- 2. Conflict of interest disclosures regarding agenda items.**
 - a. None**

G. Consideration of Claims and Accounts

1. Treasurer's Report

- a) Revenue of \$ 89,171.23**
- b) Expenses of \$ 87,729.90**
- c) Ledger Balance (Cash Fund Balance) of \$ 561,283.96**
- d) Bank Reconciliation of \$ 563,446.59**
- e) Motion to accept Treasurer's Report - M -Jessica, S - Merrissa. Unanimous motion carried (All present voted in favor Mike, Mary, Allie, Laurie, Patty, Jessica, Merrissa)**

H. Communications

- 1. Special Ed Directorship: Designs for Learning (SpEd Director- Mark Krug)**

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- a. Met most recent Maintenance of Effort
- 2. IQS:
 - a. Contract sent to MDE in April, no news is good news
 - b. IQS starting annual billing instead of quarterly
 - c. Additional fiscal board training available, contact Gigi if interested

I. Hearing of Reports

- 1. Director Monthly Updates
 - a. Draft of audit done. Reviews by Cathy & Ryan Crominga
 - b. Finance SPED Audit required corrective action training completed with staff 8/18/20
 - c. CARES money not in SERVE system yet, some other COVID money not clear yet, we are still waiting on all info
 - d. MARSS info, ADM FY20: 104.68
 - e. Staff working through goals
 - f. Title IX update
 - i. working on implementation/approving updates
 - g. In the process of hiring a new staff member
 - h. MDE Recommendations/Planning Updates
 - i. Plan to MDE
 - ii. Staff working on any face to face and in-person plans that could be impacted
 - iii. We continue to be consulted as online learning experts
- 2. Staff Monthly Updates
 - a. Two staff resignations which means two new staff members joining EOC

J. Unfinished business:

- 1. Policies 400, 507,522,524 (3rd round)
 - a. Policies reviewed for the 3rd round
 - b. **Motion to approve the above policies. M- Mike, S- Patty. Motion carried (Laurie no vote, all others voted in favor)**
- 2. ByLaws (3rd round)
 - a. ByLaws reviewed for the 3rd round
 - b. **Motion to approve the ByLaws. M- Mike, S- Merrissa. Unanimous motion carried. (All members voted in favor)**
- 3. Board Training Calendar
 - a. **Motion to approve Board Training calendar. M- Patty, S- Jessica Unanimous motion carried (All members voted in favor)**

K. New Business

- 1. Donation of defunct computers
 - a. 45 under the 500 price point, those over \$500 listed below

Model	s/n	Over \$500?
HP 6735b	8473LQY	yes
HP 4530	1222K6Y	yes
HP 4530	1222JW5	yes
HP 4530	13202V8	yes
Acer V5	50B80B	yes

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- b. Motion to approve donation of defunct computers. M- Patty, S- Mike. Unanimous motion carried (All members voted in favor)**
- 2. Policy 400.1
 - a. New policy 400.1 reviewed, interim approval needed but will be reviewed again for the next two months
 - b. Motion for interim approval of policy 400.1. M- Mike, S- Jessica. Unanimous motion carried (All members voted in favor)**
- 3. Handbook 2020-2021
 - a. Teams adjusted, policies abbreviated but are found in full text online
 - b. Motion to approve the 2020-2021 Handbook. M- Patty, S- Jessica. Unanimous motion carried (All members voted in favor)**
- 4. Training: Charter Law
 - a. Board training on charter law completed

L. Next Meeting:

- 1. **School board meeting: Tuesday September 15, 2020 @ 3:30**

M. Adjourn Meeting

- 1. **Meeting adjourned at 4:17 M- Mike, S- Jessica. Unanimous motion carried (all members voted in favor).**

Clerk: Date:



8.18.20

Authorizer: Innovative Quality Schools

Adopted: December 8, 2005 *EdVisions Off Campus*
Orig. 2005
Revised: August 2020

400 HARASSMENT AND VIOLENCE BASED ON PROTECTED CLASS

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from any form of harassment including but not limited to: religious, *disability or* racial ~~or sexual~~ harassment and violence. The school district prohibits any form of religious, *disability or* racial ~~or sexual~~ harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school to maintain a learning and working environment that is free from harassment and violence. The school prohibits any form of religious, *disability or* racial, ~~or sexual~~ harassment and violence. *Sexual Harassment is specifically addressed in Policy 400.1*
- B. It shall be a violation of this policy for any pupil or staff member to harass a pupil or staff member through conduct or communication ~~of a sexual nature~~ ~~or~~ regarding religion, *disability* and race as defined by this policy. (For purposes of this policy, school staff includes school board members, staff, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupils or staff members to inflict, threaten to inflict, or attempt to inflict religious, *disability or* racial, ~~or sexual~~, violence upon any pupil or staff member.
- D. The school will act to investigate all complaints, either formal or informal, verbal or written, of religious, *disability or* racial, ~~or sexual~~, harassment or violence, and to discipline or take appropriate action against any pupil or staff member who is found to have violated this policy.

III. RELIGIOUS, DISABILITY, AND RACIAL ~~AND SEXUAL~~ HARASSMENT AND VIOLENCE DEFINED

- A. ~~Sexual Harassment; Definition:~~
 - a. ~~Conduct on the basis of sex that consists of:~~
 - i. ~~An employee conditioning an individual's receipt of aid, benefit, or service on that individual's participation in unwelcome sexual conduct;~~

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition.

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Disability Harassment; Definition.

Disability harassment consists of physical or verbal conduct which is related to an individual's physical disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

E. Sexual Violence; Definition.

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

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

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

F. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

G. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

H. Assault; Definition. Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, *disability or* racial, ~~or sexual~~ harassment or violence by a pupil or staff member of the school or any person with knowledge or belief of conduct which may constitute religious, *disability or* racial, ~~or sexual~~, harassment or violence toward a pupil or staff member should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the staff team, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment *based on protected class* or violence directly to the school district human rights officer, ~~also designated~~ ~~Title IX Coordinator~~ (Laurie Kabes, laurieschoolboardkabes@gmail.com, 612-756-4197) or to the Board Chairperson.
- B. Upon receipt of a report, ~~the Board appointed~~ staff member must notify the school district human rights officer immediately, without screening or investigating the report. The staff member may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as

practicable to the human rights officer. If the report was given verbally, the staff member shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the staff member. If the complaint involves the appointed staff member, the complaint shall be made or filed directly with the Board Chairperson or the school district human rights officer by the reporting party or complainant.

