

INDEPENDENT SCHOOL DISTRICT #832
REGULAR MEETING – BOARD OF EDUCATION
Thursday, October 8, 2009 - 7:00 PM
Mahtomedi District Education Center - Community Room

The Mission of the Mahtomedi School District No. 832, as a multi-community public school system, is to provide individually challenging, lifelong learning experiences for all people, leading to productive and self-fulfilling roles in a global society, accomplished through partnerships with students, families, staff and communities all committed to excellence.

- AGENDA -

1. CALL TO ORDER 5
2. ROLL CALL OF ATTENDANCE
3. APPROVAL OF THE AGENDA
4. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items
5. PRESENTATIONS/RECOGNITION
 - A. Welcome Dr. Mark Larson - Director of Teaching & Learning/Assistant Superintendent
 - B. Mahtomedi Middle School - Students' Skit on 21st Century Learning 7
6. PUBLIC COMMENT
Visitors attending the meeting who wish to address the school board on any issue that is on the agenda may do so at this time. Please refer to the last page for the procedure that has been established for public comments.
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C.	Minnesota School Boards Association (MSBA) Legislative Liaison Presenter: Cathy Dalton	
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2.	Approval of Donation from Bradley and Nancy Sauer to Mahtomedi High School Girls' Soccer - \$500	
E.	Personnel	
1.	Approval of Contracts and Work Agreements	
a.	Dana Ashley - Paraprofessional - Mahtomedi Middle School & Mahtomedi High School (9/30/09)	

Agenda - October 8, 2009

- b. Mark Larson - Director of Teaching & Learning/Assistant Superintendent - District Wide (11/1/09)
 - c. Mark LeFeber - 1.0 FTE Industrial Technology - Mahtomedi Middle School & Mahtomedi High School (2009-2010)
 - d. Ann Moutrie - Extended Day Program Supervisor - Community Education (9/14/09)
2. Approval of Leaves of Absence
- a. Lorie Kaehler - Language Arts Teacher - Mahtomedi Middle School (11/10/09 to 2/3/10)
3. Approval of Resignations/Retirements/Terminations
- a. Jenna Veenis - Special Education Teacher - Mahtomedi Middle School (9/4/09)

PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS REGULAR SCHOOL BOARD MEETING

Thank you for coming. The School Board of Independent School District #832 hopes you will find the meeting informative. By attending, you will better understand how your school district operates. The School Board meeting is a meeting "in public," and not a public meeting. In order to conduct its work in a professional and business-like manner, the school board has established the following rules for conducting the meeting:

- Comments and questions on issues are welcome at the scheduled time on the agenda. The school board is prohibited by law from discussing concerns about individual employees or students in a public meeting. Please forward comments or issues regarding individual employees or students to the superintendent at mark.wolak@mahtomedi.k12.mn.us or 651-407-2001.
- If you would like to speak to the school board, you will be recognized during Public Comment. The public may comment on any item on the agenda. The school board generally does not take action on any issue that is not on the agenda. Concerns or questions are forwarded to the superintendent for review and recommended action before consideration by the school board. Unless requested by a school board member, items on the consent agenda are not discussed by the school board at the meeting.
- The chairperson will ask citizens in attendance to sign in if they wish to address the school board. If you are late and wish to speak, please give your name, address, and agenda number to the clerk when you arrive.
- Individuals will be recognized in the order received. Since we are videotaping tonight's meeting for delayed broadcast, individuals who wish to address the school board or ask questions need to go to the microphone. Please state your name and address after being recognized and limit your comments to three minutes (approximately 450 written words). Everyone wishing to comment will be recognized and heard before anyone speaks twice.



ADDENDUM TO AGENDA
BOARD OF EDUCATION
October 8, 2009

9. DISCUSSION/INFORMATION ITEMS

- B. Presentation on Two Middle School Schedule Options – The purpose of this presentation is for Sharon Zweber and her team to share the cost and benefit analyses they prepared at my direction. I have not suggested changes to Sharon regarding this document but do expect that we will do so after your comments and before the next public presentation, likely, the parent advisory meeting on Wednesday, October 14 at 12:30 pm at the middle school.

I will advise Sharon to expect your questions and comments about what is written on these documents. You may agree or disagree with what is stated and where a statement is placed on the worksheet. This is a working document and we will improve it through this dialogue.

I will make several opening comments to frame the need for a schedule change based on our desire to provide a challenging academic program yet meet the economic realities of the future. Examples:

- 1) We invest no less than \$217,000 per year to provide an hour for middle school teachers to meet during the student day for teaming. This is a conservative number using the salary/benefit costs of a teacher at the low end of the pay schedule. How might we better use scarce resources to achieve both the teaming of teachers and increase utilization of teacher time during the student day?
- 2) Denise Sundstrom prepared a summary of all spending reductions made by all schools over the past 7 years (enclosed in board materials). The middle school has not reduced total spending to the degree that other schools have contributed to the overall cause.
- 3) We expect spending reduction for 2010-2011 district-wide to be \$1,000,000 and the share at the middle school to be approximately \$350,000. Meeting this goal requires a reduction of approximately six teachers that can only be achieved through a change in schedule.

Steve, Cathy and Mary Jo had an opportunity to meet with Mark Larson, Denise Sundstrom and me to review the cost/benefit analyses document on Tuesday morning. The meeting was originally scheduled with Steve only, however, Cathy and Mary Jo asked to attend as well. We had an informative conversation with Mark Larson about schedule options and choices.

I believe our best strategy is to hear the report from Sharon and team, ask questions to clarify, and make strong statements about the need for change to a six-period schedule. With that direction from you, we will conduct any future community engagement with an assumption that

we cannot keep the current schedule (too costly) and that we want input from families about the curriculum choices that are available in a six-period schedule.

