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 15th, 2017, 3:30 PM
Minutes

A. Called meeting to order by Chair at: 3:32 by Megan Bluma

B. Roll Call of Attendance:

Merrissa McLean (June 2019) X
Mike Motzko (June 2018) X
David Jones (June 2018) X
Mary Menne (June 2019)
Larry Schmidt (June 2020) X
Megan Bluma (June 2019) X
Sara Brave Heart (June 2020) X

Others Present:
Cathy Diaz
Gigi Dobosenski

C. Educational Data

D. Correction and approval of previous meetings

1. **Approve Board Meeting minutes from last month. M – Schmidt, S - Motzko. Unanimous motion carried.**
2. **Approve Annual Meeting minutes from July. M- Schmidt, S- Motzko Unanimous motion carried.**

E. Open Forum

F. Approval of Agenda

1. **Agenda Approval. M - Schmidt, S -Mozko.** Unanimous motion carried.
2. **Conflict of interest disclosures regarding agenda items.**

G. Consideration of Claims and Accounts

1. Treasurer's Report

Motion to approve expenses - M - Larry, S - Megan. Unanimous motion carried.

a) **Revenue of $ 85, 302.69**
b) **Expenses of $ 79,138.17**
c) **Ledger Balance (Cash Fund Balance) of $ 341,845.55**
d) **Bank Reconciliation of $ 344,658.05**

H. Communications

1. Special Ed Directorship
    a. Mark Krug, Designs for Learning issues coming up, maintenance of effort, wrapping up monetary updates, trainings
2. IQS:
    a. Dobosenki & Brave Heart went to IQS meeting

b. Change in management structure. Milo Cutter & Tom T are current leadership.
c. Same cadre members. Cadre leader is Nora Whelan from Avalon. Liaison between IQS and EOC
d. Waiting on IQS letter/report card
e. Dobosenski asked for a volunteer to help fill out IQS score card, David Jones volunteered.

I. Hearing of Reports

1. Director Monthly Updates
    a. Diaz reported the State is checking why Maintenance of Effort was not maintained in 2015-2016
    b. $36,000 in question, EOC has responded, waiting to hear back
    c. Special Ed audit on hold for training on corrective action
    d. Regular audit rough draft coming soon
    e. ADM has not changed, 109.16 FY17
    f. Dobosenski reported ESSA is replacing NCLB at federal level
    g. MN is putting finishing touches on plan, public meetings scheduled
    h. Testing- parents can opt out of state and local testing, now counted as "non-proficient'
    i. MCA results released. EOC 32.4% in math proficiency, 66.7% in reading proficiency, 47.8% in science proficiency
    j. Cathy Diaz and student Regina Hockert attended Online Learning Conference and presented.
    k. Board thanks Regina for representing EOC
2. Staff Monthly Updates
    a. Staff is currently getting ready for the new school year. Contacting families.
    b. New programs be trialed: Seesaw

J. Unfinished business

1. Continue review of Policies (200, 400, 507, 522, 524)- 3rd month **Motion to approve policies. M- Jones, S- Motzko** Unanimous motion carried.
2. ByLaws-3rd month **Motion to approve ByLaws. M- Jones, S- Brave Heart** Unanimous motion carried.
3. Vote on Board Meeting Training Calendar for the year **Motion to board training calendar. M- Jones, S- Bluma** Unanimous motion carried.

K. New Business

1. QComp goal
    a. NWEA MAP Test increase from 69% to 71%; 2% minimum per year
    b. **Motion to approve QComp goal. M- Bluma, S- Motzko** Unanimous motion carried.
2. Handbook
    a. Assessment additions according to policies, teams updated
    b. **Motion to approve handbook. M- Motzko, S- Brave Heart** Unanimous motion carried.
3. ~~Social Worker Contract~~
4. Training- Charter Law Primer
    a. 3rd year of 5yr contract with IQS

   b. This doesn't apply to EOC for a few more years but need to pay close attention to dates
   c. Audit report required
5. Approval for going over student cap, special permission
   a. **Motion to approve going over student cap. M- Jones, S- Brave Heart** Unanimous motion carried.

L. Next Meeting September 19th, 2017 @ 3:30 pm

M. Adjourn Meeting

1. **Meeting adjourned at _4:23pm M-, Jones S- Motzko. Unanimous motion carried.**

Clerk: Date:

Meetings
http://www.surveygizmo.com/s3/3728223/ESSA-Regional-Meeting-Registration-August-2017

Public comments
http://education.state.mn.us/MDE/dse/ESSA/StatePlanPublicComment/

EdVisions Off-Campus High School

July 2017 Financial Report

Revenue	$	85,302.69	This is the Cash Deposited for July	(Receipt Listing Report)
	$	**85,302.69**	**Revenue for July**	(Trial Balance - Revenue)
Expenses	$	79,138.17	Total of checks written for July	(Payment Register)
	$	-		
	$	**79,138.17**	**Expenses for July**	(Trial Balance - Expenses)

		Last Month	
Fund Balance	$ 341,845.55	$ 335,681.03	
Accounts Recievable			
Cash Balance	**$ 341,845.55**	$ 335,681.03	New Total for Last Month

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

EDVISIONS OFF-CAMPUS CHARTER

Payment Register by Bank and Check Number

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
4151	CB		4673	4535	Check	1	1003		EdVisions Cooperative	Yes	Yes	No	USD	07/09/2017	64,307.27
4151	CB		4677	4536	Check	1	1284		KAJ Labs	Yes	Yes	No	USD	07/09/2017	3,000.00
4151	CB		4678	4537	Check	1	1305		Minnesota Association of Alternative Progra	Yes	Yes	No	USD	07/09/2017	76.00
4151	CB		4674	4538	Check	1	1022		MN Assoc of Charter Schools	Yes	Yes	No	USD	07/09/2017	2,146.00
4151	CB		4679	4539	Check	1	1357		Northwest Evaluation Association	Yes	Yes	No	USD	07/09/2017	1,375.00
4151	CB		4681	4540	Check	1	1435		Project Foundry	Yes	Yes	No	USD	07/09/2017	2,260.00
4151	CB		4676	4541	Check	1	1032		Renaissance Learning	Yes	Yes	No	USD	07/09/2017	2,219.00
4151	CB		4675	4542	Check	1	1030		SpEd Forms Inc.	Yes	Yes	No	USD	07/09/2017	907.75
4151	CB		4680	4543	Check	1	1358		True Friends	Yes	Yes	No	USD	07/09/2017	2,847.15