- C. In the District. The school board here by designates a board member Laurie Kabes as the school district human rights officer(s) to receive reports or complaints of religious, *disability or* racial, ~~or sexual~~, harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the Board Chairperson.
- D. The school shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- E. Submission of a good faith complaint or report of religious, *disability or* racial, ~~or sexual~~, harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- F. Use of formal reporting forms is not mandatory.
- G. *When possible*, the school will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school, the human rights officer, upon receipt of a report or complaint alleging religious, *disability or* racial ~~or sexual~~ harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by staff members or by a third party designated by the school.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school may take immediate steps, at its discretion, to protect the complainant, pupils, or other school personnel pending completion of an

investigation of alleged religious, *disability or* racial ~~or sexual~~ harassment or violence.

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

VI. SCHOOL ACTION

- A. Upon receipt of a report, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of Minnesota and federal law and school policies.
- B. The result of the school's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school in accordance with state and federal law regarding data or records privacy.

VII. APPEALS and REPRISAL

- A. Either Party of a Harassment investigation may file an appeal.*
- B. In the event of an appeal, EOC sets equal procedures for both parties, providing that both parties have an opportunity to submit a written statement in support of, or challenging the outcome. A written decision must be issued on appeal simultaneously to both parties.*
- C. The school will discipline or take appropriate action against any pupil or other school personnel who retaliates against any person who reports alleged religious, racial, or continual/ chronic harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.*

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted on the server in areas accessible to pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The school district will develop a method of discussing this policy with students and staff members.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.
- E. The school may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- G. *All staff who may receive complaints or be involved in investigations regarding harassment, as well as the Title IX Team shall receive training on the definition of harassment, how to conduct an investigation, how the school's grievance process works and how to serve impartially. 34 C.F.R. § 106.45(b)(1)(iii).*

Legal References: Minn. Stat. §127.46 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
Minn. Stat. §626.556 et seq. (Reporting of Maltreatment of Minors)
Minn. Stat. §121A.03 (Model Policy, Submission to the commissioner)

507 BULLYING AND INTIMIDATION PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited

conduct, and the conduct is repeated or forms a pattern; or

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

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

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or

school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from any advisor, but oral reports shall be considered complaints as well.
- C. The Co-Directors are the persons responsible for receiving reports of bullying or other prohibited conduct. Any person may report bullying or other prohibited conduct directly to the school district human rights officer (Laurie Kabes) or a Co-Director. If the complaint involves an advisor or co-director the complaint shall be made or filed directly with the other co-director or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker

immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker (Co-Directors), in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the Co-Director or a third party designated by the school district.
- B. The Co-Director or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act;

and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent

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

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and

- implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a

school's website.

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

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior
by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on
Buses)

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. EdVisions Off Campus provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex (defined as sexual identity and sexual orientation). No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates *Gigi Dobosenski and Melissa Judd* ~~HUMAN RIGHTS OFFICER (Laurie Kabes)~~ as its Title IX coordinators. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the director or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. EOC encourages the reporting party or complainant to use the *report form available online or from any staff member advisors or available from the director*, but oral reports shall be considered complaints as well. Nothing in this policy shall

prevent any person from reporting unlawful sex discrimination toward a student directly to a school ~~district human rights officer~~ *Title IX Coordinator* or to a co-director.

- B. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform a ~~co-director~~ *Title IX Coordinator* immediately.
- C. Upon receipt of a report or grievance, *a staff member or co-director* must notify the school ~~district human rights officer~~ *Title IX Coordinator* immediately, without screening or investigating the report. The *Title IX Coordinator* ~~co-director~~ may request, but may not insist upon a written complaint. A written statement of the facts alleged will *be used in determination of Title IX Investigation*. ~~be forwarded as soon as practicable by the principal to the human rights officer~~. If the report was given verbally, the ~~co-director~~ *Title IX Coordinator* shall personally reduce it to written form within 24 hours ~~and forward it to the human rights officer~~. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against *a staff member* ~~the co-director~~. If the complaint involves a *Title IX Coordinator* ~~co-director~~, the complaint shall be made or filed directly with a ~~different~~ co-director. ~~or the school district human rights officer by the reporting party or complainant~~.
- D. The school board hereby designates ~~HUMAN RIGHTS OFFICER~~ *the Title IX Coordinators Gigi Dobosenski (gigi@edvisionsoffcampus.org, 507-248-3101 ext 102, PO Box 307 Henderson, MN 56044) and Melissa Judd (melissa@edvisionsoffcampus.org, 507-248-3101 ext 116, PO Box 307 Henderson MN 56044)* ~~as the school district human rights officer(s)~~ to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a *Title IX Coordinator* ~~human rights officer~~, the complaint shall be filed directly with a co-director.
- E. The school district shall conspicuously publish the name of the Title IX coordinators ~~and human rights officer(s)~~, including office mailing addresses and telephone numbers in the annual parent-student handbook.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Edvisions Off Campus will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION AND SCHOOL DISTRICT ACTION

- A. By authority of the school district, the *Title IX Coordinator* ~~the human rights officer~~, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation *and school district action will follow the procedure as designated in Policy 400.1 Sexual Harrassment. This will include an investigator, Decision-Maker, Appeals Decision Maker.*
- B. ~~The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.~~
- C. ~~In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.~~
- D. ~~In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, advisors, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.~~
- E. ~~The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to a co-director upon completion of the investigation. If the complaint involves co-directors, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.~~

~~V. SCHOOL DISTRICT ACTION~~

- B. Upon conclusion of the investigation, *decision by Decision Maker and possible appeal* ~~receipt of a report~~, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. ~~The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.~~

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, advisor, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

524 SCHOOL DISTRICT COMPUTER SYSTEM AND INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system (ie-EOC google drives, *HEADRUSH* and Blackboard Collaborate) and acceptable and safe use of the electronic communications (ie- Skype and school email). Internet use is monitored at home by the guardians of students.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to electronic communications enable students and employees to explore thousands of resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and electronic communications throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes electronic communication. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for project work, educational research, and professional or career development activities. Users are expected to use electronic communication access through the district system to further educational and personal goals consistent with the mission of the school district policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. There is an expectation that internet use be limited to educational information.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the electronic communications is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or electronic communications may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension,

expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and electronic communications or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system for social networking activities other than those sponsored by the school (ie- a school sponsored Ning site).
- B. If a user inadvertently accesses unacceptable materials, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the personnel team. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the personnel team.