We are proposing two evening sessions for parents to participate in how a six-period schedule might be designed to provide the curriculum priorities they prefer. Those dates are October 26 and December 7 and will be planned by the team noted below with special leadership provided by Chuck Ericksen and community education staff. We are working on the agenda plan for those evening sessions.

Community Engagement – Tentative Dates

Topic	Date	Time	Lead on Process
Middle School Schedule – Cost Benefit Analysis Presentation to School Board and Community	Thursday, October 8	Regular School Board Meeting, 7:00 PM	Principal Zweber and Team
Middle School Schedule	Wednesday, October 14	Middle School Parent Association, 12:30 PM	Principal Zweber
Middle School Schedule	Thursday, October 22	Board Study Session, 7:00 PM	School Board/ Superintendent
Middle School Schedule	Monday, October 26	Community Engagement with Facilitation by Community Education Leaders	Community Education Staff and Principal Zweber
Middle School Schedule	Wednesday, November 11	Middle School Parent Association, 12:30 PM	Principal Zweber
Middle School Schedule	Monday, December 7	Community Engagement with Facilitation by Community Education Leaders	Community Education Staff and Principal Zweber

Planning Team: Mark Wolak, Cathy Dalton, Chuck Ericksen, Sharon Zweber, Molly Hollihan, Carrie Ardito and Parents: Kathy Smith, Anna Shelander and Mary Vukelich

Next Meeting: Wednesday, October 14, at 3:30 p.m. at DEC

10. ACTION ITEMS

- B. Approval to Ratify School Board Personnel Committee Decision – As per requirements of Policy 427 – Instructional Assignments – Licensed Instructional Staff, when an appeal is heard by a committee of the School Board and a decision is rendered, the decision of the committee must be ratified by the School Board. I seek your agreement of the committee decision. If you need more information, please visit with me before the meeting or with a member of the board personnel committee. A copy of the letter rendering the decision and policy are included in the board packet.

School Board Meeting Presentation

The Mahtomedi Middle School Buzz!

Tonight you will find the Middle School teaching staff busy back at the Middle School meeting with parents for conferences. Because of this, we decided to look to our students for inspiration and leadership. Facilitated, by the peer coaching staff Alisa Phelps and Chris Carlson, students created a short skit illustrating 21st Century Learning skills and strategies that students and teachers have been using regularly in our Middle School. Not only will you enjoy this performance, but this style of presentation is also a great example of the type of hands on, student generated learning that is common to our Middle School classroom.

This skit is being performed by our talented drama students as well as the actual students and teachers. The projects that you will see are actual assignments that the students completed. Due to time constraints for this performance, we have only included a sampling of the great things happening in our middle school. There are many, many activities going on at the Middle School that we are proud to say fit with our 21st Century student driven model of teaching.

Minutes of Regular Meeting

Board of Education Mahtomedi Public Schools

A Regular meeting of the Board of Education of the Mahtomedi Public Schools was held **September 10, 2009**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Meeting called to order at 7:03 p.m. by Chair Steve Wolgamot.

2. ROLL CALL OF ATTENDANCE

Present: John Belisle; Cathy Dalton; Mary Jo Deters, Kevin Donovan; Judy Schwartz; Steve Wolgamot; Superintendent Mark Wolak, ex officio; and Nicholas Donovan, Student Representative.

3. APPROVAL OF THE AGENDA

Donovan moved, Schwartz seconded, approval of the agenda. Carried.

4. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items

Schwartz moved, Dalton seconded, approval of the actions recommended on the consent agenda. Carried.

5. PRESENTATIONS/RECOGNITION

None.

6. PUBLIC COMMENT

None.

7. REPORT FROM STUDENT REPRESENTATIVE

A. Nicholas Donovan, Student Representative

Student Representative Nicholas Donovan introduced himself as the new student representative on the school board.

8. APPROVAL OF MINUTES

A. August 13, 2009 - Regular Meeting

Schwartz moved, Donovan seconded, approval of the minutes from the August 13, 2009, school board meeting. Carried.

B. August 27, 2009 - Study Session

Schwartz moved, Donovan seconded, approval of the minutes from the August 27, 2009, school board study session. Carried.

9. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

Chair Steve Wolgamot reviewed the calendar of events.

B. Policies

1. First Reading

a. Policy 506 - Student Discipline

No changes recommended.

b. Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

After discussion, no changes recommended.

2. Second Reading

a. Policy 410 - Family & Medical Leave

No changes recommended.

b. Policy 417 - Chemical Use & Abuse

After discussion, no changes recommended.

c. Policy 524 - Internet Acceptable Use

No changes recommended.

- d. Policy 531 - Pledge of Allegiance

No changes recommended.

10. ACTION ITEMS

- A. Approval of Preliminary Levy Payable 2010-2011

Denise Sundstrom, Director of Business Services, recommended the adoption of the preliminary levy for 2010-2011. Minnesota Department of Education (MDE) staff provided preliminary levy figures yesterday and Sundstrom will adjust the levy as needed. The requirements for holding a truth-in-taxation hearing were changed during the 2009 legislative session which means the school district will not have to hold a separate hearing. The hearing and final school board adoption of the levy will occur at the December 10, 2009, regular school board meeting. Schwartz moved, Dalton seconded, approval to adopt the preliminary levy for 2010-2011. Carried.

- B. Approval of North St. Paul-Maplewood-Oakdale Multi District Integration Collaborative Governance Agreement

Assistant Superintendent Denise Waalen let school board members know that a meeting was held with the North St. Paul-Maplewood-Oakdale integration group regarding the concerns they raised about their role in fiscal matters related to the Collaborative. It was agreed that any expenditures for this program will need to be approved and signed off on by our district and then brought forward to NSP-M-O. Donovan moved, Schwartz seconded, approval of the North St. Paul-Maplewood-Oakdale Multi District Integration Collaborative Governance Agreement. Carried.

