

Isanti Community School  
Board of Education Regular Meeting  
Tuesday, November 14, 2023

{{Name: Agenda Item}}

- I. **Call to Order and Pledge of Allegiance**
  
- II. **Nebraska Open Meetings Law**
  
- III. **Roll Call**
  
- IV. **Public Comment & Recognition of Guests**
  
- V. **Approve the minutes of the October 16, 2023 Regular Meeting, October 24, 2023 Board Retreat and November 7, 2023 Board Retreat.**
  
- VI. **Treasurer Report**
  
- VII. **Approve Outstanding Payables**
  
- VIII. **Discussion Items**
  - VIII.A. TNTP Consultants Report - Caitlin Sharp
  
  - VIII.B. Consultant Report - Leah Thomas
  
  - VIII.C. Walmart Student Gift cards
  
  - VIII.D. Mr.Tuff Larson - Senior Class Trip
  
  - VIII.E. Resignation of John Brazell
  
- IX. **Action Items**

- IX.A. New Board Member Appointment
- IX.B. Recognized Santee Education Association as bargaining agent
- IX.C. Marcia Herring - NASB Strategic Plan Proposal
- IX.D. Teacher Contract - Murray McGlone / Second Semester
- IX.E. Second Readings of Policies 2000-2008 and 2009-2016
- IX.F. Handbook addendum - Attendance; make-up time is 3 hrs = 1 day
- IX.G. Changes to School Calendar
- IX.H. Bella John - Questions about Graduation
- IX.I. Covid Procedures- Employee pay, written statement
- IX.J. Impact Aid Funds - Deposit

**X. Reports**

- X.A. Superintendent and Progress Plan Update
- X.B. Elementary & Middle School Principal and Secondary Principal
- X.C. Committee Reports

**XI. \*Closed Session:** If, during the course of the meeting discussion of any item on the agenda should be held in closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