VI. FILTER

- A. All computers equipped with Internet access and available for student use at home will be monitored by guardians, to prohibit all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of Electronic Communications shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time.

- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students and parents of the school district.
- B. All students will sign a parent student advisor contract which includes a provision for using the internet responsibly. This will be signed annually and filed in the students' permanent record.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to School Computer System use.
- B. This notification shall include the following:
 - 1. Notification that school system use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or

servers.

- b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 527, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access.

This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the School Computer systems, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6701 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.17
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
United States v. American Library Association, 123 S.Ct. 2297 (2003)

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

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored
Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside
Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School
District Property by Nonschool Persons)



A PLACE TO BE YOURSELF

FY21 - BOARD MEETINGS

MEETING DATES	PLANNING ACTIVITIES (PA)/ TRAINING (TR)
July 21, 2020	PA: Financial Statements, Annual Organization Meeting, By Law Review TR: Online Use and Guidelines
August 18, 2020	PA: Financial Statements, Board Training TR: Charter Law
September 15, 2020	PA: Financial Statements, Policy Review, Annual Report TR: Open Meeting Law/ Roberts Rules
October 20, 2020	PA: Financial Statements TR: Data Privacy
November 17, 2020	PA: Financial Statements, Director Review TR: Personnel Evaluation Process
December 15, 2020	PA: Financial Statements, Policy Review TR: Understanding Accountability Measures- NWEA, MCA, Hope
January 19, 2021	PA: Financial Statements TR: Non-profit versus charter school boards, Title IX
February 16, 2021	PA: Financial Statements TR: Strategic Planning
March 16, 2021	PA: Financial Statements, Policy Review, Director Review TR: Board Elections
April 20, 2021	PA: Financial Statements, Budget First View TR: Budgets
May 18, 2021	PA: Financial Statements, Budget TR: Hiring Practices
June 15, 2021	PA: Financial Statements, Approval of Budget, Policy Review, Director Review TR: ByLaws

Board approved August 2020



Student/Parent Handbook 2020-2021

WELCOME

Congratulations on becoming a part of one of the most exciting learning opportunities available to students. We are excited to have you as part of EOC and are looking forward to observing the development of your full potential. Your success at EOC will be in direct proportion to your effort, application, and participation.

AN OVERVIEW

EOC was designed to meet the needs of students, both for the present and for the future. We are an ever-changing school working in an ever-changing society. The intention of EOC is to give students a strong performance-based education closely related to real life experiences.

POLICY OF ACADEMIC PROGRESSION

Students of the EdVisions Off Campus are required to progress through the school's curriculum in the following manner:

1. Students are expected to complete 10 (ten) project credits per year to advance to the next grade level.
2. All students must make one presentation of a project and one exhibit of a project at an All School Field Trip or other public venue with advisor approval, per 10 credits in order to graduate. See detailed section on Project Presentation.

3. As an online school, we need evidence of work done, both internally and to show future auditors of our school. Students will be required to complete time logs with a definition of work and time, or other approved methods.
4. It is recommended that the student work to develop their time management skills by completing a weekly or daily planner.
5. To get credit for any project/activity/class, it must be proposed and accepted by the advisor, the project proposal team, and parent/guardian or responsible adult, if topic is of concern. Credit will be in jeopardy if the project is not proposed prior to the activity/project/class.
6. Projects must be validated in a timely manner.
7. Summer projects/ prior year projects must be validated by the end of the second month of the following school year or no credit will be issued; unless an extension has been approved by proposal team.
8. Extended projects must be monitored by the advisor once per month with demonstrated achievement or the project will be dropped.
9. PSEO students must meet with proposal team prior to enrolling.
10. Students will regularly show their advisor their progress, at daily meetings and possibly at monthly field trips.

These are the standardized tests that EdVisions Off Campus Students participate in:

Northwest Education Association Measures of Academic Progress (NWEA-MAP) These are three tests (Math, Reading, Language Usage) that are used at a local level to support students' needs in these areas. They allow for prompt feedback for advisors and students to use to celebrate strengths and set goals to strengthen the areas which will help students be successful in their future. These tests are also used for measure of the school wide Basic Skill Goal. These are computerized tests. New students for the school year are given the NWEA test September 28-30 to help set a benchmark for growth and all students are tested with -NWEA May 10-12.

Minnesota Comprehensive Assessments (MCA)

These tests are known as "state tests." The data from these tests is used as a whole school assessment at the state level. On a student level, we are provided data for students which indicate their proficiency in reference to the Minnesota academic standards. The results are typically available late summer. PSEO and Minnesota State schools can use these results to determine admissions and required remediation coursework. These tests are April 13 and 14. Testing locations will be coordinated and shared in early March.

These are computerized tests and specific tests are given in specific grade levels. 7th- Math and Reading, 8th- Math, Reading and Science, 10th Reading and 11th Math and Science

Civics Test and Career Inventory

These assessments are locally developed; EOC is required to collect documentation of students participating in a Civics test before graduation and Career Inventory in their 9th grade year. Due to testing adjustments Spring 2020, 10th graders will test in fall 2020. Both are used to create Personal Learning and Post Secondary Plans for students.

Opting Out

If you wish to opt out your student from testing, please use this [form](#) and give to your student's advisor, or ask your advisor or the district assessment coordinator (Gigi Dobosenski) for a copy of the form. More testing [info](#) from MDE.