- C. Approval of Changes in High School Graduation Requirements

Assistant Superintendent Denise Waalen recommend changes in the High School graduation requirements. There is a concern about changing the math credits from 3.0 to 4.0. It is recommended at this time to leave the math credits at 3.0 and transition to 4.0 by 2012. Dalton moved, Belisle seconded, approval to change High School graduation requirements as follows: English/Language Arts from 4.5 to 4.0, Mathematics leave at 3.0 and transition to 4.0, Health/Physical Education from 1.5 (1 credit PE and .5 credit health) to .5 PE and .5 Health, Science leave at 3.0, Social Studies from 4.0 to 3.5, Fine Arts leave at 1.0, the general pool has been eliminated. Carried.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

No report.

B. Integration Districts (EMID & NSP-M-O)

School board clerk Kevin Donovan reported that Roseville will become the fiscal host for the approximately 170 North St. Paul-Maplewood-Oakdale students who want to continue to attend the East Metro Integration District.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School board director Cathy Dalton recommended school board members sign up for the Learn @ Lunch sessions. Also, they will be receiving ballots to vote for the Delegate Assembly members.

D. Northeast Metro 916 Board

School board member John Belisle noted the 916 report in the school board packet.

12. SUPERINTENDENT'S REPORT

Superintendent Mark Wolak reported on the first three days of school. No transportation issues. There are some class size issues at the High School which the guidance counselors have been working to resolve. There are several classes with 35 to 38 students. This is a result of the \$240,000 in spending reductions. The overall class size average at the High School is 27. School board director John Belisle suggested that a class size policy be considered. Overall a great start to the year.

13. ADJOURNMENT

Schwartz moved, Belisle seconded, adjournment. Meeting adjourned at 7:54 p.m. Carried.

14. CONSENT AGENDA ITEMS (Items Approved Under #4)

A. Approval to Pay Bills - Check No. 362802 - 363093 and 80000001 - 80000002

B. Approval of Wire Transfer Transactions

C. Personnel

1. Approval of Contracts and Work Agreements

a. Carissa Deragisch - .25 FTE Long-Term Substitute Social Studies Teacher - Mahtomedi High School (2009-2010)

b. Rainiera Letourneau - Long-Term Substitute Special Education Teacher - O. H. Anderson Elementary School (2009-2010)

- c. Amy Rova-Duffy - Math Teacher - Mahtomedi Middle School
(8/31/09 to 11/23/09)
- d. Donna Starky - Paraprofessional - Mahtomedi Middle School (2009-
2010)
- 2. Approval of Resignations/Retirements/Terminations
 - a. Erin Whisler - Extended Day Supervisor - Community Education
(8/28/09)

KEVIN P. DONOVAN, CLERK

Minutes of Study Session

Board of Education Mahtomedi Public Schools

A Study Session of the Board of Education of the Mahtomedi Public Schools was held **September 24, 2009**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Meeting called to order at 7:04 p.m. by Chair Steve Wolgamot.

2. ROLL CALL OF ATTENDANCE

Present: John Belisle; Cathy Dalton; Mary Jo Deters; Kevin Donovan; Steve Wolgamot and Superintendent Mark Wolak, ex officio. Absent: Judy Schwartz.

3. DISCUSSION/INFORMATION ITEMS

A. School Board Meeting Schedule 2010 – Revised

The schedule for school board meetings for 2010 was reviewed. Several meeting dates conflict with high school parent/teacher conferences in 2010. Superintendent Wolak will identify the dates in conflict and bring the calendar back for review by the school board.

B. Mahtomedi Learning Center Update

John Sedey, Mahtomedi Learning Center Director, shared an update on current program enrollment and staffing at the MLC. Sedey is working on a partnership with Northeast Metro 916 to provide part-time administrative services beginning January 2010. Program Director, Jonas Beugen, will begin serving our program in January. Sedey will retire from his part-time position as program administrator at the end of December 2009.

C. Review Process for Middle School Schedule Change and Community Engagement

Principal Sharon Zweber was present to discuss the proposed middle school schedule change and a process for sharing information with parents about the change and impact on curriculum. Superintendent Mark Wolak, Dr. Zweber, and Chuck Ericksen are meeting with three parent leaders from the middle school parent advisory to identify and conduct a process for parent involvement in the schedule change. Zweber addressed her concerns in the change to a six-period schedule which included the loss of curriculum offerings and the loss of time for teachers to meet in teams during the student day. Zweber requested the school

board consider adding more students to the school as a means of offsetting the need for spending reductions. School board members raised concerns about additional enrollment and the impact on class size, and the economics of this strategy beyond one year. Several school board members affirmed the need for change based on the economic realities of state funding and stressed the importance of continuing teacher teaming and student advisory in a new schedule. After additional discussion, Superintendent Wolak stated that he will work with Dr. Zweber to prepare a cost and benefit analyses for a seven-period schedule and a six-period schedule for board presentation on October 8. The presentation will be helpful as we inform staff and parents about the need for change.

D. Review High School Class Sizes and Discuss Policy Issues

Kathe Nickleby, Mahtomedi High School Principal, presented a class size report for the school board to review. High school counselors successfully re-scheduled students in “over-enrolled” classes to reduce class size in most classrooms to below 35 students. Two additional course sections were added for second semester to ease enrollment issues as well. Overall class sizes at the high school increased on average from 28.5 to 32.4 students per classroom. This is due to spending reductions that were made at the high school for 2009-2010 and the addition of 20 new resident students who were not included in enrollment projections.

School board members received a sample of class size policies from various school districts and will consider a district policy for future benefit. Nickleby and Assistant Principal Chris Moore shared information about how they can prevent over-enrollment in the registration process for next year.