Bank Total: $79,138.17

Report Total: $79,138.17

EDVISIONS OFF-CAMPUS CHARTER
Trial Balance Summary Report

Periods: 201801 To: 201801

Comp	L	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	5,161.06	0.00	5,161.06
4151	E	01	005	110	000	000	306	F	EdVisions Payment-Financia	B	422	000	0.00	3,472.81	0.00	3,472.81
4151	E	01	005	940	000	000	340	F	Insurance	B	422	000	0.00	5,598.65	0.00	5,598.65
4151	E	01	010	211	000	000	306	F	EdVisions Payment - Regula	B	422	000	0.00	38,947.88	0.00	38,947.88
4151	E	01	010	211	000	000	307	F	Advertising	B	422	000	0.00	3,000.00	0.00	3,000.00
4151	E	01	010	211	000	000	369	F	Field Trip Fees	B	422	000	0.00	2,847.15	0.00	2,847.15
4151	E	01	010	211	000	000	430	F	Instruct Supplies	B	422	000	0.00	5,854.00	0.00	5,854.00
4151	E	01	010	211	000	000	820	F	Dues & Memberships-Non S	B	422	000	0.00	2,146.00	0.00	2,146.00
4151	E	01	010	407	000	740	306	F	EdVisions Payment - SLD	B	422	000	0.00	16,725.52	0.00	16,725.52
4151	E	01	010	420	000	419	433	F	SpEd Supplies/Testing Mate	B	422	000	0.00	907.75	0.00	907.75
4151	E	01	010	640	000	000	401	F	Staff Development - Supplies	B	422	000	0.00	76.00	0.00	76.00
									Report Total:				$0.00	$84,736.82	$0.00	$84,736.82

EDVISIONS OFF-CAMPUS CHARTER
Receipt Listing Report with Detail by Deposit

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1691	4151	CB																
state payment				1710	Credit	A	07/14/17	7/15/17	Wire	1	1001	State of Minnesota						
							4151 R 01 000 000 008 000 211					General Education Aid FY201					41,507.34	0.00
																Receipt Total:	$41,507.34	$0.00
																Deposit Total:	**$41,507.34**	**$0.00**
1692	4151	CB																
state payment				1711	Credit	A	07/28/17	7/30/17	Wire	1	1001	State of Minnesota						
							4151 R 01 000 000 008 000 211					General Education Aid FY201					43,741.82	0.00
																Receipt Total:	$43,741.82	$0.00
																Deposit Total:	**$43,741.82**	**$0.00**
1693	4151	CB																
interest				1712	Credit	A	07/31/17	7/31/17	Wire	1	1002	Home Town Bank Henderso						
							4151 R 01 000 000 000 000 092					Interest					48.82	0.00
																Receipt Total:	$48.82	$0.00
																Deposit Total:	**$48.82**	**$0.00**
1694	4151	CB																
interest				1713	Credit	A	07/03/17	7/3/2017	Wire	1	1002	Home Town Bank Henderso						
							4151 R 01 000 000 000 000 092					Interest					4.71	0.00
																Receipt Total:	$4.71	$0.00
																Deposit Total:	**$4.71**	**$0.00**
																Report Total:	$85,302.69	$0.00

EDVISIONS OFF-CAMPUS CHARTER
Trial Balance Summary Report

Periods: 201801 To: 201801

Comp	L	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	000	092	F	Interest	B	422	000	0.00	0.00	53.53	(53.53)
4151	R	01	000	000	008	000	211	F	General Education Aid FY20	B	422	000	0.00	0.00	85,249.16	(85,249.16)
									Report Total:				$0.00	$0.00	$85,302.69	($85,302.69)

EDVISIONS OFF-CAMPUS CHARTER
Reconciliation Worksheet Report
07/31/2017

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1152	07/31/2017	4151	CB	HOME TOWN BANK HENDERSC HOME TOWN BANK HENDERSOI

Worksheet has been Finalized

Statement Amount	344,658.05	
Deposits in Transit	0.00	
Outstanding Payments		
Checks	2,812.50	
Wires	0.00	
SHR - Payments	0.00	
SHR - Third Party	0.00	
Cash	0.00	
ACH	0.00	
Adjustment Amount	0.00	
Amount Per Bank	341,845.55	
GL Account Balance	341,845.55	
Difference	0.00	

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

Adjustments
00/00/0000

EDVISIONS OFF-CAMPUS CHARTER
Trial Balance Summary Report

Periods: 201801 To: 201801

Comp	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
4151	B	01	101	000				F	HomeTown Bank	B	100	000	335,681.03	85,302.69	79,138.17	341,845.55
4151	B	01	121	001				F	Due From MDE - Gen Ed Aic	B	100	000	130,420.60	0.00	0.00	130,420.60
4151	B	01	121	002				F	Due From MDE - SpEd Aid	B	100	000	81,971.64	0.00	0.00	81,971.64
4151	B	01	121	004				F	Due From MDE - QComp	B	100	000	2,500.44	0.00	0.00	2,500.44
4151	B	01	122	000				F	Due Fm Fed.-Mdcfl	B	100	000	33,816.41	0.00	0.00	33,816.41
4151	B	01	131	000				F	Prepaid Expenditures	B	100	000	5,598.65	0.00	5,598.65	0.00
4151	B	01	131	001				F	EdVisions Coop - Prepaid Ex	B	100	000	2,919.13	0.00	0.00	2,919.13
4151	B	01	206	000				F	Other Accts Payable	B	200	000	(513.45)	79,138.17	79,138.17	(513.45)
4151	B	01	230	001				F	Due To MDE - Gen Ed over p	B	200	000	(3,103.92)	0.00	0.00	(3,103.92)
4151	B	01	422	000				F	Unreserved/Undesig	B	400	000	(580,772.75)	0.00	0.00	(580,772.75)
4151	B	01	460	000				F	Nonspendable Fund Balance	B	400	000	(8,517.78)	0.00	0.00	(8,517.78)
4151	B	98	143	000				F	Equipment	B	100	000	41,803.20	0.00	0.00	41,803.20
4151	B	98	173	000				F	Accum Depr On Equip.	B	100	000	(33,862.58)	0.00	0.00	(33,862.58)
4151	B	98	430	000				F	Invest. Fixed Assets	B	400	000	(7,940.62)	0.00	0.00	(7,940.62)
									Report Total:				$0.00	$164,440.86	$163,874.99	$565.87