**XII. Adjourn**

# Santee Community Schools

## Payment Management Invoice Report

[Cycle Name]: "FY23-24"; Created On: 11/14/2023 4:49:03 PM

Invoice(s)	Invoice Type	Submit Date	PO Number	Ordering Vendor	Payment Vendor	Invoice Amount
Concession Stand Cleaning	Direct	11/14/2023		Adelia Rodriguez	Adelia Rodriguez	\$25.00
204773-204772	Direct	11/14/2023		Amplify	Amplify	\$1,343.50
11/1/23 Statement	Direct	11/14/2023		Appera	Appera	\$1,066.52
October Services	Direct	11/14/2023		B & D Securities LLC	B & D Securities LLC	\$10,254.96
7276 & misc	Direct	11/14/2023		Bazile Creek Power	Bazile Creek Power Sports	\$2,130.73
SANTEETGO21	Direct	11/14/2023		BOK Financial	BOK Financial	\$325.00
10/16/23 Statement	Direct	11/14/2023		Bomgaars	Bomgaars	\$824.78
Copy of 11/15-11/17/23 Omaha	Employee	11/14/2023		Brazell, John T		\$655.61
11142023	Direct	11/14/2023		Carlos Cariaga	Carlos Cariaga	\$1,985.00
CM3525735	Credit Memo	11/14/2023		Cash-Wa Distributing	Cash-Wa Distributing	(\$32.00)
Statement 11/1/23	Direct	11/14/2023		Cash-Wa Distributing	Cash-Wa Distributing	\$53,027.39
699117	Direct	11/14/2023		Century Business	Century Business Products Inc	\$1,568.42
101578206 & 101589066 &	Regular	11/14/2023	24-0047	Champion Teamwear	Champion Teamwear	\$2,291.40
October 2023 deliveries	Direct	11/14/2023		Chesterman Co	Chesterman Co	\$1,897.50
101025	Direct	11/14/2023		CHS2	CHS2	\$4,001.70
10/23/23 NOM	Direct	11/14/2023		Crofton Journal	Crofton Journal	\$70.90
112	Direct	11/14/2023		Dakota Computing	Dakota Computing	\$1,815.30
10/27/23 Services	Direct	11/14/2023		Dean Jacobs	Dean Jacobs Adventures LLC	\$1,991.80
7370866-2	Direct	11/14/2023		Demco	Demco	\$90.00
11/15/23 BOE in Omaha	Direct	11/14/2023		DeWayne Wabasha	DeWayne Wabasha	\$330.73
October 2023 invoices	Direct	11/14/2023		Eakes Office Plus	Eakes Office Plus	\$12,006.64
3657852	Direct	11/14/2023		Ecolab Pest Elimination	Ecolab Pest Elimination	\$172.90
011825 & 011856	Direct	11/14/2023		Educational Service	Educational Service Unit #1	\$350.00
PROD1013-01	Direct	11/14/2023		Educational Service	Educational Service Unit 2	\$500.00
36058	Direct	11/14/2023		Embassy Suites-Lincoln	Embassy Suites-Lincoln	\$312.50
11/1/23 Statement	Direct	11/14/2023		Feather Hill Express	Feather Hill Express	\$1,034.58
October 2023 Invoices	Direct	11/14/2023		Floor Maintenance &	Floor Maintenance & Paper Supply	\$247.36
330799	Regular	11/14/2023	24-0082	Gopher Sports	Gopher Sports	\$3,332.19
11/1/23 Bill	Direct	11/14/2023		Great Plains	Great Plains Communications	\$656.39
1698335076	Direct	11/14/2023		Hampton Inn Kearney	Hampton Inn Kearney	\$687.00
1486904	Direct	11/14/2023		Inland Truck Parts and	Inland Truck Parts and Service	\$513.60
15081	Direct	11/14/2023		KSB School Law	KSB School Law	\$617.50
10/2/23 thru 10/24/23 charges	Direct	11/14/2023		Lakeview Resort	Lakeview Resort	\$1,812.41
Copy of 11/15/23 BOE in	Direct	11/14/2023		LINDARAE STARLIN	LINDARAE STARLIN	\$330.73
72495	Direct	11/14/2023		Lindsay Water	Lindsay Water Conditioning	\$462.00
25520, 25431, 25456,	Direct	11/14/2023		Menards-Yankton	Menards-Yankton	\$4,308.54
Copy of Copy of Copy of Copy	Direct	11/14/2023		Miranda Fuhrer	Miranda Fuhrer	\$330.73
Job 00223	Direct	11/14/2023		Moody Motor Company Inc	Moody Motor Company Inc	\$1,508.39
11/15-11/17/23 Omaha BOE	Employee	11/14/2023		Mroczek, David J		\$330.73
Mtr Labor Relations and	Direct	11/14/2023		Nebraska Council of	Nebraska Council of School	\$1,295.00
Membership	Direct	11/14/2023		School Administrators	Administrators	
October 2023 Electric	Direct	11/14/2023		North Central Public	North Central Public Power	\$3,594.54
				Power		
Meals on 10/25/23	Direct	11/14/2023		Ohiya Casino & Bingo	Ohiya Casino & Bingo	\$203.56
Billing Period 9/25/23-10/29/23	Direct	11/14/2023		Omaha World-herald	Omaha World-herald	\$35.00
2022141584	Direct	11/14/2023		One Source	One Source	\$822.00
0054616 & 0054632	Direct	11/14/2023		Pease General Store	Pease General Store	\$44.94
3318236347	Direct	11/14/2023		Pitney Bowes Inc.	Pitney Bowes Inc.	\$164.55
october 2023 orders	Direct	11/14/2023		Quill Corporation	Quill Corporation	\$4,470.06
14210, 14247, 11704	Direct	11/14/2023		Rasmussen Mechanical	Rasmussen Mechanical Services	\$69,859.50
				Services		
7941007	Direct	11/14/2023		SANTANDER	SANTANDER LEASING LLC	\$4,896.78
10/10/23-11/01/23	Direct	11/14/2023		Santee Grocery	Santee Grocery	\$1,471.78
4232565-00	Regular	11/14/2023	23-0593	School Health	School Health Corporation	\$402.02
Copy(2) of Copy of Copy of	Direct	11/14/2023		Shawn McDiffett	Shawn McDiffett	\$330.73
10/14/23	Direct	11/14/2023		Sioux City Journal	Sioux City Journal	\$14.52
Copy of Copy of 11/15/23 BOE	Direct	11/14/2023		Susan Pike	Susan Pike	\$330.73

New sinks labor, drain service	Direct	11/14/2023		Tangeman Plumbing	Tangeman Plumbing	\$2,440.68
14914, 14937, 14963	Direct	11/14/2023		Victors Service	Victors Service	\$300.56
1637248	Direct	11/14/2023		Washington Pavilion of	Washington Pavilion of Arts and	\$58.00
Copy of Copy of Copy of	Direct	11/14/2023		Waylon Laplante	Waylon Laplante	\$330.73
5026954352	Direct	11/14/2023		Wells Fargo Vendor Fin	Wells Fargo Vendor Fin Serv	\$399.87