E. Methods for Public Input on Spending Reductions for FY 2010-2011

School board members discussed strategies for gaining public input in the spending reductions for 2010-2011. A number of ideas were shared. Denise Sundstrom, Director of Business Services, will survey a variety of school districts to gather strategies for consideration.

F. Policy Review Process

School board director Mary Jo Deters noted a policy review service available to school districts from the Minnesota School Boards Association.

G. School Board Position(s) with Contract Negotiations

Denise Sundstrom, Director of Business Services, shared information on the process of contract negotiations with various individual and bargaining group agreements.

4. ADJOURNMENT

Wolgamot moved, Donovan seconded, adjournment. Meeting adjourned at 9:30 p.m.
Carried.

KEVIN P. DONOVAN

CALENDAR OF EVENTS

OCTOBER		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Tuesday, October 6</u> 8:00-9:30 a.m. 6:00 p.m.	MHS Parent Information Meeting <i>(John Belisle is scheduled to attend)</i> Northeast Metro 916 School Board Meeting	Black Box Theater Bellaire School, White Bear Lake
<u>Thursday, October 8</u> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<u>Friday, October 9</u>	No School – Staff Development, K-5 / Parent-Teacher Conferences/Staff Development, 6-12	
<u>Monday, October 12</u> 7:00 p.m.	MAEF Meeting	District Education Center - Board Room
<u>Tuesday, October 13</u> 6:30-8:30 p.m.	Community Education Advisory Council Mtg. <i>(Kevin Donovan is scheduled to attend)</i>	District Education Center – Board Room
<u>Wednesday, October 14</u> 11:30 a.m.-12:30 p.m.	MMS Parent Association Meeting <i>(Cathy Dalton is scheduled to attend)</i>	Mahtomedi Middle School - Room 115
<u>Thursday, October 15</u> 12:00-1:00 p.m.	No School - MEA MSBA Learn @ Lunch - Keeping Your District in Compliance with the Open Meeting Law	District Education Center - Board Room
<u>Friday, October 16</u>	No School - MEA	
<u>Wednesday, October 21</u> 6:00 p.m.	EMID Joint Powers School Board Meeting	Crosswinds Middle School
<u>Thursday, October 22</u> 5:45-7:00 p.m. 7:00 p.m.	School Board Dinner Session School Board Study Session	District Education Center – Board Room District Education Center - Community Room
<u>Monday, October 26</u> TBD	MMS Schedule Presentation	Black Box Theater
<u>Thursday, October 29</u> 8:00 a.m.	Data Retreat - Superintendent Progress Report	District Education Center - Community Room
<u>Friday, October 30</u> 7:30 p.m.	Wildwood Artist Series - <i>Shangri-La Chinese Acrobats</i>	Chautauqua Center

CALENDAR OF EVENTS

NOVEMBER		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Wednesday, November 4</u> 6:00 p.m.	Northeast Metro 916 School Board Meeting	Bellaire School, White Bear Lake
<u>Friday, November 6</u> 7:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<u>Monday, November 9</u> 7:00 p.m.	No School - Staff Development MAEF Board of Trustees Meeting	District Education Center - Board Room
<u>Wednesday, November 11</u> 11:30 a.m.-12:30 p.m.	MMS Parent Association Meeting <i>(Kevin Donovan is scheduled to attend)</i>	Mahtomedi Middle School - Room 115
<u>Thursday, November 12</u> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<u>Friday, November 14</u> 7:30 a.m.	City/School District Leaders Meeting	District Education Center - Board Room
<u>Monday, November 16</u> 6:00-8:00 p.m.	Engineering Matters! Exploring the Science of Chemistry	Mahtomedi High School
<u>Tuesday, November 17</u> 6:30-8:30 p.m.	Community Education Advisory Council Mtg. <i>(Cathy Dalton is scheduled to attend)</i>	District Education Center - Board Room
<u>Wednesday, November 18</u> 6:00 p.m.	EMID Joint Powers School Board Meeting	Harambee Elementary School, Maplewood
<u>Thursday, November 19</u> 12:00-1:00 p.m.	MSBA Learn @ Lunch - Lessons and Trends from Referenda Results	District Education Center - Mark's Office
<u>Sunday, November 22</u> 4:00 p.m.	Wildwood Artist Series - <i>Mahtomedi Music Faculty</i>	Chautauqua Center
<u>Wednesday, November 25</u>	No School - Parent Teacher Conferences K-5/ Staff Development 6-12	
<u>Thursday, November 26</u>	No School - Thanksgiving Break	
<u>Friday, November 27</u>	No School - Thanksgiving Break	

6-Period Day

Tangible Benefits	Tangible Costs
* Savings through staff reduction – (4.0 FTE x. \$65,000 = \$260,000)	* Staff reduction -- loss of four teachers
* Class periods are longer (7-10 minutes); more instructional time for courses	* Potential loss of open enrolled and returning resident students (\$6661 per student in general foundation aid)
* Teachers would teach five 52-55 minute classes versus five 45 minute classes on the current schedule	* Curriculum writing for the departments involved in the schedule change (10 teachers at 24 hours = 240 x \$45 = \$10,800)
* Class sizes could be maintained at approximately 27.5 per class	* Curriculum options for MMS students would be reduced by 33% in each grade level for exploratory and elective options
* One fewer passing time for students	* Current eighth grade elective choices would potentially be eliminated and instead replaced with required course offerings
* If the MS did not have to have an identical six-period schedule as the HS, advisory could be maintained	* Opportunities for before- and after-school student teacher contact time (where formal and informal study groups take place including targeted services) would be reduced because meetings would shift to those times
* Alignment of individual prep time for grade level subject area teachers may still be possible in some academic areas	* Students' access to building would shift to 7:50 due to unavailability of staff to supervise
* 6-12 schedule alignment might allow for students and staff to take advantage of opportunities at both sites	* Interdisciplinary teams would not have “common planning time” during the school day resulting in fewer opportunities for special education, guidance counselors, specialists, and administrators to attend interdisciplinary team meetings
	* Students in remedial or special education classes will have few or no exploratory and/or elective opportunities
Intangible Benefits	Intangible Costs
* Students would be responsible for six classes rather than seven classes which may result in less disorganization and an increased focus on those six classes	* Potential loss of grade level subject area common planning time could result in less opportunity to align curriculum, review data and differentiate instruction which could have an impact on the Middle School's traditionally high test scores
* Scheduling process would be simplified as there would be fewer constraints on the construction of the master schedule	* Emotional impact on staff, students, and parents as they make a change to a new system and have fewer opportunities and course choices that they once had
* Course registration process would be simplified	* Increased stress on staff as they try to continue to support students at the same level as they had in the previous schedule