EDVISIONS OFF-CAMPUS CHARTER
Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
4151	CB	4535	1003		EdVisions Cooperative			Check	
				E 01	010 211 000 000 306	gen ed	$38,947.88		
				E 01	010 407 000 740 306	sped	$16,725.52		
				E 01	005 105 000 000 306	admin	$5,161.06		
				E 01	005 110 000 000 306	business	$3,472.81		
	Voucher #:	5402	Invoice		Invoice No: 7/8/17	7/9/2017		Paid Amt:	$64,307.27
								Check Amount:	$64,307.27
4151	CB	4536	1284		KAJ Labs			Check	
				E 01	010 211 000 000 307	website tech support	$3,000.00		
	Voucher #:	5406	Invoice		Invoice No: 1327	7/9/2017		Paid Amt:	$3,000.00
								Check Amount:	$3,000.00
4151	CB	4537	1305		Minnesota Association of Alternative Programs			Check	
				E 01	010 640 000 000 401	Summer MDE workshop - 2 people	$76.00		
	Voucher #:	5409	Invoice		Invoice No: 8/14/17	7/9/2017		Paid Amt:	$76.00
								Check Amount:	$76.00
4151	CB	4538	1022		MN Assoc of Charter Schools			Check	
				E 01	010 211 000 000 820	membership	$2,146.00		
	Voucher #:	5404	Invoice		Invoice No: 7/9/17	7/9/2017		Paid Amt:	$2,146.00
								Check Amount:	$2,146.00
4151	CB	4539	1357		Northwest Evaluation Association			Check	
				E 01	010 211 000 000 430	web based testing	$1,375.00		
	Voucher #:	5405	Invoice		Invoice No: 00059715	7/9/2017		Paid Amt:	$1,375.00
								Check Amount:	$1,375.00
4151	CB	4540	1435		Project Foundry			Check	
				E 01	010 211 000 000 430	pf renewal	$2,260.00		
	Voucher #:	5403	Invoice		Invoice No: 11179	7/9/2017		Paid Amt:	$2,260.00
								Check Amount:	$2,260.00
4151	CB	4541	1032		Renaissance Learning			Check	
				E 01	010 211 000 000 430	math renewal	$2,219.00		
	Voucher #:	5407	Invoice		Invoice No: rprnq1724663	7/9/2017		Paid Amt:	$2,219.00
								Check Amount:	$2,219.00
4151	CB	4542	1030		SpEd Forms Inc.			Check	
				E 01	010 420 000 419 433	renewal	$907.75		
	Voucher #:	5408	Invoice		Invoice No: 4906	7/9/2017		Paid Amt:	$907.75
								Check Amount:	$907.75

EDVISIONS OFF-CAMPUS CHARTER

Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
4151	CB	4543	1358		True Friends			Check	
				E 01	010 211 000 000 369	deposit - Camp Courage	$2,847.15		
	Voucher #:	5410	Invoice		Invoice No: 7/9/17	7/9/2017		Paid Amt:	$2,847.15
								Check Amount:	$2,847.15
								Report Total:	$79,138.17

Adopted: *August 15 2017*

Orig. 2077

Revised: *Rev.*

200 CONFLICT OF INTEREST POLICY

I. Purpose

The purpose of the conflict of interest policy is to protect EdVisions Off Campus #4151 (EOC)interest when it is contemplating entering into a transaction or arrangement that might result in an excess benefit transaction. This policy is intended to supplement but not replace, applicable state and federal laws governing conflict of interest applicable to nonprofits, charitable organizations, and chartered public schools.

II. General Statement of Policy

It is the policy of the charter school board to conform to statutory conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof. This policy addresses compliance requirements with MN Stat. 124D.10 Subd 4a; 34 CFR Part 74.43; 34 CFR Part 75.525(a) & (b); and 34 CFR Part 80.36(b)(3).

III. Minnesota Statute

EOC will conform with MN Statute 124D.10, Subd 4a Conflict of interest, as shown below:

A. An individual is prohibited from serving as a member of the charter school board of directors if the individual, an immediate family member, or the individual's partner is an owner, employee or agent of, or a contractor with a for-profit or nonprofit entity with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. A violation of this prohibition renders a contract voidable at the option of the commissioner or the charter school board of directors. A member of a charter school board of directors who violates this prohibition is individually liable to the charter school for any damage caused by the violation.

B. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when:
   a. the board member, employee, officer, or agent;
   b. the immediate family of the board member, employee, officer, or agent;
   c. the partner of the board member, employee, officer, or agent; or
   d. an organization that employs, or is about to employ any individual in clauses (a) to (c),has a financial or other interest in the entity with which the charter school is

contracting. A violation of this prohibition renders the contract void.

C. Any employee, agent, or board member of the authorizer who participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision is ineligible to serve on the board of directors of a school chartered by that authorizer.

D. An individual may serve as a member of the board of directors if no conflict of interest under paragraph (a) exists.

E. The conflict of interest provisions under this subdivision do not apply to compensation paid to a teacher employed by the charter school who also serves as a member of the board of directors.

F. The conflict of interest provisions under this subdivision do not apply to a teacher who provides services to a charter school through a cooperative formed under chapter 308A when the teacher also serves on the charter school board of directors.

IV. Federal Statutes

EOC will comply with all federal statutes regarding conflict of interest and federal grant administration:

A. 34 Code of Federal Regulations (CFR) Part 74.43 Competition, which reads as follows: All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The recipient shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications requirements, statements of work, invitations for bids or requests for proposals shall be excluded from competing for procurements. Awards must be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the recipient, price, quality and other factors considered. Solicitations shall clearly establish all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the recipient. Any and all bids or offers may be rejected when it is in the recipient’s interest to do so.