**Total: \$206,643.98**

## 2000 Series Policies

### INDEX

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## Role of the Board of Education

The board of education (board) is charged by the Legislature with the duty of providing public elementary and secondary education to the citizens of the district. The Legislature has also created the State Board of Education and the State Department of Education, and has delegated certain regulatory and advisory functions to them. The board is responsible to these agencies as specified by law.

The board's primary duties are: (1) to establish a mission, goals, and policies; (2) to establish and maintain school facilities; (3) to select a superintendent; (4) to adopt a fiscally responsible budget; and (5) to evaluate programs.

### 1. Establishment of Mission, Goals and Policies

The board shall concern itself with broad questions of mission, goals and policy, rather than administrative details. The application of policies is an administrative task to be performed by the superintendent of schools and his or her administrative staff, who shall be held responsible for the effective administration and supervision of the entire school district.

### 2. Establishment and Maintenance of School Facilities and Other Resources

The board is the legal agency through which the community works to provide the physical facilities, curriculum, instructional supplies and staff to enable the district's mission and objectives to be carried out. The board will establish and maintain school facilities necessary to educate the students of the district.

### 3. Selection of the Superintendent of Schools

The board will employ a superintendent of schools as the chief executive to whom it will delegate the administration of the school program. As the chief administrator for the board, the superintendent will implement board policies and supervise the day-to-day operation of the school system. The superintendent will keep the board informed of the implementation of the plans and policies, and will recommend changes to policies as necessary. The superintendent will furnish educational leadership to the board, the school staff, and the community.

### 4. Fiscally Responsible Budget

The board will annually adopt a fiscally responsible budget that will permit the district to accomplish its goals and objectives. The management of the financial program and the development of the proposed budget for the district is delegated to the superintendent.

The board will work for adequate and dependable financial support of the public schools, promotion of effective and efficient organization, and administration of the district.

5. Evaluation of Program

The board will evaluate, or cause to be evaluated, the progress and results of the educational program on a continuous basis. In making these evaluations, the board will seek and give appropriate weight to the superintendent's analysis and recommendations.

Adopted on: 9/9/19

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

Reviewed on: \_\_\_\_\_

## Organization of the Board

### 1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

### 2. Internal Organization and Officers

#### a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

#### b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

#### c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the

proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
  - i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
  - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve

as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

- iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

#### 4. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each school year, the board shall appoint three members to form a Committee on Americanism. The committee's duties shall be those prescribed by Nebraska statutes.

#### 5. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
  - i. A member submits his or her formal resignation from the board.
  - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
  - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
  - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.

c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: 9/9/19

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

Reviewed on: \_\_\_\_\_

2003

## Development and Education of Board Members

### 1. New Board Member Orientation

- a. All new board members are strongly encouraged to attend new board member training and workshops.
- b. Sitting board members and the superintendent will assist each new member-elect to understand the board's functions, policies, and procedures before he or she takes office.

### 2. Ongoing Development and Education

- a. Board members provide the most effective service to the district when they are continuously updated on educational and legal issues. Attendance at meetings directly or indirectly related to education or school matters is encouraged for the value they have to the school system and the professional growth of board members.
- b. Board members are encouraged to engage in continuing education such as:
  - i. Participation in local, regional and state conferences and workshops such as meetings of the Nebraska Association of School Boards, the Nebraska Rural Community Schools Association, and the Nebraska Council of School Administrators.
  - ii. Participation in legislative sessions and related activities.
  - iii. Participation in national conventions such as the National School Boards Association and/or the American Association of School Administrators on a rotating basis among the members.
  - iv. Examination of other school facilities and their programs.

The superintendent shall notify board members of all relevant conferences and workshops, other local and regional meetings, and/or in-service activities.

Board members should refer to Policy 2007 for information on reimbursement for attendance at continuing education and training.