GENERAL CREDIT GUIDELINES

Students can earn yearly credit as follows (for completed, quality projects):

Driver's Education- 0.25 class credit, 0.25 license credit
PSEO (post secondary)- Credit will be awarded on a prorated basis based on the institution's credit practices

Math Class (objectives completed)- 1.4 EOC credit for full course completion, or equivalent of well-documented hours

Physical Education- maximum 1.0 EOC credits

Reading for enjoyment- maximum 1.0.- EOC credit

Organized sports participation- 0.5 EOC credit/sport/season

Work Experience- Maximum 1.0 credit per year.

1:3 (EOC hours:work hours) for job skills

Lifelong Learning Experiences- 1.2 credit per year or 10 LLL

Portfolios- 0.25 credits per year of attendance.

Orientation- 0.5 credits maximum on first year of enrollment

Peer to Peer- 0.5 maximum (0.1 for every 3 instances of peer support which is staff recognized)

PROJECT EXHIBITS AND PRESENTATIONS

EOC is trying to help our students to learn presentation skills throughout their time here. All students are required to present and exhibit once during each year. There will be online presentations and in-person chances to present. Smaller groups can be arranged by the advisor due to student concerns. The length of presentations will be determined per individual student by advisor and proposal team. Students who enter mid year could negotiate their requirements.

Student Exhibitions

This will involve setting up an exhibit for an audience and answering questions about that project during a half-hour exhibition time during the designated presentation.

Student Presentations

This will involve standing in front of a small audience and giving a presentation about a completed project.

Suggested guidelines for 11th and 12th graders:

In 11th grade students need to make an approximately 10 minute presentation on a *1.5+-credit project*.

Criteria in addition to the above: project benefits people in the community in some way. This could include student mentoring.

In 12th grade students need to do a senior project, 3 credits, approximately 20-minute presentations.

Criteria are spelled out in Senior Guidelines.

2020-2021 Senior Project Information

(Condensed from senior project handout)

General Information: To get started on the senior project journey you must have a project proposal form, rubric, statement and schedule for your senior project approved by the senior project planning team; in addition to at least 50 credits.

Project Requirements: A senior project needs to:

- Show at least 300 hours of academic investment, and most will need to go beyond this. This time needs to be documented. You may count 25 hours of presentation time toward the 300 hours.
- Show thinking/creating/"brain strain" of some type; to a great extent CREATE, INVENT, BE ORIGINAL,

DESIGN, DISCOVER, IMAGINE. Do more than use a manual, replicate printed materials, follow a blueprint.

- Include a rubric that you create that will be used to evaluate your project.
- Have a 15-20 minute presentation to the public.

Deadlines: Seniors who have 50 credits begin the proposal process. All seniors must be at 50 credits by January 8th to present in May. Seniors need to meet senior team deadlines and build deadlines into their project which are real and worked out between student and the senior project proposal team.

Senior Project Planning Committee: A committee includes at least: advisor, EOC Students, Community Member, Senior Project Team (Cathy, Noah, Jessica, Melissa)

Finalization: Senior Projects must be completed, presented and finalized to be eligible for graduation ceremony.

Presentation Night: Senior Project Presentation is mandatory and will be during the May All School Field Trip. Pre-approval based on a practice presentation to senior team is required.

PSEO (Post Secondary Enrollment Options)

Students may wish to participate in the PSEO program in which a student would attend a post-secondary institution and take college credit. We recommend that students consider this option if they are highly motivated, are self-paced, and demonstrate appropriate social skills. In order for a student to receive credit toward graduation, the student will be required to obtain prior course approval from the advising team, supply a transcript of courses and conference with the advising team upon completion of their classes. Credit will prorated based on the institution's credit practices. Books and materials provided to the student will become the property of the postsecondary institution following course completion. It is the student's

responsibility to turn their books into the proper site. PSEO institutions have various class availability including online coursework and career and technical options for 10th graders. Institutions also have specific requirements for acceptance, and transportation support for low income students. Prior to attending PSEO classes, EOC students must notify their advisor before May 30th of the previous school year. More information can be found in the PSEO section of the school website.

SITE BASED MANAGEMENT TEAMS

EOC has established Site Based Management Teams that will address the various functions at the school. They include:

Personnel Team (staff, parent, and personnel concerns)

Larry S, Chris L, Gigi D, Tessa M

Special Services- Mike M, Gigi D, Jody D, Jess B, Tessa M, Jessica M, Noah A

Technology- Larry S, Mike M, Patty MG, Tessa M

Senior Team- Jessica M, Cathy D, Melissa J, Noah A

Finance Team- Cathy D, Mike M, Gigi D, Chris L, Mary M

Events- Tessa M, Jody D, Merrissa M, Jessica M

Experiential Ed - Jody D, Tessa M, Chris L, Cathy D

Wellness/Staff Culture- Noah A, Tessa M

Basic Skills- Larry S, Chris L

Life Skills – Gigi D, Cathy D, Jessica M, Melissa J

Inclusion- Jody D, Mike M, Patty MG, Merrissa M

SCHOOL BOARD MEMBERS

Mary Menne- Chair

Merrissa McLean – Clerk

Allie Palmer – Board Member

Patty Monson Geerts –Vice Chair

Mike Motzko-Treasurer

Laurie Kabes- Human Rights Officer

Jessica Mockros-Board Member

EQUIPMENT CHECKOUT

Students wishing to borrow technology related equipment for use in completion of projects are required to use the technology form provided by their advisors. Students will be required to have a signed technology form in order to check materials out. Students and parents will be liable for damage to or loss of any equipment in their possession. Some equipment will need an advisor approval prior to checkout.

CODE OF STUDENT CONDUCT

The staff at EOC believes that all students have the right to discuss infractions related to their conduct. Students will have the option to participate in restorative/peace keeping circles to seek solutions through dialogue and discussion or resort to the following traditional methods. Discipline will be different in an online school than in a more traditional school. Nevertheless, students will be meeting with others online, they will make agreements about meeting and work that may be cause for disciplinary action. Also, behavior on the internet (e.g. no inappropriate sites), behavior while involved in community projects, and behavior while on field trips or presentation nights will be monitored and have potential consequences.