B. 34 CFR Part 75.525 (a) & (b) Conflict of Interest: Participation in a Project, which reads as follows:
   a. A grantee may not permit a person to participate in an administrative decision regarding a project if:
      i. The decision is likely to benefit that person or a member of his or her immediate family; and
      ii. The person:
         1. Is a public official; or
         2. Has a family or business relationship with the grantee.
   b. Grantees and sub grantees will maintain a written code of

standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

i. The employee, officer or agent,
ii. Any member of his immediate family,
iii. His or her partner, or
iv. An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

V. Code of Standards for Employees

A. Standards

a. A grantee may not permit any person participating in the project to use his or her position for a purpose that is – or gives the appearance of being – motivated by a desire for a private financial gain for that person or for others C. 34 CFR Part 80.36
b. Procurement standards, which reads as follows:
   i. Any EOC employee responsible for federal grant funds will disclose any and all conflicts of interest as described in the above federal regulations.
   ii. EOC employees responsible for federal grant administration will comply with all federal procurement regulations.
   iii. EOC employees responsible for federal administration will comply with all federal regulations regarding expenses.
   iv. EOC employees responsible for federal grant administration will provide required documentation regarding grant expenditures.
   v. All EOC employees are required to report any suspected misconduct regarding federal grant expenditures to a Co-Director and/or Board of Directors.

B. Enforcement of Standards

a. EOC employees responsible for federal grant administration who violate the above code of standards will be subject to disciplinary action up to and including dismissal from their position.
b. EOC will prosecute to the full extent of the law any employees who violate state or federal laws regarding federal grant administration.

VI. Determination as to whether a conflict of interest exists

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

VII. Annual Statements

Each voting and ex-officio board of director members shall annually sign a statement which affirms such person:

A. Has received a copy of the conflicts of interest policy.
B. Has read and understands the policy
C. Has agreed to comply with the policy
D. Understands that EOC is charitable and in order to maintains its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Legal References
MN Statute 124D.10, Subd 4a Conflict of interest;
34 Code of Federal Regulations (CFR) Part 74.43 Competition;
34 CFR Part 75.525 (a) & (b) Participation in a Project;
34 CFR Part 80.36(b): 3.

Adopted: December 8, 2005 *EdVisions Off Campus*
Orig. 2005
Revised: August 15, 2017

400 HARASSMENT AND VIOLENCE

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, racial or sexual harassment and violence. The school district prohibits any form of religious, 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, racial, or sexual harassment and violence.

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 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, 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, 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, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition.

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

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

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

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by staff members to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition.

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, 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, 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 or violence directly to a school district human rights officer *(David Jones, 952-432-3416, david@jonesunlimited.com)* 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 as the school district human rights officer(s) to receive reports or complaints of religious, 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, 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. 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, 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, 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. REPRISAL

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, sexual, 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.

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)

Adopted: August 2014 *MSBA/MASA Model Policy 514*
Orig. 2007
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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 (David Jones) 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 HUMAN RIGHTS OFFICER *(David Jones)* as its Title IX coordinator. 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 from the 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 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 immediately.

C. Upon receipt of a report or grievance, the co-director must notify the school district human rights officer immediately, without screening or investigating the report. The co-director may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the co-director 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 the co-director. If the complaint involves a 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 *David Jones, 952-432-3416, david@joneunlimited.com*) 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 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 coordinator 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

A. By authority of the school district, 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 may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the

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

A. Upon conclusion of the investigation and 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, project foundry, 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)

BYLAWS
Of
EdVisions Off Campus Charter School

Article I
Corporation

EdVisions Off Campus Charter School is incorporated as a Minnesota nonprofit with tax exempt status. The purpose of EdVisions Off Campus Charter School is to educate youth in grades 7-12.

Membership

The corporation (hereinafter "EOC") has no members. The rights which would otherwise vest in the members vest in the directors of the corporation (hereinafter "Board Members") of EdVisions Off-Campus Charter School (hereinafter "EOC"). Actions which would otherwise require approval by a majority of all members or approval by the members require only approval of a majority of all Board Members or approval by the Board of Members (hereinafter "School Board").

Article II
School Board

Section 2.01 General Powers. The general governance, management and direction of EOC shall be vested in the School Board, which shall be authorized to exercise all corporate powers except as limited by law, the Articles of Incorporation or these Bylaws.

Section 2.02 Number, Election, and Term of Board Members. There will be 7 Board Members that comprise the School Board. As in accordance with Minnesota Charter Law, at least 50% of these Board Members will be teachers for EOC, the remaining members will consist of at least one parent and one community member; and board members will be unrelated (per Minnesota Statute 124D.4g). Parents and Community Members will be elected by the parents of current EOC students. At the annual spring all school meeting held in May; parents will be given the opportunity to nominate and elect parent or community members in accordance with the number of available seats. In addition, parents not in attendance at the meeting will have the opportunity to vote via an electronic ballot through the month of May. Elected Board Members will be notified the beginning of June, and their term will commence in July. Teachers that are serving on the School Board will be nominated and appointed by the staff members of EOC. The director (or co-directors) will be ineligible to serve as voting Board Members. Each Board Member elected and each Board Member elected by the School Board to fill a newly created Board Membership, shall serve until such Board Member's successor is elected and qualified. The term length for a new Board Member is 3 years. Notwithstanding the foregoing, a Board Member's term shall expire upon death, resignation, removal, or disqualification. Any eligible person shall be permitted to be a candidate for the board.

Section 2.03 Board Member Qualifications and School Board Composition. At least a majority of the School Board shall at all times be comprised of licensed teachers at EOC. Board members will participate in state approved training opportunities in the areas of: governance, roles and responsibilities, employment policies and practices, and fiscal management. The trainings will begin within the first 6 month of services and be completed within 12 months. If these trainings are not completes, the board member will be removed and the vacancy filled (MN stat 124D.4f).

Section 2.04 Vacancies. Any vacancy occurring on the School Board may be filled by the affirmative vote of a majority of the Board Members then holding office at any meeting of the School Board. A Board Member elected to fill a vacancy shall hold office forth unexpired term of the vacated Board Member position.

Section 2.05 Removal of Board Members. Any one or more of the Board Members may be removed by the members. MN stat 123B 09 sub.9: The board may remove, for proper cause, any member or officer of the board and fill the vacancy, but such removal must be by concurrent vote of at least 4 members, at a meeting of whose time, place, and object the charged member has been duly notified, with the reasons for such proposed removal and after an opportunity to be heard in defense against the removal. The School Board may remove any Board Member who: (1) has failed to attend 3 or more regular meetings of the School Board for which notice was properly given during any calendar year; (2) has been declared of unsound mind by a final order of a court of competent jurisdiction; (3) has been convicted of or plead no contest to a felony; (4) has been found by a final order or judgment of a court of competent jurisdiction to have breached any duties impose by Chapter 317A of the Minnesota Statutes.