Adopted on: 9/9/19  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

The purpose of this document is to provide a clear and concise overview of the project's goals, objectives, and scope. This document is intended to serve as a reference for all project team members and stakeholders. The project is designed to address the current challenges faced by the organization and to provide a sustainable solution. The project team is committed to delivering high-quality results and ensuring that the project is completed on time and within budget. The project will be managed using a structured approach that includes regular communication, collaboration, and transparency. The project team will work closely with all stakeholders to ensure that the project meets their needs and expectations. The project will be a success if it achieves its goals and objectives and provides a sustainable solution for the organization.

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**2004**  
**Oath of Office**

No board member is required to take an oath of office pursuant to Nebraska law. However, new board members may voluntarily take the following oath before entering into their official duties:

I, ....., do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members may affirm the oath orally or in writing. Copies of written oaths will be retained as official records of the school district in the main administrative office and such other places as may be required by law. Board members who give the oath orally will be noted in the minutes.

Adopted on: 9/19/19  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

2005  
Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

(1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

(2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

1. Contracts with the School District.

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in

any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
  - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
  - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
  - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

2. Contracts with Board Member's Immediate Family.

a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

- (1) All district employees.
- (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

3. Employing Members of the Immediate Family.

a. A board member may recommend for employment or supervise the employment of an immediate family member if:

- (1) The board member does not abuse his or her position.
- (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
  - (i) who is not qualified for and able to perform the duties of the position;
  - (ii) for any unreasonably high salary;
  - (iii) who is not required to perform the duties of the position.
- (3) The board makes a reasonable solicitation and consideration of applications for employment.
- (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
- (5) The board approves the employment or supervisory position.

- b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
- a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
    - (1) a public official, public employee, or candidate.
    - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
    - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
  - b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.
  - c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.
  - d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.
5. Conflict of Interest Relating to Campaigning or Political Issues
- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or

election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
  - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
  - (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

## 6. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
- (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
- (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.

b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

#### 7. Recordkeeping

a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:

- (1) The names of the contracting parties.
- (2) The nature of the interest of the board member in question.
- (3) The date that the contract was approved.
- (4) The amount of the contract.
- (5) The basic terms of the contract.

b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: 9/9/19  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

2006  
**Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

**Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

- d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the

administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
  
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect

satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 9/9/19

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

Reviewed on: \_\_\_\_\_

2007

## Reimbursement and Miscellaneous Expenditures

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.
2. This board hereby gives prior approval for board members to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging as permitted by law.
  - a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in the first paragraph and may authorize the payment of such registration costs, tuition costs, fees, charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate and as permitted by law.
  - b. Expenses for attendance at any of the above activities shall be paid by the school district as allowed by law. The Board shall pay or reimburse attendees for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that such reimbursement is permitted by law.
  - c. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers during or

immediately following their participation in any activity approved by the board.

- d. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00.
- e. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$50.00.

Adopted on: 9/9/19  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## 2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

### 1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

### 2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be posted in three prominent places within the school district. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting in a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

### 3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which

notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay and the updated date, time, and location of the postponed meeting to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

Adopted on: 9/9/19  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

2009

## Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

The board is not required to allow citizens to speak at each meeting, but it will provide the opportunity for public participation at least four times per year. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board may require members of the public desiring to address the board to identify themselves.

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

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

Reviewed on: \_\_\_\_\_

2010

## Preparation for Board Meetings

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment.

Adopted on: 9/9/19  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**2011**  
**Membership in Organizations**

The board may hold membership in organizations approved by the board.

Adopted on: 9/9/11  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**2012**  
**Board Code of Ethics**

The board recognizes that collectively and individually, all members of the board must adhere to an accepted code of ethics in order to improve public education. Board members must conduct themselves professionally and in a manner fitting of their position.

Each board member shall:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and his or her independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all board members, and seek systematic communication between the board and students, staff and all elements of the community;
5. Work with other board members to establish effective board policies and to delegate authority to the superintendent to administer the school district;
6. Communicate expressions of public reaction to the board policies and school program to other board members and the superintendent;
7. Learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the state and national school board associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest, and refrain from using the board member's position on the board for personal or political gain;

10. Refrain from discussing the confidential business of the board in any setting except a board meeting;
11. Refrain from micro-managing the affairs of the school district;
12. Recognize the superintendent as the executive officer of the board;
13. Work constructively and collegially with the other members of the board, students, staff and patrons.
14. Refer complaints to the superintendent or building principal, as appropriate;
15. Always be mindful of his/her fiduciary obligation to the school district, including duties of loyalty and care, by placing the interests of the district above the board member's personal interests.
16. Remember that a board member's first and greatest concern must be the educational welfare of the students attending this district's schools.