A student causing a rule infraction **may** be disciplined or dismissed on any of the following grounds:

1. willful violation of any reasonable school board regulation;
2. willful conduct that significantly disrupts the rights of others to an education;
3. willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

Student discipline problems will be dealt with on a case by case basis. Student discipline procedures may include but are not limited to: restorative circles, conferencing, removal from class/setting, police contact, suspension, exclusion, or expulsion. Notification of any violation of this policy and resulting disciplinary action shall be as provided by the Fair Pupil Dismissal Act or other applicable law.

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

Eligibility for participation in extra-curricular activities may be limited by academic standing, disciplinary matters, or enrollment status. If you have questions about eligibility for participation contact an advisor. The bottom line is if you are not performing as a responsible young adult, you may lose privileges.

Teachers/staff may use reasonable force to restrain or correct a student.

Students who violate school rules and guidelines may be referred to the school judicial system where a committee of students and staff will rule on consequences depending on the severity of the offense. While meeting with others involved in school activities, students may be temporarily removed from the situation until the problem is dealt with.

CLOTHING STANDARDS

EOC encourages students to dress appropriately for school activities (online meetings, field trips, community projects) and in keeping with community standards. Students and parents will abide by staff requests to alter clothing when it has a negative impact on the educational environment as determined by the staff.

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

Students will be asked to turn shirts inside out or to cover up that which is inappropriate. If they should choose to wear such clothing a second time, they may face suspension.

DRUG OR ALCOHOL USE

If a staff member should have reasonable suspicion of use or possession of alcohol or other drugs, the student will be communicated with and the parents/ guardians will be notified requesting that the student be removed from a school function immediately. Also a ten-day suspension may be administered with the recommendation that a drug test (urine analysis) be administered (up to \$55 at the school's expense). A negative test would allow the student to return to school immediately. A positive test would result in a recommendation that the student undergo a county assessment, and to follow the recommendations of that assessment.

POLICIES

The following are condensed policies, full text of individual policies are available from any staff member on request and on the school website.

STUDENT ACHIEVEMENT (509)

In an effort to make sure that all students make adequate progress, advisors will calculate **before conferences throughout year**. If the student is not on track to earn at least 7.5 credits for the year, **parents will be notified. To encourage earning of full credit**, the following procedures will be set in motion until adequate progress is being made:

1. Parents will be **notified that their student is behind in credits**. In addition, there will be a daily meeting between student and advisor to show evidence of progress and to set goals and criteria for success.
2. If adequate progress is not made in two more weeks, a meeting will be held twice a week with the student's proposal team.
3. If adequate progress is not made in two more weeks, a meeting will be set up for the student and that student's parents with the staff academic planning team in order to discuss progress and set up a plan. A second meeting will be scheduled to see that the plan has been followed.
4. If adequate progress is still not made, the staff academic planning team will recommend to the student that they find another educational setting. The student and parent/guardian may appeal to the school board.

ATTENDANCE POLICY (516)

Attendance is determined as the following: presence at daily advisory meeting, attendance at a field trip, student initiated advisor contact followed by documented time logs on the day of contact, or documented timelogs as arranged by the advisor. Students accumulating more than 3 cumulative unexcused absences (as established by the Board) and/or lack of credible educational work will receive school notification through phone, e-mail or mail and parents/guardians will need to contact the school in regard to absences and school work. The school will continue to notify parents through 7 cumulative unexcused absences, at which time the student's county of residence will be notified regarding truancy. If attendance is not taken seriously and work not completed, following 30 cumulative absences, the student will be dropped from the school attendance rolls and will need to complete a full admissions packet in order to return. In accordance with

state law, students will be dropped from enrollment following 15 consecutive days of absences (excused or unexcused).

Absences will be excused if they are caused by the following reasons: illness, serious illness in immediate family, death in the immediate family, medical or dental appointments, counseling appointments, court appearances, family vacations, planned educational experiences, religious instruction (< 3 hours per week), physical emergencies (flood, storm, etc.), official school sponsored outings, or suspension. Absences considered unexcused are: truancy, absences resulting from cumulated unexcused tardies (three tardies equal one unexcused absence), or any other absence not included in the excused section of this policy. Staff will make an effort to notify parents of all unexcused absences as soon as possible. Students may excuse tardies by making up time as arranged with their advisor.

COMPLAINT POLICY (100)

Students, parents, staff or other persons, may report concerns or complaints to the school. While written reports are encouraged, a complaint may be made orally. Any staff member receiving a complaint shall advise the Staff Team of the receipt of the complaint. The Staff Team shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the Board Chairperson. A person may file a complaint at any level of the school ; i.e., staff, staff team, or the School Board.

CRISIS PLAN (806)

The EOC Board adopted a crisis plan that features education of students regarding various potential issues. If a crisis should occur while gathered together, the advisors as soon as feasibly possible will contact parents. All students will be expected to stay with the group for safety and security purposes.

DISCRIMINATION POLICIES (521, 522)

EOC complies with applicable federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, gender identity , sexual orientation, marital status, status with regard to public assistance, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program; or in employment or recruitment, consideration, or selection, thereof, whether

full time or part-time, under any education program or activity operated by the district for which it received federal financial assistance. Any student of EOC who feels he/she has been discriminated against in violation of the District's non-discrimination policy may avail himself/herself of filing the grievance with a Staff member. (Forms may be received from staff members.)

ENROLLMENT POLICY (513)

EOC desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. This policy is to set forth the application and exclusion procedures used by the school district in making said determination. As a charter school, EOC shall enroll any eligible student. As a charter school EOC will not enroll students on the waiting list or enrollment forms submitted after the deadline each year. As a charter school, EOC shall create a "waiting list" when no openings exists.

EOC may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion under specific circumstances. EOC may not use the following standards in determining whether to accept or reject an application for open enrollment; previous academic achievement of a student; athletic or extracurricular ability of a student; disabling conditions of a student; a student's proficiency in the English language; the student's district of residence; or previous disciplinary proceedings involving the student.