Section 2.06 Resignation of Board Members. A board member may resign at any time by giving written notice to the School Board. Such resignation shall be effective upon delivery of the notice to any officer of the EOC School Board, unless a later date is specified in the notice.

Section 2.07 Compensation of Board Members. Board members shall serve without compensation. However, the School Board may approve reimbursement of a board member's actual and necessary expenses while conducting business for EOC.

Section 2.08 Conflict of Interest. Except for teachers employed directly or indirectly by EOC, no Board Member of this corporation shall serve as a member of the School Board or as an employee or agent of a contractor with a for-profit entity with whom EOC contracts, directly or indirectly, for professional services, goods or facilities. Any contract or agreement entered into between EOC and an entity affiliated with a board member of EOC in violation of this provision shall be liable and the board member of EOC who violated this prohibition shall be individually liable to EOC for any damages caused by the violation. A board member of EOC who serves as a School Board Member or as an employee or agent of or a contractor with a nonprofit entity with whom EOC

contracts, directly or indirectly, for professional services, goods, or facilities, must disclose all potential conflicts to the School Board or committee prior to its acting on such a contract or transaction. Such disclosure shall include all relevant and material facts known to such person about the contract or transaction which might reasonably be construed to be adverse to the corporation's interest. The body to which such disclosure us made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use his or her personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussion or deliberations with respect to, such contract or transaction. The minutes of the meeting shall reflect the disclosures made, the vote thereon and, where applicable, the abstention from voting and participation. The School Board may adopt conflict of interest policies requiring: regular annual statements from board members, officers, key employees, to disclose existing and potential conflict of interest; and corrective and disciplinary actions with respect to transgressions of such policies. For the purpose of this section, a person shall be deemed to have an "interest" in a contract or other transaction if he or she is the party (or one of the parties) contracting or dealing with the corporation, or is a board member or officer of, or has a significant financial or influential interest in the entity contracting or dealing with the corporation.

Article III
Meetings of the School Board

Section 3.01 Annual Reorganization Meeting. An annual reorganization meeting of the School Board shall be held in July of each year for the purpose of electing officers and transacting such other business as may properly come before the regular meetings of the School Board.

Section 3.02 Regular Meetings. Regular meeting of the School Board may be held at such time and place as the School Board may designate. These regular times shall be determined at the annual reorganization meeting.

Section 3.03 Special Meetings. A special meeting of the School Board may be called for any purpose or purposes at any time by the chair or by written request of any three (3) board members of the School Board. Special meetings of the School Board shall be held at a location as determined by the board Members.

Section 3.04 Notice of Meetings. Annual reorganization meetings and Regular meetings may be held without notice if the Bylaws or School Board fix the time and place of such meetings. In addition, regular meeting information will be posted to the website no less than 72 hours prior to the meeting, with the indication to contact clerk for the conference call or video conferencing connection information. Each board member will receive minutes and agendas for the meeting in advance via email. Notice of Special meetings will be posted to the website no less than 24 hours prior to the meeting. No

business shall be transacted a special meeting except that which has been specified in the notice of the meeting.

Section 3.05 Waiver of Notice. A board member may waive notice of a meeting of the School Board. A waiver of notice by a board member entitled to notice is effective whether given before, at, or after the meeting, and whether given in writing, orally or by attendance. Attendance by a board member at a meeting is a waiver of notice of that meeting unless the board member objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate in the meeting. The secretary shall incorporate all such waivers, consents and approvals in the minutes of the meetings.

Section 3.06 Quorum. At each meeting of the School Board, the presence in person of at least one-half of the board members currently serving as board members shall be necessary to constitute a quorum for the transaction of business. In absence of such a quorum, any meeting may be adjourned from time to time by a majority of the board members present. If a quorum is present when a duly called or held meeting is convened, the board members present may continue to transact business until adjournment, even though the withdrawal of board members originally present leaves less than the proportion or number otherwise required for a quorum.

Section 3.07 Place of Meetings. The EOC School Board has no permanent location of board meetings. Rather, the meeting locations are determined by the current School Board. Wherever the meeting is held, there will always be access to the meeting via the internet and/or conference call.

Section 3.08 Voting. Each board member shall have one (1) vote. Except as otherwise provided by Minnesota States, the Articles of Incorporation, or these bylaws, all questions at a meeting of the School Board at which a quorum is present shall be decided by the affirmative majority vote of the Board Members present in person at the meeting.

Section 3.09 Adjournments. A majority of the Board Members present at a meeting, whether or not a quorum, may adjourn the meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent board members if the time and place be fixed at the meeting adjourned, except if the meeting is adjourned for longer than 24 hours.

Section 3.10 School Board Meetings by Electronic Communication. Board Members may participate in a School Board meeting through the use of conference telephone or internet communication equipment, so long as all Board Members in such a meeting can communicate with one another. Participation in a meeting pursuant to this section constitutes presence in person at such a meeting.

Section 3.11 Action Without a Meeting. No actions will taken through electronic communication, as this is in violation of open meeting law.

Section 3.12 Minutes. The School Board shall keep full and complete records of all meetings and actions. Minutes of annual, regular and special meetings shall be posted to the EOC website and must be made available upon request to any member of the public. Minutes of closed meetings will be kept in a closed file, unavailable to the public.

Article IV
Committees

Section 4.01 Executive Committee. An executive committee comprised of the officers of the School Board, the director or co-directors, and such other persons as may be appointed by the School Board, shall act during the intervals between meetings of the School Board. During such intervals and subject to the School Board's control and direction, the executive committee shall have and may exercise all of the authority and powers of the School Board, subject to such limitations as the School Board may impose from time to time. Unless specifically authorized by the School Board by resolution approved by affirmative vote of a majority of the Board Members, the executive committee shall not have the authority and power to elect offices, to amend the Articles of Incorporation, to adopt a plan of merger or consolidation, to authorize the sale or other disposition of all or substantially all of the property and assets of EOC, to authorize a voluntary dissolution of EOC or revocation thereof, or to amend these Bylaws.