7-Period Day (with additional students)

Tangible Benefits	Tangible Costs
<p>* Additional revenue through open enrollment: (40 x \$6661 = \$266,440) Assuming maintenance of our current enrollment of 787 students and 40 additional open enrolled students to be a school of 827</p>	<p>* Purchase additional textbooks: In sixth and seventh grade, approximately ten additional math, social studies, and science textbook: (60 x 65 = \$3900) Current enrollment in grade 8 indicates we have enough textbooks for that grade</p>
<p>* Allows MMS to offer a wide range of exploratory and elective options</p>	<p>* Purchase additional desks: (25 x \$100 = \$2500)</p>
<p>* Preserves the reading program (for Tier 1, Tier 2, and Tier 3 students)</p>	<p>* Purchase additional lockers: Currently have 815 lockers, approximately 10-15 lockers: (15 x \$115 = \$1725)</p>
<p>* Interdisciplinary teams (e.g. math, English, social studies, science, and PE/health teachers) would continue to have common planning time within the student day to coordinate programming for students - special education staff, counselors, and administrators would continue to attend these meetings</p>	<p>* In grade six and grade seven, class sizes would increase by 1-2 students per section, per teacher (assuming balanced classes, approximately 28.5 students per class)</p>
<p>* Grade level subject area common planning time would continue to be included within the student day to align curriculum, review data and differentiate instruction to better meet the individual learning needs of students</p>	<p>* Increased clerical, guidance, and administrative tasks related to open enrollment (e.g. touring, testing, scheduling, obtaining records and registration process)</p>
<p>* No additional staff development costs</p>	<p>* Increased hallway congestion with the additional 40 students</p>
<p>* Preserves the opportunity for students to take additional courses in areas in which they display academic need while still retaining some of their allied arts coursework</p>	
<p>* Opportunities for student-teacher contact time before and after school (students are encouraged to meet with teachers from 7:30 a.m. - 7:55 a.m. and after 2:28 p.m.)</p>	
<p>* Current schedule makes school desirable for open enrollment and in-district transfers</p>	
<p>* Schedule includes Advisory time</p>	
Intangible Benefits	Intangible Costs
<p>* Encompasses all nine critical components of middle level education best practice for early adolescence (see review of research)</p>	<p>* Possible inability to sustain this model dependent on in-district enrollment and open enrollment over time</p>
<p>* No disruption in the academic program</p>	
<p>* Consistently scored in the top ten of middle schools (who have over 200 students per grade) statewide in all three areas tested – reading, math, and science</p>	

General Fund Budget Reductions by Year

DRAFT

General Fund (01)		High School	Student Activities	Middle School	MLC	OH Anderson	Wildwood	Spec Ed	District Wide	Community Education
Reductions										
2003-04	\$ 400,000	\$ 28,000	\$ 25,000	\$ 14,000		\$ 80,000	\$ 70,000	\$ 75,000	\$ 108,000	\$ -
2004-05	1,000,000	200,000		175,000		150,000	150,000	80,000	245,000	-
2005-06	-	-								-
2006-07	750,000	-				150,000	150,000	100,000	350,000	-
2007-08	308,580	52,650	5,000	33,460	3,340	23,615	24,515	20,000	128,000	18,000
2008-09	500,000	59,000	-	55,000	-	35,000	35,000	21,000	265,000	30,000
2009-10	<u>750,000</u>	<u>225,000</u>	<u>15,000</u>	<u>90,000</u>	<u>32,000</u>	<u>26,000</u>	<u>26,000</u>	<u>58,000</u>	<u>178,000</u>	<u>100,000</u>
\$	3,708,580	\$ 564,650	\$ 45,000	\$ 367,460	\$ 35,340	\$ 464,615	\$ 455,515	\$ 354,000	\$ 1,274,000	\$ 148,000
Percent of Total Reductions to date		15.23%	1.21%	9.91%	0.95%	12.53%	12.28%	9.55%	34.35%	3.99%
Expenditure Budget for 2009-2010		\$ 6,569,448	\$ 916,021	\$ 5,129,776	\$ 508,401	\$ 3,498,396	\$ 2,873,912	\$ 4,914,480	\$ 6,292,493	\$ 1,998,981
Percent of 2009-2010 Budget		20.09%	2.80%	15.69%	1.55%	10.70%	8.79%	15.03%	19.24%	6.11%
2010-11	1,000,000									
2011-12	1,000,000									

Adopted: _____

MSBA/MASA Model Policy 501

Orig. 1995

Revised: _____

Rev. 2005

501 SCHOOL WEAPONS POLICY

[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act of 2003. That law was recently struck down by the Minnesota Court of Appeals. However, in the 2005 session, the Minnesota legislature reenacted this law effective retroactively and without interruption from April 28, 2003. The reenacted law is now in effect.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

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- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 - 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and

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in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than exception (7) to Section 609.66, Subdivision 1d. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful”

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carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/ USE/ DISTRIBUTION

A. The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

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

C. Administrative Discretion

While the school district takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.