FIELD TRIP POLICY (514)

School trips through EOC which will occur during one day require enough chaperones to maintain the ratio of one (1) adult to twenty (20) students. Chaperones are staff members or other adults approved by the staff as chaperones. EOC school trips occurring overnight will need to be approved by staff ahead of time. Enough chaperones will be provided to maintain a ratio of one (1) adult to ten (10) students. If there is more than one (1) gender, the school will provide appropriate chaperones. Chaperones are staff members or other adults approved by the staff as chaperones. With all overnight field trips, parents and guardians of participating students will be notified a minimum of one week ahead of time.

HARASSMENT AND VIOLENCE POLICY (400 and 400.1)

It is the policy of EOC to maintain a learning and working environment that is free from harassment or violence including but not limited to: religious, racial, sexual, or chronic/continual. It shall be a violation for any student or

staff member to harass or inflict violence upon a student or staff member through conduct or communication as defined by this policy. Harassment constitutes any action that makes another person uncomfortable, including interactions that happen online. A student will be warned to discontinue behaviors that cause another discomfort; if they should choose to continue they may face suspension. Vagrant harassment may result in immediate suspension.

The School will act to investigate all complaints, formal or informal, verbal or written, of harassment and to discipline any student or staff member who harasses a student or staff member of EOC. Complaints should be addressed in written form to the School District's Human Rights Officer, Laurie Kabes (laurieschoolboardkabes@gmail.com). Reports of Sexual Harassment should be reported to the Title IX coordinator, Gigi Dobosenski (gigi@edvisionsoffcampus.org) or Melissa Judd (melissa@edvisionsoffcampus.org)

HAZING PROHIBITION POLICY (505)

"Hazing" means committing an act against a student, or coercing a student to commit an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an advisor. This policy applies to behavior that occurs on or off school property, during and outside school hours.

BULLYING AND INTIMIDATION PROHIBITION (507)

"Bullying" means intimidating, threatening, abusive or harming conduct that is objectively offensive and an actual or perceived imbalance exists; or material and substantially interferes with educational opportunities. "Cyberbullying" means bullying using technology or other electronic communication including transfer of sign, signal, writing, image, or data. The prohibited conduct is on campus, at school functions or activities, on school computers or off school premises to the extent that it substantially and materially disrupts students learning or the school environment. Any person who believes he or she has been a victim of bullying or any person with knowledge or belief of conduct which may constitute bullying shall report the alleged acts immediately to an advisor, who will provide an incident report form. The complaint will then be filed with a Co-Director.

INCLUSIVE EDUCATION (508)

A student will be encouraged to objectively study the areas they choose, with encouragement in researching multiple viewpoints, especially encouraging those from minority or oppressed groups of individuals. Advisors will be trained as necessary, to assist students in their development of their appreciation of people of diverse backgrounds. Advisors will assist students in finding experts from a variety of backgrounds to assist in the development of awareness of all groups' contributions to society.

TECHNOLOGY USE POLICY (524)

Computers and other electronic media (e.g., EOC server, project foundry, Blackboard, Skype and school email) are to be used solely for educational purposes. The use of electronic media for private purposes may subject the student to disciplinary action. All electronic communications are not private but subject to review and monitoring by the staff. All personal passwords can be overridden and communication reviewed. Internet use is monitored at home by the guardians of students.

Personal computers can be searched and programs deleted if they are not supporting educational learning. Students will allow remote desktop access to staff when requested to do so. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. EOC will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

All students will sign a parent student advisor contract which includes a provision for using the internet responsibly. This will be signed annually and filed in the students' permanent record.

PROTECTION AND PRIVACY OF RECORDS (527)

EOC has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following: classifies records as public, private or confidential; establishes procedures and regulations to permit parents or students to inspect and review a student's

education records; establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.; establishes procedures and regulations for access to and disclosure of education records; establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

"Directory information" will be included in a student directory and will include the following information relating to a student: the student's name; address; telephone number; email address; Skype username; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent, except to school officials as provided under federal law. In order to make any or all of the directory information listed above "private," the parent or eligible student must make a written request to the student's advisor within thirty (30) days of receiving this information.

SEARCHES OF PERSONAL POSSESSIONS (502)

Pursuant to Minnesota statutes, school computers and equipment are the property of the school. At no time does the school relinquish its exclusive control school computers and equipment provided for the convenience of students. Staff members for any reason may conduct inspection of the interior of these items at any time, without notice, without student consent, and without a search warrant. When meeting as a group, the personal possessions of students including, but not limited to: locked filing cabinets, purses, backpacks, book bags, packages, personal and school computers, or clothing may be searched only when staff members have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Vehicles may be searched if staff has reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose items were

searched unless disclosure would impede an ongoing investigation by police or staff members. 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's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

TRANSPORTATION POLICY (512)

If students drive to field trips they need prior parent permission in writing.

WEAPONS POLICY (501)

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors shall possess, use, or distribute a weapon when in a school location (including field trips). 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. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to a school function will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

SUBSTANCE FREE POLICY (503)

Prohibits students (of all ages) and staff from the use of tobacco (including e-tobacco), alcohol, toxic substances and controlled substances without a physician's prescription. This prohibition includes all district property and all events sponsored by the school district.

SECTION 504 OF REHABILITATION ACT OF 1973

Students may be disabled under Section 504 even though the students do not require special education services. It is the intention of EOC to ensure that all students who are disabled within the definition of Section 504 are identified, evaluated, and provided appropriate educational services.

Referral, identification, planning, and review: The designated Section 504 building coordinator (Jessica Mockros) will utilize the following Section 504 process: (1) Referral (2) Identification (3) Planning (4) Periodic Review through a team including student, parent, advisor, 504 coordinator, and one additional staff member.

HEALTH SERVICES

Emergency Information Parents/ guardians of each student will be required to complete an emergency information form and return it to the school during the first week of school. Please return this form as promptly as possible, since the information may be needed as early as the first week of school.