Adopted on: 9/9/19

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

Reviewed on: \_\_\_\_\_

## 2013

### Violation of Board Ethics

The board of education is responsible for enforcing the code of ethics of its members. If any member of the board commits a serious or repeated violation of the code, the board may take any of the following steps:

1. The board president may confer with the board member who has violated the code of ethics in order to:
  - a. Identify the provision of the code that the member has violated;
  - b. Propose how the member can remedy the violation;
  - c. If the board member who violated the code is the board president, the vice president is empowered to confer with the president about the violation.
2. The board may discuss the violation as an agenda item at a meeting to confront the offending board member. However, the board will not enter closed session to hold the discussion of the ethics violation unless the Open Meetings Act authorizes a closed session.
3. The board may vote to publicly censure any board member who commits a serious or repeated violation of the code. The board will pass a censure motion to inform the community that an individual member of the board is not fulfilling the responsibilities for which he or she was elected.

Adopted on: 9/9/11

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

Reviewed on: \_\_\_\_\_

2014

## Relationship with District Legal Counsel

The board will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's legal counsel on behalf of the district. The superintendent may give other members of the administration permission to contact the district's legal counsel on an as-needed basis. Individual board members other than the president may not contact the district's legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the district's legal counsel without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the district's legal counsel is involved.

Adopted on: 9/9/19  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**2015  
STUDENT MEMBER OF SCHOOL BOARD**

In order to provide the School Board with a greater insight into student activities, programs, and needs; and to encourage student involvement in school district governance activities the board may allow one nonvoting student member(s) on the Board of Education. The role of student member is advisory. The board shall decide whether to have a student member at its regular May board meeting or at such other meeting determined by the board.

**Selection and Term of Student Member**

The student member shall be the student body or student council president, the senior class representative, or a representative elected from and by the entire student body, as designated by the voting members of the School Board.

The term of office will be one school year, beginning on September 1 and ending on June 1.

Student members will not participate in executive or closed sessions.

**Guidelines**

Student members may not introduce motions.

Student members are expected to attend all public meetings of the Board and can be appointed to committees of the Board at the discretion of the president.

The president of the board, in consultation with the Superintendent of Schools, has the right to bar the participation of a student member at the board's discretion. The decision of the board president is final and is not subject to review.

Adopted on: 9/9/19  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

2016

## Participation in Insurance Program by Board Members

Members of board of education may participate in the school district's health and life insurance plans which are provided to school district employees. A board member electing to participate in the insurance program of the school district shall pay both the employee and the employer portions of the premiums to the district in advance of any payments being due from the district to the insurance carrier.

Every three months, the board will place on its agenda a report identifying the board members who have elected to purchase insurance coverage through the district. This report will shall be made available in the school district office for review by the public upon request.

Adopted on: 9/9/19

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

Reviewed on: \_\_\_\_\_

2017

**Indemnification and Liability Insurance**

In addition to circumstances where it is obligated to provide indemnity or procure insurance, the school board has broad authority to purchase insurance or otherwise indemnify school board members, officers, employees, or agents of the school district. The school board will purchase liability insurance and provide indemnification at its discretion and review its current coverages and indemnification obligations when it deems appropriate.

In the event the school district's current insurance, indemnification agreements, contract obligations, or other promises to indemnify do not cover a situation which the school board can agree to cover, the school board may authorize indemnification. The school board may elect to indemnify any board member, officer, agent, or employee if he or she is a party or is threatened to be made a party in any pending or completed suit, proceeding, or any other action, whether criminal, civil, administrative, or investigative, if the individual is involved because of current or past service on the board, employment, or agency relationship with the school district. However, the indemnification and defense will only be considered if such person acted in good faith and in a manner he or she reasonably believed to be in the best interests or not opposed to the best interests of the school district, including in a criminal proceeding if he or she had no reasonable cause to believe the conduct was unlawful.

In circumstances involving employees, the board delegates to the Superintendent the authority to provide the indemnification to the extent the Superintendent is authorized to procure legal services, as long as the indemnification is otherwise consistent with the authority granted under the law.

Adopted on: 9/9/14  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **Article 4: Attendance**

### **Section 1 Attendance Policy and Procedures**

#### **Enrollment**

Before a student enrolls at Isanti Community School, a copy of the child's state birth certificate and registration packet must be turned in to the front office. In addition, students must have a physical examination, current and up-to-date immunization record (or refusal of such), and an eye examination prior to beginning kindergarten. Out-of-State transfers are also required to have a physical on file prior to starting school.