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2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

B. Other Nonstudents

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

Legal References: Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

*FIRST READING - BOARD OF EDUCATION
October 8, 2009*

Draft of Proposed Policy to Replace Current Policy #534

Adopted: _____

MSBA/MASA Model Policy 516

Orig. 1995

Revised: _____

Rev. 2005

516 STUDENT MEDICATION

[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

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- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler

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if:

- a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

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

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

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

[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any

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drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as state in this paragraph, only prescription medications are governed by this policy.

[Note: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine that enables the student to:
 - a. possess nonsyringe injectors of epinephrine; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to nonsyringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

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

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

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Nonsyringe Injectors of Epinephrine; Model Policy)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

*FIRST READING - BOARD OF EDUCATION
October 8, 2009*

Draft of Proposed Policy to Replace Current Policy #504

Adopted: _____

MSBA/MASA Model Policy 521

Orig. 1995

Revised: _____

Rev. 2008

521 STUDENT DISABILITY NONDISCRIMINATION

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact Lynne Viker, Director of Special Services, regarding grievances or hearing requests regarding disability issues. This person is the school district's Americans with Disabilities Act/Section 504 Coordinator.

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Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

Draft of Proposed Policy to Replace Current Policy #504

INDEPENDENT SCHOOL DISTRICT NO. 832
STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 832 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____
Home Address: _____
Work Address: _____
Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

Location of the incident(s): _____

List any witnesses that were present: _____

Draft of Proposed Policy to Replace Current Policy #504

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)

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Adopted: _____

Revised: _____

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain positive behaviors and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive behaviors can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

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III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall inform parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and school community culture. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

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- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures and to conduct themselves in accordance with them;
- B. To be aware of and comply with federal, state and local laws;
- C. To attend school daily, except when excused, and to be on time to all classes and other school functions, and to be in compliance with School Board Policy 503;
- D. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- E. To make necessary arrangements for making up work when absent from school;
- F. To assist the school staff in maintaining a safe school for all students;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- I. To respect and maintain the school's property and the property of others;
- J. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- K. To avoid inaccuracies in student newspapers, school multimedia presentations, or publications and refrain from indecent or obscene language;
- L. To conduct themselves in an appropriate physical or verbal manner; and
- M. To recognize and respect the rights of others.

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VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; 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 premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violation of any local, state or federal law as appropriate;
2. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
3. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
4. The use of profanity or obscene language, or the possession of obscene materials;
5. Gambling, including, but not limited to, playing a game of chance for stakes;
6. Violation of the school district's Hazing Prohibition Policy;
7. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
8. Violation of the school district's Student Attendance Policy;
9. Opposition to authority using physical force or violence;
10. Using, possessing, or distributing tobacco or tobacco paraphernalia;
11. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
12. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing their own or

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another person's prescription medication with another student and a student using, distributing or being under the influence of another person's prescription medication;

13. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
14. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
15. Violation of the school district's Weapons Policy;
16. Violation of the school district's Violence Prevention Policy;
17. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
18. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
19. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
20. Possessing or using an ignition device, including a butane or disposable lighter or matches, inside an educational building or on school grounds and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
21. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful language or behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
22. Violation of the school district's Internet Acceptable Use and Safety Policy;
23. Possession of or use in a classroom of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers; radios; beepers; lasers; MP3 players, such as Ipods; and phones, including picture phones, and other electronic devices;
24. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;

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25. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
26. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
27. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
28. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
29. Possession or distribution of slanderous, libelous or pornographic materials;
30. Violation of the school district' Bullying Prohibition Policy;
31. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Violation of the school district's Harassment and Violence Policy;
36. Actions, including fighting, horseplay, or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel or other person, or actions which disrupt the educational environment;
37. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

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38. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
39. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
40. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
41. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
42. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
43. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;

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- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Saturday school;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act; and/or
- T. Other disciplinary action as deemed appropriate by the school district, including but not limited to, confiscation of a student's property possessed or used in violation of this or other school district policy or procedures.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class.

In either the elementary or secondary schools, if a student is sent for removal, the teacher, principal or other school district employee will complete a verbal or written report describing the student's behavior. The student will be sent to the school office, behavior specialist, psychologist or case manager, guidance office, or school resource officer and remain in the custody of the building administrator or his/her designee until the process for return to class specified in Paragraph E is followed.

D. Responsibility for and Custody of a Student Removed From Class

Teachers removing students from class are required to direct the student to the school office and notify or verify his or her arrival

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

The student may return to class after a conference with the appropriate administrator, teacher, and/or the parent or guardian. At the time of this conference a definite plan of action will be established, including a review of any

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existing special education services. Students removed from class will be required to examine and take measures to correct inappropriate conduct.

F. Procedures for Notification.

Parents and/or guardians of students removed from class will be notified as soon as practical of the rule violations that led to the removal, resulting disciplinary action, and conditions for re-admission.

G. Disabled Students; Special Provisions.

If necessary to insure a safe environment conducive to learning, a student with a disability may be removed from class for one or more activity periods in a day, not to exceed one full day without the removal constituting a suspension which invokes the rules and regulations regarding a change of placement.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. The school district shall establish a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
2. The school district shall establish a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
3. The school district shall establish teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.29.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

1. On-going, inappropriate behavior will be documented on the building referral form. Behavior and consequence will be described and parent will be contacted by school personnel.
2. School staff will contact parent/guardian to make them aware of ongoing concern(s) with their students. Staff will relay the school or classroom expectation and possible outcomes if behavior continues. Parents will be encouraged to discuss situation with their child and work with school personnel to address behavior proactively. A meeting with parent/guardian and school personnel to review the area of concern may occur.