Medications The administration of medication to students is carried out under written orders from a student's physician and written permission of the parents. If possible, medications should be scheduled around field trip/meeting hours, thus avoiding the need for bringing medications on the activity. The policies of the Minnesota Department of Health and the State Department of Education are followed.

Health Conditions Any student having health conditions, such as diabetes, asthma, seizures, frequent ear infections, or allergies (especially wasp/bee stings), will need to contact the advisor during the first week of school. Students having a history of hearing or vision difficulties should notify the advisor of special needs.

Illness/Accidents If your child becomes ill during a school activity, every attempt will be made to send your child home. Should your child have a minor injury, an advisor or other adult chaperone will give first aid. If the accident is of a serious nature, parents will be called immediately. If the school is unable to contact the parents, a doctor will be called or the student will be transported to the nearest clinic for examination.

Communicable Diseases and Infectious Conditions

To prevent the spread of contagious diseases, the advisor needs to be informed of all students with a communicable disease prior to attending a face to face. If a student has chicken pox, pinkeye, lice, scabies, impetigo, or strep throat, the student needs to report to the advisor for clearance to participate in face to face activities.

Immunizations The Minnesota School Immunization Law requires that all students be properly vaccinated in order to remain enrolled in school, or that parents sign a conscientious objector form. The school will contact you if additional information regarding immunizations is needed.

EdVisions Off-Campus High School

July 2020 Financial Report

Revenue \$ 89,171.23 This is the Cash Deposited for July (Receipt Listing Report)

\$ 89,171.23 Revenue for July (Trial Balance - Revenue)

Expenses \$ 87,729.90 Total of checks written for July (Payment Register)

\$ -
\$ 87,729.90 Expenses for July (Trial Balance - Expenses)

Fund Balance \$ 561,283.96 Last Month
\$ 559,842.63

Accounts Recievable

Cash Balance **\$ 561,283.96** \$ 559,842.63 New Total for Last Month

Comments: (Trial Balance - Balance Sheet - Cash, or)
(Bank Reconcilliation Worksheet)

EDVISIONS OFF-CAMPUS CHARTER Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
4151	CB		5894	5361	Check	1	1634	Apptegy	Yes	Yes	No	USD	07/07/2020	4,836.00
4151	CB		5887	5362	Check	1	1003	EdVisions Cooperative	Yes	Yes	No	USD	07/07/2020	74,603.85
4151	CB		5891	5363	Check	1	1277	Frontier	Yes	Yes	No	USD	07/07/2020	46.65
4151	CB		5888	5364	Check	1	1022	MN Assoc of Charter Schools	Yes	Yes	No	USD	07/07/2020	2,091.90
4151	CB		5892	5365	Check	1	1357	Northwest Evaluation Association	Yes	Yes	No	USD	07/07/2020	1,375.00
4151	CB		5890	5366	Check	1	1032	Renaissance Learning	Yes	Yes	No	USD	07/07/2020	2,790.00
4151	CB		5889	5367	Check	1	1030	SpEd Forms Inc.	Yes	Yes	No	USD	07/07/2020	1,604.30
4151	CB		5893	5368	Check	1	1568	T-Mobile	Yes	Yes	No	USD	07/07/2020	382.20

Bank Total: \$87,729.90

Report Total: \$87,729.90

EDVISIONS OFF-CAMPUS CHARTER Trial Balance Summary Report

Periods: 202101 To: 202101

CompL	Fd Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4151	E 01	005 105	000 000	306	F		EdVisions Payment-Administ	B	422	000	0.00	5,694.81	0.00	5,694.81
4151	E 01	005 110	000 000	306	F		EdVisions Payment-Financia	B	422	000	0.00	3,903.45	0.00	3,903.45
4151	E 01	005 940	000 000	340	F		Insurance	B	422	000	0.00	7,064.83	0.00	7,064.83
4151	E 01	010 211	000 000	306	F		EdVisions Payment - Regula	B	422	000	0.00	49,019.32	3,785.94	45,233.38
4151	E 01	010 211	000 000	307	F		Advertising	B	422	000	0.00	4,836.00	0.00	4,836.00
4151	E 01	010 211	000 000	320	F		Telephone	B	422	000	0.00	46.65	0.00	46.65
4151	E 01	010 211	000 000	430	F		Instruct Supplies	B	422	000	0.00	4,165.00	0.00	4,165.00
4151	E 01	010 211	000 000	820	F		Dues & Memberships-Non S	B	422	000	0.00	2,091.90	0.00	2,091.90
4151	E 01	010 211	000 311	320	F		Internet Access	B	422	000	0.00	382.20	0.00	382.20
4151	E 01	010 407	000 740	306	F		EdVisions Payment - SLD	B	422	000	0.00	15,986.27	1,704.74	14,281.53
4151	E 01	010 420	000 419	433	F		SpEd Supplies/Testing Mater	B	422	000	0.00	1,604.30	0.00	1,604.30
Report Total:											\$0.00	\$94,794.73	\$5,490.68	\$89,304.05

EDVISIONS OFF-CAMPUS CHARTER

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1876	4151	CB														
state payment																
			1897	Credit	A	07/15/20	7/15/20	Wire	1	1001						
										State of Minnesota						
						4151	R 01 000 000	021 000 211		General Education Aid FY202					44,550.14	0.00
														Receipt Total:	\$44,550.14	\$0.00
														Deposit Total:	\$44,550.14	\$0.00
1877	4151	CB														
state payment																
			1898	Credit	A	07/30/20	7/30/20	Wire	1	1001						
										State of Minnesota						
						4151	R 01 000 000	021 000 211		General Education Aid FY202					44,450.58	0.00
														Receipt Total:	\$44,450.58	\$0.00
														Deposit Total:	\$44,450.58	\$0.00
1878	4151	CB														
interest																
			1899	Credit	A	07/31/20	7/31/20	Wire	1	1002						
										Home Town Bank Henderso						
						4151	R 01 000 000	000 000 092		Interest					170.51	0.00
														Receipt Total:	\$170.51	\$0.00
														Deposit Total:	\$170.51	\$0.00
														Report Total:	\$89,171.23	\$0.00