Section 4.02 Other committees. The School Board or the executive committee may designate one or more other committees from time to time and may adopt such regulations as it deems advisable with respect to the membership, authority, and procedures of such committees.

Section 4.03 Rules of Procedure. Subject to these Bylaws and to such regulations as the School Board and the executive committee may adopt from time to time, each committee designated by the School Board of the executive committee may fix its own rules of procedure and may hold meeting as such times and places as it may, from time to time, determine.

Section 4.04 Meetings by Electronic Communication. Board Members may participate in a committee meeting through the use of conference telephone or internet communication equipment, so long as all participants in such a meeting can communicate with one another. Participation in a meeting pursuant to this section constitutes presence in person at such a meeting.

Section 4.05 Notice of Meetings. Written notice of each meeting of the committee members stating date, time and place shall be sent via email to the committee members no less than 24 hours prior to the meeting; provided, however, that if the day or date, time, and place of a committee meeting has been announce at a previous eating of the committee, noticed is not required.

Section 4.06 Waiver of Notice. A committee member may waive notice of a meeting of a committee. A waiver of notice by a committee member entitled to notice is effective whether given before, at, or after the meeting and whether given in writing, orally, or by attendance. Attendance by a committee member at a meeting is a waiver of notice of that meeting unless the committee member objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate in the meeting.

Section 4.07 Quorum. At each meeting of a committee, the presence in person of at least a majority of the currently appointed committee members shall be necessary to constitute a quorum for the transaction of business. In the absence of such a quorum, any meeting may be adjourned from time to time by a majority of the committee members present. If a quorum is present when a duly called or held meeting is convened, committee members present may continue to transact business until adjournment, even though the withdrawal of committee members originally present leaved less than the proportion or number otherwise required for a quorum.

Section 4.08 Voting. Except as otherwise provided in the Minnesota Statutes, the Articles of Incorporation of EOC, or these Bylaws, all questions at a meeting of a committee at which a quorum is present shall be decided by the affirmative vote if a majority of the committee members entitled to vote and who are present in person at a duly held meeting.

Section 4.09 Adjournments. If any meeting of a committee is adjourned to another time or place, no notice as to such adjourned meeting need be given other than by announcements at the meeting at which such adjournment is taken. At an adjourned meeting at which a quorum is present, any business may be transacted at the meeting as originally noticed.

Section 4.10 Action Without a Meeting. Any action required or permitted to be taken at a meeting of the committee may be taken by written action signed (By pen or electronically) by the number of committee members who would be required to take the same action a committee meeting at which all members were present; provided , however that all the committee members must be notified immediately for the text and effective date; and provided further that the written action is effective when signed by the required number of committee members, unless a different effective time is provided in the written action. Failure to provide the notices does not invalidate the written action. A committee member who does not sign or consent to the written action is not liable for the action. The action will additionally be reaffirmed in the minutes of the next scheduled committee meeting.

Section 4.11 Minutes. Committees shall keep full and complete records of all meetings and actions. Minutes of committee meeting must be made available upon request to members of the committee, board members and directors.

Section V

Officers

Section 5.01 Officers. The officers of the School Board shall consist of a President (hereinafter "Chair"), Vice President (hereinafter "Vice Chair"), a Secretary, a Chief Financial Officer (hereinafter "Treasurer") and a Human Rights Officer. All officers shall be elected by the Board Members and shall hold office for one year, until the following annual reorganization meeting, provided each officer shall serve at the pleasure of and may be remover with or without cause at any time by the School Board. The secretary and treasurer need not be Board Members.

Section 5.02 Chair. The Chair shall preside at all meetings of the School Board, actively manage the business and affairs of the School Board, and see that all orders and resolutions of the Board Members are carried into effect. The Chair shall be responsible to the School Board for the application and implementation of established policies in the operations of EOC. The Chair may execute on behalf of EOC all contracts, deeds, conveyances, and other instruments which may be required or authorized by the School Board. In general, the Chair shall perform all duties usually incident to the office of Chair and all the duties prescribed by the School Board.

Section 5.03 Vice Chair. A Vice Chair shall have all the authority and perform all the duties of the Chair in the absence of the Chair or when circumstances prevent the Chair from acting and shall have other authority and perform such other duties as may be determined by the School Board.

Section 5.04 Secretary. The secretary shall attend all meetings of the School Board and shall record or cause to be recorded all proceedings of such meetings in the minutes folder as well as posted online; these proceedings will include the time and date of the meeting, whether is was regular or special, the notice given, the names of those present and the proceedings. The secretary shall give or cause to be given proper notice of all meetings of the School Board as required by the Bylaws.

Section 5.05 Treasurer. The treasurer shall: keep or cause to be kept adequate and correct accounts of EOC's properties, receipts and disbursements; make the books of account available at all time for inspection by any board member; deposit or cause to be deposited EOC's monies and other valuables in EOC's name and to its credit, with the depositories the School Board designates; disburse or cause to be disbursed EOC's funds as the School Board directs; render to the Chair and the School Board, as requested but no less frequently than once every month, an account of EOC's financial transactions and financial condition; and prepare or direct to be prepared any reports on financial issues required by an agreement on loans.

Section 5.06 Human Rights Officer. The human rights officer shall: act on behalf of the school board with regard to discrimination, harassment and bullying complaint investigations. The human rights officer shall respond to complaints and assist staff with investigating issues that arise. The human rights officer will report findings to the school board in closed meeting settings.

Section 5.07 Authority and Duties. In addition to the foregoing authority and duties, all officers of EOC shall respectively have such authority and perform such duties as may be designated from time to time as designated by the School Board.

Section 5.08 Resignation, Removal, Vacancies. An officer may resign by giving written notice to the School Board. The resignation is effective without acceptance when the notice is given to the School Board, unless a later effective date is named in the notice. An officer may be removed with or without cause by a resolution adopted by the School Board, A vacancy in an office because of death, resignation, removal, disqualification, or other cause may, or in the case of vacancy of office of the Chair or Treasurer must be filled for the unexpired part of term as determined by the School Board, provide that in the absence of an election or appointment of officers by the School Board, the person exercising the principal functions of the Chair or Treasurer is considered to have been elected to the offices.