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior

During the enrollment process, schools will gather as much information

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from parents as possible to determine any pre-existing academic, behavioral, or attendance concerns.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

1. School administrators will ensure the building is adequately supervised and that a system is in place for reporting behavior concerns, regardless of the time and day.
2. School administration will have a plan for reviewing attendance records on a regular basis and then act on attendance concerns in accordance with the appropriate county truancy program.
3. Schools should have a formal structure for teachers to discuss student behavior concerns that is clearly communicated and followed up by administration.
4. Schools must have a team including administration, counselors, the school nurse, and other staff as available to review student academic, attendance, behavior, and social/emotional concerns.
5. Schools may have staff assigned to intervene and support students early on as behavior concerns are surfacing.
6. Schools will work with district office chemical health support staff to assess student behavior and determine whether or not chemical issues are present.
7. Schools will work with district office personnel to engage and support students from all cultural backgrounds.
8. In conjunction with the special education process, schools will have regularly scheduled meetings to consider whether students with academic, behavioral, or social-emotional concerns might need to be assessed for special education services.
9. A formal structure should be created to share information as students transition between schools and grades to assist in continuous support and intervention.
10. Schools will communicate with parents about academic progress and encourage parents to assist in identifying concerns.

IX. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it

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appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

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

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination

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of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team must review all relevant information in the student's file to determine if the conduct in question was (i) caused by, or had a direct and substantial relationship to, the child's disability, or (ii) the direct result of the school's failure to implement the individual education plan.

The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the

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student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend

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beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and

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the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

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19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

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Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) school days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior. If the student was placed in a 45-day interim alternative educational setting pending the manifestation determination, the student will be returned to the placement from which the student was removed unless the student and school district agree to a change of placement as part of the modification of the behavioral intervention plan.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

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XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.27 (School and Community Advisory Team)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: Policy 413 (Harassment and Violence)
Policy 501 (School Weapons)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 503 (Student Attendance)
Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Policy 514 (Bullying Prohibition Policy)
Policy 524 (Internet Acceptable Use and Safety Policy)
Policy 525 (Violence Prevention)
Policy 526 (Hazing Prohibition)
Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
Policy 610 (Field Trips)
Policy 709 (Student Transportation Safety Policy)

SECOND READING – October 8, 2009

Draft of Proposed New Policy

Adopted: _____

MSBA/MASA Model Policy 532

Orig. 2003

Revised: _____

Rev. 2006

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

All students, including those with IEPs, are subject to the terms of the school district’s discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student’s behavior will be taken by staff when a student’s behavior violates the school district’s discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of

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Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury, emotional abuse due to verbal and nonverbal gestures, or to prevent severe property damage.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

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B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

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In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Requiring the student to assume and maintain a specified physical position, activity, or posture that induces physical pain as an aversive procedure;
2. Presenting intense sounds, lights, or other sensory stimuli as an aversive stimulus;
3. Using noxious smell, taste, substance, or spray as an aversive stimulus;
4. Denying or restricting the student's access to equipment and devices such as hearing aids and communication boards that facilitate the student's functioning except temporarily when the student is perceived to be destroying or damaging equipment or devices;
5. Using faradic skin shock;
6. Restricting, totally or partially, the student's auditory or visual sense, except that study carrels may be used as an academic intervention;
7. Withholding regularly scheduled meals or water; and/or
8. Denying the student access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Conditional Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's

Draft of Proposed New Policy

IEP, IIP, or behavior intervention plan authorizes the use of one or more conditional procedures, the crisis team may employ those conditional procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds. If the crisis team initiates use of conditional procedures in an emergency, the student's IEP team shall meet as soon as possible, but no later than five (5) school days after emergency procedures have commenced.

Legal References: 20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.529 (IDEA Regulation Regarding Involvement of Law Enforcement)
20 U.S.C. 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
Minn. Stat. § 13.01, *et seq.* (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Rule 3525.0200, Subp. 2c (Definition of "Emergency")
Minn. Rule 3525.2900, Subp. 5 (The IEP and Regulated Interventions)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



SCHOOL BOARD MEETING SCHEDULE - 2010				
Day	Date	Time	Type	Location
Thursday	January 7 (1 st Thurs.)	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	January 28	7:00 p.m.	Study Session	DEC - Community Room
Thursday	February 4 (1 st Thurs.)	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	February 25	5:45-7:00 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Community Room
Thursday	March 11	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	March 25	7:00 p.m.	Study Session	DEC - Community Room
Thursday	April 8	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	April 22	5:45-7:00 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Community Room
Thursday	May 13	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	May 27	7:00 p.m.	Study Session	DEC - Community Room
Thursday	June 10	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	June 24	7:00 p.m.	Study Session	DEC - Community Room
Thursday	July 8	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	August 12	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	August 26	5:45-7:00 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Community Room
Thursday	September 9	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	September 23	7:00 p.m.	Study Session	DEC - Community Room
Thursday	October 14	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	October 28	5:45-7:00 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Community Room
Thursday	November 4 (1 st Thurs.)	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	December 9	7:00 p.m.	Regular Meeting	DEC - Community Room

SCHOOL BOARD COMMITTEE MEETING SCHEDULE - 2010				
Day	Date	Time	Type	Location
Thursday	January 28	6:00 p.m.	Personnel	DEC - Board Room
Thursday	March 25	6:00 p.m.	Personnel	DEC - Board Room
Thursday	May 27	6:00 p.m.	Personnel	DEC - Board Room
Thursday	August 26	6:00 p.m.	Personnel	DEC - Board Room

Additional meetings will be scheduled as needed.