#### **Attendance Policy - [policy 5001](#)**

Regular and punctual student attendance, being present in the classroom for at least 154 days or the hourly equivalent, is a mandated requirement of federal, state, and tribal law. The administration is responsible for developing further attendance rules and regulations, and staff is responsible for assisting in the enforcement of these rules and regulations. Students and parents are responsible for developing behaviors that will result in regular and punctual attendance.

Any administrator, teacher, or member of the Isanti Board of Education who knows of any failure on part of a parent and/or child age 6 to 18 years of age to attend school regularly without lawful reason shall immediately report such violation to the Isanti Community School administration. The administration shall initiate an investigation of such report, and ICS, in conjunction with Isanti community resources, will enforce mandatory attendance policies and procedures accordingly.

#### **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the principal or designee.

#### **Tardy Policy**

Students will be considered tardy to class if they are not in their classroom when the tardy bell rings. A student in K-12<sup>th</sup> grade who misses less than one half of a class period and does not have a pass from a teacher or administrator will be counted as tardy; a student who misses more than one half of a class period without a pass will be counted as absent.

#### **Checkin and Checkout Procedure**

Students who must leave school for any reason during the school day must be cleared in advance by a note or phone call from the student's parent or legal guardian. The student must check out at the front desk before leaving. Upon returning to school that same day, students are expected to sign in at the office.

#### **Walkout of School**

Students who leave the building without permission and without signing out in the proper manner will be considered truant, identified as a "walkout of school," and counted absent. Authorities will be notified.

## **Walkout of Classroom**

Students who leave class without permission will be counted absent, and will be reported to the building administrators. Students will be expected to make up time missed after school, with progressively more serious consequences for repeated occurrences.

## **Section 2 Absences**

### **Absence Procedure**

Parents are asked to call school before 8:15 AM if their child will be absent for the day. The school will contact parents via the automated messaging system, phone call, email or social media, when a student fails to report to class.

### **Excused Absences**

The following absences will be considered excused if they are confirmed by communication to the school's front office staff from the student's parent/guardian, by 9:00 a.m. the day of the absence when possible:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe Weather
3. Medical appointments for the students
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious or cultural holidays or events of the student's culture or faith
  - a. Whenever possible the student will make the principal aware of the cultural and/or religious event and have assignments made up in advance. The student will be required to write a paper or make an oral report to a class concerning the event.
8. College planning visits
9. Any absence deemed an excused absence by the Superintendent in consultation with the building principal and counselor.

### **Unexcused Absence**

Any absence that is not an excused absence

### **Absences due to illness**

The school district will contact parents if a student becomes ill at school. If the nurse (or her designee), sends a child home due to illness they will be marked excused for the remainder of the day. Any following days missed due to illness, a Dr. Note will be required for attendance purposes. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

### **Planned absences**

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teachers before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

### **Students are obligated to:**

- 1) Complete all class work in advance for any absence that can be anticipated.

- 2) Attend school a ½ day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

**Parents are obligated to:**

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

**Same Day Absences**

When a student returns to school after an absence during that school day, he or she will check in with the office and be issued an admittance slip before returning to class.

**Chronic Absence policy [5001.1](#)**

Parents/guardians will receive a letter when their student accumulates ~~three, five, and ten days of absences;~~ **more than three and more than seven days of absences**, excused absences included.

**Excessive Absenteeism**

**Procedures for dealing with absences:**

1. The building principal/or designee will contact the student's parent/guardian on any absence.
  - a. If contact cannot be made by phone the principal/or designee will visit the parent/guardian at home to determine the cause of the absences.
  - b. A determination will be made of the cause of the absence, and if the absences become chronic the principal/or designee will convene a team to develop a strategy to rectify the issue. (ex. provide transportation if needed)
2. After three (3) unexcused absences or ten (10) total absences in a semester, the principal/or designee will write a letter to the parent documenting the absences, and setting up a meeting with the parent/guardian, students, principal, counselor and first responder to develop a plan to:
  - a. Discover the reasons for the absences
  - b. Identify those individuals who can have a positive impact on student's attendance
  - c. Set a goal for future attendance
  - d. Develop strategies to deal with any future attendance issues
  - e. Set up additional meetings to address attendance issues
3. After ten (10) all absences in a semester, in each class, the parent and child will meet with the Superintendent **Administrative and leadership team** to determine:
  - a. **Steps to earning credit in classes** as a high school student
  - b. **Determine a time to make up minutes to earn credit**
  - c. Develop consequences if attendance issues continue
  - d. To determine if a letter should be written to the tribal court outlining attendance issues.
  - e. Any other consequences or remedies the superintendent feels would be appropriate to address the attendance issues.
4. If, after meeting with the Superintendent, the parent is not happy with the determination made, the parent/guardian may appeal the decision to the full Isanti Community Schools Board of Education.