Article VI
Indemnification of officers, board members, employees and agents

Section 6.01 General. EOC shall indemnify its officers, board members, committee members, employees and agents in the manner set forth in Minnesota Statutes Section 317A.521, provided EOC has made such determination or determinations, if any, as it may reasonably require to establish that the standards set forth in Minnesota Statutes Section 317A.521, subd.2, have been met. In addition, EOC may in the sole discretion of its School Board, indemnify such persons or any other person under such circumstances or different circumstances or different circumstances as the School Board shall deem appropriate as long as the School Board reasonably believes such indemnification to be in the best interests of EOCHS.

Section 6.02 Advancement of Expenses. If a person is made or threatened to be made a party to a civil, criminal, administrative, arbitration, or investigative proceeding, including a proceeding by or in the right of EOC, the person is entitled, upon written request to EOC, to payment or reimbursement by EOC of reasonable expenses, including attorney's fees and disbursements, incurred by the person in advance of the final disposition of the proceeding upon receipt by EOC of a written affirmation by the person of a good faith belief that the criteria for indemnification described in Section 6.01 above have been satisfied and a written undertaking by the person to repay the amounts paid or reimbursed by EOC is it is determined that criteria for indemnification have not been satisfied; and after a determination that the facts then known to those making the determination would not preclude indemnification under this section. Te written undertaking is an unlimited general obligation of the person making it but need not be secured and must be accepted without reference to a financial ability to make the repayment.

Section 6.03 Rights Not Exclusive. The indemnification provide by this article shall continue as to a person who has ceased to be a board member, officer, employee, or

agent and shall insure the benefit of the heirs, executors, and administrators of such a person. Nothing contained in this article shall affect any rights to indemnification to which EOC's personnel, other than board members and officers, may be entitled by contrast or otherwise under law.

Section 6.04 Insurance. EOC may buy and maintain insurance on behalf of any person who is or was a board member, officer, employee or agent of EOC or who is or was serving at the request of EOC as a board member, officer, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity.

Article VII
Other Provisions

Section 7.01 Fiscal Year. The fiscal year of EOC begins July 1 of each year and end on June 30 of the following year.

Section 7.02 Principal Office. The principal office of EOC at which the general business of EOC shall be transacted and at which the general records of EOC shall be kept, shall be within or without the state of Minnesota as the School Board may, from time to time, designate.

Section 7.03 Execution of Instruments. All deeds, mortgages, bonds, notes, checks, drafts, contracts, trust indentures, and other instruments shall be signed on behalf of EOC by the chair or vice chair and by the secretary if the treasurer or an assistant treasure or by such other person or persons as may be designated from time to time by the School Board.

Section 7.04 Checks and Notes. Except as otherwise specifically provides by a School Board resolution, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of EOC may be signed by at least 2 persons, as designated by the board at the annual reorganization meeting.

Section 7.05 Authority to Borrow; Encumber Assets. No board member, officer, agent, or employee of EOC shall have the power or authority to borrow on its behalf, to pledge its property except within the scope and to the extent of the authority delegated by resolutions adopted from time to time by the School Board. The authority may be given by the School Board for any of the above purposes and may be general or limited to specific instances.

Section 7.06 Audit. The School Board shall cause the books of accounts of EOC to be audited at least one in each fiscal year and at such other times as it may deem necessary and appropriate.

Section 7.07 Interpretation of Charter. Whenever any provision of these Bylaws are in conflict with the provisions of the Charter, the provisions of these Bylaws control.

Section 7.08 Amendment. A majority of the Board Members may adopt, amend or repeal these Bylaws.

Minnesota Department of Education

Q Comp Site Goal Update Form

DUE: October 2, 2017

General Information: This form is to be used by all implementing schools as a means of updating the annual schoolwide (site) goal as outlined in Minnesota Statutes, section 122A.414, Subdivision 3(a). Please complete all sections of this form – one form per school site.

Send the completed form via email to mde.q-comp@state.mn.us.

COMPLETE ONE FORM PER SCHOOL SITE

School Site Name: EdVisions Off Campus

District/Charter School Name: EdVisions Off Campus

Superintendent or Director: Gigi Dobosenski, co-director

Email: gigi@edvisionsoffcampus.org

Q Comp Coordinator (or common contact person)

Name: Megan Bluma

Phone: 507-248-3101 x107

Email: megan@edvisionsoffcampus.org

MDE will work with the identified coordinator or common contact person for all questions related to each site goal in the district/charter school. An email notification will be sent indicating that the review of the site goal(s) is complete. Accuracy of the goals is the responsibility of the school site. MDE staff is available for assistance.

Please supply information where indicated (Steps 4, 5, and 6):

As part of the World's Best Workforce Plan, districts/charter schools are required to create strategies to meet goals in the following areas:

- *Graduation Rate*
- *Career and College Ready*
- *School Readiness*
- *Read Well by 3rd Grade*
- *Achievement Gap Closure*

In order for students to be successful, goals should be aligned across classrooms, learning teams, school sites, the district and the state. As each school site develops their goal(s) for Q Comp, they should keep in mind the goals established by the district and state.

Step 1: Review existing district goals, including supporting district and state data as well as other plans (e.g., Title I, staff development).

Step 2: Review schoolwide results for all state accountability tests (MCA and MTAS) for *All Students* in reading, mathematics and science as well as other schoolwide standardized academic achievement tests.

Step 3: Based on the data review, determine the academic content area focus and select a standardized assessment for the content identified.

Step 4: Identify a measure of achievement defined by the standardized assessment and collect trend data. (If there is more than one goal for the site, please copy and complete this step for each goal.)

Trend data must match all information identified in the SMART goal in Step 5. MCA data must include all state accountability tests (MCA and MTAS).

Identify the standardized assessment in the SMART goal: NWEA MAP

Identify the academic content area assessed:

☐Reading X Mathematics ☐Science ☐Other: Enter text here

Identify assessed grades in the SMART goal: 7-10

Filter state accountability test data for Enrolled October 1? X Yes ☐No

School Trend Data
(Note: All percentages must be calculated to at least one decimal place.)

School Year	Assessment Result
2014-15	53.2
2015-16	63.9
2016-17	69.0 Starting Value

If you are using a goal for reducing the achievement gap, as outlined in Step 5, please add data showing proficiency trend data for the two student groups. Adjust the table accordingly by adding columns, or copying and adding another table.

Step 5: Write a schoolwide SMART goal.