EDVISIONS OFF-CAMPUS CHARTER Trial Balance Summary Report

Periods: 202101 To: 202101

CompL	Fd Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4151	R	01	000	000	000	092	F Interest	B	422	000	0.00	0.00	170.51	(170.51)
4151	R	01	000	000	021	000	211 F General Education Aid FY20;	B	422	000	0.00	0.00	89,000.72	(89,000.72)
Report Total:											\$0.00	\$0.00	\$89,171.23	(\$89,171.23)

EDVISIONS OFF-CAMPUS CHARTER

Reconciliation Worksheet Report

07/31/2020

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1189	07/31/2020	4151	CB	HOME TOWN BANK HENDERSO HOME TOWN BANK HENDERSOI

Worksheet has been Finalized

Statement Amount 563,446.59

Deposits in Transit 0.00

Outstanding Payments

Checks 2,162.63

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount

Amount Per Bank 561,283.96

GL Account Balance 561,283.96

Difference 0.00

Co L Fd Org Pro Crs Fin O/S
4151 B 01 101 000

Ty
F

Adjustments

00/00/0000

EDVISIONS OFF-CAMPUS CHARTER Trial Balance Summary Report

Periods: 202101 To: 202101

CompL	Fd Org	Pro Crs	Fin O/S	Ty Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4151	B 01	101 000	F	HomeTown Bank	B	100	000	559,842.63	89,171.23	87,729.90	561,283.96
4151	B 01	121 001	F	Due From MDE - Gen Ed Aic	B	100	000	86,769.65	0.00	0.00	86,769.65
4151	B 01	121 002	F	Due From MDE - SpEd Aid	B	100	000	17,685.16	0.00	0.00	17,685.16
4151	B 01	121 004	F	Due From MDE - QComp	B	100	000	2,858.20	0.00	0.00	2,858.20
4151	B 01	122 000	F	Due Fm Fed.-Mdcfl	B	100	000	39,540.98	0.00	0.00	39,540.98
4151	B 01	131 000	F	Prepaid Expenditures	B	100	000	7,064.83	0.00	7,064.83	0.00
4151	B 01	131 001	F	EdVisions Coop - Prepaid Ex	B	100	000	4,360.03	0.00	0.00	4,360.03
4151	B 01	206 000	F	Other Accts Payable	B	200	000	(5,490.68)	93,220.58	87,729.90	0.00
4151	B 01	422 000	F	Unreserved/Undesig	B	400	000	(699,869.05)	0.00	0.00	(699,869.05)
4151	B 01	460 000	F	Nonspendable Fund Balance	B	400	000	(10,337.78)	0.00	0.00	(10,337.78)
4151	B 01	472 000	F	Rst/Rsvd for Med Asst	B	400	000	(2,423.97)	0.00	0.00	(2,423.97)
4151	B 98	143 000	F	Equipment	B	100	000	32,159.13	0.00	0.00	32,159.13
4151	B 98	173 000	F	Accum Depr On Equip.	B	100	000	(23,663.58)	0.00	0.00	(23,663.58)
4151	B 98	430 000	F	Invest. Fixed Assets	B	400	000	(8,495.55)	0.00	0.00	(8,495.55)
Report Total:								\$0.00	\$182,391.81	\$182,524.63	(\$132.82)

EDVISIONS OFF-CAMPUS CHARTER

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4151	CB	5361	1634		Aptegy		Check		
				E 01	010 211 000 000 307	website		\$4,836.00	
	PO#: 2433	Voucher #:	6648	Invoice	Invoice No: 03279	7/7/2020	Paid Amt:	\$4,836.00	
							Check Amount:	\$4,836.00	
4151	CB	5362	1003		EdVisions Cooperative		Check		
				E 01	010 211 000 000 306	gen ed		\$49,019.32	
				E 01	010 407 000 740 306	sped		\$15,986.27	
				E 01	005 105 000 000 306	admin		\$5,694.81	
				E 01	005 110 000 000 306	business		\$3,903.45	
	PO#:	Voucher #:	6647	Invoice	Invoice No: 7/7/20	7/7/2020	Paid Amt:	\$74,603.85	
							Check Amount:	\$74,603.85	
4151	CB	5363	1277		Frontier		Check		
				E 01	010 211 000 000 320	phone		\$46.65	
	PO#:	Voucher #:	6646	Invoice	Invoice No: 7/16/20	7/7/2020	Paid Amt:	\$46.65	
							Check Amount:	\$46.65	
4151	CB	5364	1022		MN Assoc of Charter Schools		Check		
				E 01	010 211 000 000 820	membership		\$2,091.90	
	PO#: 2436	Voucher #:	6651	Invoice	Invoice No: 7/7/20	7/7/2020	Paid Amt:	\$2,091.90	
							Check Amount:	\$2,091.90	
4151	CB	5365	1357		Northwest Evaluation Association		Check		
				E 01	010 211 000 000 430	MAP growth		\$1,375.00	
	PO#: 2434	Voucher #:	6649	Invoice	Invoice No: 37749	7/7/2020	Paid Amt:	\$1,375.00	
							Check Amount:	\$1,375.00	
4151	CB	5366	1032		Renaissance Learning		Check		
				E 01	010 211 000 000 430	math program		\$2,790.00	
	PO#: 2437	Voucher #:	6652	Invoice	Invoice No: 415714	7/7/2020	Paid Amt:	\$2,790.00	
							Check Amount:	\$2,790.00	
4151	CB	5367	1030		SpEd Forms Inc.		Check		
				E 01	010 420 000 419 433	special education forms		\$1,604.30	
	PO#: 2435	Voucher #:	6650	Invoice	Invoice No: 1077	7/7/2020	Paid Amt:	\$1,604.30	
							Check Amount:	\$1,604.30	
4151	CB	5368	1568		T-Mobile		Check		
				E 01	010 211 000 311 320	internet		\$382.20	
	PO#:	Voucher #:	6645	Invoice	Invoice No: 7/13/20	7/7/2020	Paid Amt:	\$382.20	
							Check Amount:	\$382.20	
								Report Total:	\$87,729.90