### **Section 3      Make-up Work**

#### **Middle/High School**

Late or missing work will be recorded as an incomplete grade (0 INC). Students with incomplete or missing grades recorded are encouraged to attend AM(8:00-8:30) or PM(3:30-4:00) study sessions in the library, which is time set aside for students to complete missing work, daily until the work is made up. Students consistently not completing work will be placed in the Lunch study session. The student has the responsibility to contact teachers regarding make-up assignments. **It is the student's responsibility to ensure that he or she makes up this work.**

#### **Elementary**

K-6 students are permitted 2 days to make up missing work following an absence. Teachers are to use professional judgment when assisting a student with extended absences and allotting extended time. Students may be required to complete missing work during any non-academic time. If a student feels that he or she is not given a reasonable amount of time to complete the make-up work, the student/parent may discuss the issue with the principal. The principal has the authority to extend the make-up time if it is determined additional time is required.

### **Section 4      Attendance for Activities**

Students must attend a half day of school to be eligible to participate in or attend any school activity. Activities include sports contests, practices, dances, etc. Failure to attend on that day will result in a student being withheld from participation and/or attendance in the activity. *The administration retains the right to grant participation should exceptional circumstances prevail.*

After ten absences in a semester, a student is no longer allowed to participate in or attend any school activity for that semester (including holiday tournaments), unless students have made up their education time as described in section 5. This attendance procedure will reset at the beginning of the second semester. **Additionally, seniors who accrue ten absences or more in the first semester may be excluded from participating in or attending graduation, unless the student has made up for their excessive absences and has completed work to bring grades to passing over the 10 absences regardless of whether they earn their diploma.**

The administration will determine whether or not an absence qualifies as excused. The administration will investigate the reason for the unexcused absences, and will work towards eliminating the cause of unexcused absences.

Appeal to the board: If a student or the student's parents believe that the administration has unfairly characterized an absence as unexcused, the student or the student's parents may request that the administration place the issue on the board agenda. To have it placed on the agenda, there must first be a majority vote of the administration in favor of placing the item on the agenda.

Make-up slips: All students participating in extracurricular activities or activities outside the school must complete a make-up slip to be signed by teachers to demonstrate that all classroom work has been made up prior to their participation in the activity, or the student will not be permitted to attend the activity.

## Section 5 Truancy Policy

Truancy and habitual truancy are criminal offenses. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason shall, within three days, report such violation to the superintendent. The superintendent shall immediately initiate an investigation of any such report. An investigation will occur:

- A. If a student has accumulated absences totaling three days or the hourly equivalent in a semester. At that time, the building administrator or designee will mail a letter to the parent/guardian of the student. Please note that once three days of absence are recorded, for any reason, letters will be sent home. At this point, the Student Assistance Team(SAT) Process will begin for that student, as an early intervention to facilitate success in attendance. The student and parent/guardian will attend a meeting with the SAT Team to develop a plan that will help the student successfully attend school.
- B. If a student has accumulated five absences, he or she will be turned over to the appropriate Tribal entities as outlined by tribal law, and a letter will be sent home. The SAT Team will review the plan and address any further needs identified.
- C. If a student has accumulated absences totaling ~~10 days~~ 10% of school days(ex.: 3 days absent out of 30 days) or the hourly equivalent, the student will be expected to attend additional sessions to recover lost education time as determined by the building administrator or designee in order to retain credit for classes.
  - a. Education Recovery
    - i. After School - Following school each day, students are provided the opportunity to make up for absences.
    - ii. Non School Day - At the discretion of the principal or designee, three-hour sessions will be offered to students who need to make up for unexcused absences. These sessions will be held in the Isanti Community Schools library and will credit the student with one full day of attendance.