Using Spring 2016 to Spring 2017 NWEA testing data, increase percent of 7-10th graders who meet or exceed their individual RIT Growth Projection on the NWEA MAP math test from 69.0% to 71%.

One of the following four example templates may assist in writing the schoolwide goal.

- *All State Accountability Tests (MCA and MTAS)*
  The percentage of all students enrolled October 1 in grades #-# at SCHOOL NAME who earn an achievement level of Meets the Standards or Exceeds the Standards in ACADEMIC CONTENT AREA on all state accountability tests (MCA and MTAS) will increase from ##.#% in 2017 to ##.#% in 2018.
- *NWEA RIT Growth Projection*
  The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed their fall to spring individual RIT Growth Projection on the NWEA MAP in ACADEMIC CONTENT AREA will increase from ##.#% in spring 2017 to ##.#% in spring 2018.
- *Other Standardized Assessment*
  The percentage of all students in grades #-# at SCHOOL NAME who meet or exceed VALID MEASURE on the STANDARDIZED ASSESSMENT in ACADEMIC CONTENT AREA will increase from ##.#% in 2017 to ##.#% in 2018.
- *Goal for Reducing the Achievement Gap*
  The proficiency gap between the HIGHER ACHIEVING STUDENT GROUP and the LOWER ACHIEVING STUDENT GROUP enrolled October 1 in grades #-# at SCHOOL NAME using all state ACADEMIC CONTENT AREA accountability tests (MCA and MTAS) will decrease from ##.#% in 2017 to ##.#% in 2018 by increasing the proficiency rate of the groups as follows:
    A. *HIGHER ACHIEVING STUDENT GROUP students from ##.#% in 2017 to ##.#% in 2018 and*
    B. *LOWER ACHIEVING STUDENT GROUP students from ##.#% in 2017 to ##.#% in 2018. (Note: The increase here needs to be greater than the increase for the HIGHER ACHIEVING STUDENT GROUP.)*

Step 6: Provide a rationale regarding how the schoolwide goal(s) were established in approximately three to five sentences for each bulleted question below.

- Why was the schoolwide goal increase amount selected for this site?

  2% growth is a potentially achievable but important increase based on past growth as well as factoring in our sample size as a small charter school.

- How will the schoolwide goal(s) increase help the site meet the district/charter school's World's Best Workforce goals?

  The goal requires proficiency in mathematics, an important skill set in the workforce and for graduation requirements for all students in MN.

Student/Parent Handbook
2017-2018

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.

PROJECT PROCESS

EOC uses a process established over 20 years of project-based schools. These are the steps students will take when doing projects:

1. Students write a proposal for the project, using an online form through Project Foundry. This proposal, for either an individual project or a project with other students, can be written with an advisor or by students, themselves.
2. The advisor looks the proposal over and either accepts it or asks the student to revise it.
3. Once approved by the parent and the advisor, the student will attend a proposal team meeting to make additional suggestions and/or to approve the proposal.
4. When it has been approved, students will follow the steps they have outlined in their proposals. They will document the time and summarize their progress daily so their advisor can keep track of how their projects are going. They should also be prepared to regularly show advisors their notes, products, or other evidence of the work they have documented.
5. When the student feels the project is complete the student should gather timelogs, product, bibliography and reflection. The student shows all of these items to their parents and advisors, who need to agree on the end of the project. Then the project is reviewed by the proposal team.
6. At the project proposal meeting the student will present the project to the project proposal team, who will ask questions about learning, listen to the presentation, read the materials, and give the student credit for the project.

GRADUATION REQUIREMENTS

Graduation will occur at EOC upon the completion of the State Academic Standards, a minimum of 10 project credits per year (7-12 grade), and the Senior Project. Students graduating in Minnesota must pass the GRAD tests. **Students who do not complete all of these tasks will not receive a diploma.**

<u>The state standards include:</u>

4 Credits Language Arts (include all)
- Writing
- Reading across Curriculum
- Listen, View, Speak
- Language

3 Credits Mathematics (include all)
- Geometry
- Algebraic Patterns
- Probability and Statistics

1 Credit Art (Combination of any)
- Music
- Theater
- Visual
- Media
- Dance

3 Credits Science (must include 1 Life Science and 1 Physical Science)
- Life Science
- Physical
- Earth and Space System
- Nature and History of Science

3.5 Credit Social Studies (Include all)
- US History
- World History
- Geography
- Economics
- Citizenship (Government)

ASSESSMENTS

EdVisions Off Campus does not feel that the entire measure of a student is based on standardized test scores. We have many areas we measure students including, but not limited to: personal learning plans, life skills, engagement, belongingness, autonomy, goal orientation, satisfaction with EOC, project quality, project completion. However, as a public charter school we are required to give standardized tests for local use and state use.

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 school wide to measure student growth, not proficiency. These are computerized tests. New students for the school year are given the NWEA test September 26-28 to help set a benchmark for growth and all students are tested with -NWEA May15-16.

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 10 and 11. 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. 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.

2017-2018 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 Dec. 9th 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 (Merrissa, Tessa, Gigi)
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 30 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) Lill R, Larry S, Chris L, Gigi D
Special Services- Mike M, Karen L, Gigi D, Jody D, Lill R, Tessa M, Jessica M
Technology- Larry S, Mike M, Patty MG
Marketing- Megan B, Karen L
Senior Team- Merrissa M, Tessa M, Gigi D
Finance Team- Cathy D, Mike M, Gigi D, Chris L, Mary M
Events- Tessa M, Jody D, Merrissa M, Jessica M, Cathy D
Wellness- Karen L, Patty MG, Tessa M, Megan B
Basic Skills- Gigi D, Larry S, Lill R, Patty MG
Life Skills/Rubrics- Chris L, Merrissa M,
Experiential Ed/Project Quality- Cathy D, Mike M, Jody D, Jessica M

SCHOOL BOARD MEMBERS

Mary Menne- Chair
Merrissa McLean – Clerk
David Jones - Human Rights Officer
Larry Schmidt – Board Member
Mike Motzko-Treasurer
Sara Brave Heart- Vice Chair
Megan Bluma-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 a chaperone each gender. 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)

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, David Jones.

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 view points, 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 POSSESIONS (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 POLCY (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.

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 (Gigi Dobosenski) 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.

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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**.**