The District Education Center (DEC) is located at: 1520 Mahtomedi Avenue, Mahtomedi, MN 55115



District Office
1520 Mahtomedi Avenue
Mahtomedi, MN 55115-1907
651-407-2000
Fax: 651-407-2025
www.mahtomedi.k12.mn.us

September 15, 2009

Adam Beyer, President
Mahtomedi Education Association
O. H. Anderson Elementary School
666 South Warner Avenue
Mahtomedi, MN 55117

Dear Adam,

This letter constitutes the written decision in response to the hearing held on Thursday, September 10, 2009 with the School Board Personnel Committee regarding the application of District Policy 427- Instructional Assignments - Licensed Professional Staff. In attendance were school board representatives Mary Jo Deters, Kevin Donovan and Judy Schwartz. In attendance for the administration were Kathe Nickleby and Mark Wolak.

This letter is to notify you that, after careful review and consideration, the school board committee upholds the decision of the administration in the selection of an external candidate for a social studies teaching vacancy at Mahtomedi High School. The school board committee recognizes the right of management to recruit and select its staff and believes the practices followed in this instance are consistent with the spirit and letter of School Board Policy 427, which is to recruit and select the best possible professional staff for all available positions within the school district. The administration's decision is consistent with the recommendation of the interview committee, which was comprised of Mahtomedi School District teachers and others. There is no reason for the committee's recommendation to be disregarded or the administration's decision overturned.

As required under Policy 427, the decision of the school board committee will be presented for ratification to the school board at the next regular meeting on Thursday, October 8, 2009, after which the committee's decision is final and binding.

In addition, the school board will conduct a review of this policy with a first reading on October 8, 2009.

Sincerely,

Steven Wolgamot
School Board Chairperson

c: Ken Stevens
Jim Anderson

427 - INSTRUCTIONAL ASSIGNMENTS - LICENSED INSTRUCTIONAL STAFF

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 832 to recruit and select the best possible professional staff for available positions within the school district. Instructional positions shall be open to qualified applicants from either the professional staff or from outside the school district on an equal basis based upon the stipulations of this policy.

Responsibility of assignment and transfer of certificated personnel is delegated to the superintendent.

The school board reserves the right to assign a teacher in such grades or subjects for which the teacher has the necessary certification. The board also reserves the right to reassign or transfer a teacher in any grade or subject for which the teacher has the necessary certification.

II. DEFINITIONS

- A. Internal Applicants - Licensed, professional staff currently employed by the school district on a long-term substitute or regular teaching contract. This does not include occasional substitutes, interns, or student teachers.
- B. External Applicants - Professional staff currently licensed or with pending licensure who are not currently employed by the school district on a regular or long-term substitute contract.
- C. Vacancy - A vacancy is an available professional position within the school district occasioned by a resignation, retirement, or a net increase in the number of sections or professional FTE within the elementary program, middle, or high schools.
- D. Transfers - A transfer occurs when an appropriately licensed staff member is assigned to a new grade level, program, or building within the school district. Transfers may be voluntary or involuntary.
- E. Qualifications - The qualifications of professional staff include the individual's experience, licensure, training and performance record.

III. PROCEDURES FOR FILLING VACANCIES

- A. Vacancies that occur within the professional staff shall be opened to qualified applicants from either the professional staff or from outside the school district on an equal basis.
- B. Transfers may occur either before or after posting vacancies within the school district. Professional staff are encouraged to notify the building principal and District Office in writing by March 1 regarding their interest in potential transfers within their licensure.

- C. Vacancies shall be posted in all buildings and be opened to qualified internal and external applicants on an equal basis.
- D. The application process for vacancies shall be uniformly applied to all applicants from the day of posting of the vacancy through final selection.
 - 1. All of the qualifications being considered equal, an internal applicant shall be appointed to fill the vacancy.
 - 2. In the event that two internal applicants are considered equal and are the best qualified candidates, the individual with the longer term of service in the school district shall be appointed to fill the vacancy. The determination of length of service to the school district for tenured teachers shall be the teacher seniority list.
- E. In the event that a continuing contract teacher in the school district applies for and does not receive a vacancy, the teacher may request the reasons in writing from the administrator making the decision. In the event a teacher believes that he or she was equally qualified or better qualified and wishes a hearing, the teacher must make such a request in writing to the superintendent within five calendar days after receipt of the written notice.
- F. The superintendent shall provide an informal hearing within five calendar days after receipt of the request from the teacher. The teacher, administrator and representative from the local association may be present at the hearing. The superintendent shall issue a written decision within three calendar days of the informal hearing.
- G. The superintendent's decision may be reviewed by the school board or a committee thereof if requested by an internal applicant. This request must be submitted to the superintendent in writing within three calendar days after receiving written notice of the superintendent's decision following the informal hearing. The hearing with the school board shall be open unless the meeting is permitted to be closed based upon Minnesota's Open Meeting Law, M. S. 471.705. The teacher, administrator and their representatives may be represented at the hearing by counsel or exclusive representative. The school board or its committee shall issue a written decision within three calendar days of the hearing. In the event that the hearing is conducted by a committee of the full school board, the written decision of the committee shall be considered final and binding if ratified by the full board at its next regular meeting.

ADOPTED – April 2, 1984

REVISED – January 21, 1985; March 12, 1992; October 9, 2003, December 14, 2006

Administrative Procedures

When staffing overages exist within a school that necessitates involuntary transfer of employees, prior to announcing such reassignment, the immediate supervisor shall meet with the employee and explain the rationale for his or her reassignment or transfer.

410 - FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the Family and Medical Leave Act of 1993 (FMLA) and consistent with the requirements of the Minnesota Parenting Leave laws.

III. DEFINITIONS

- A. “Active duty” or “call to active duty” means a federal call to active duty as a member of the reserve components (Army National Guard, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve) or a retired member of the regular Armed Forces or reserve component in support of a contingency operation. For purposes of this policy, active duty or call to active duty status does not include members of the regular Armed Forces.
- B. “Contingency operation” means a military operation that is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force or which results in the call or order to, or retention on, active duty of members of the uniformed services under federal law or any other provision of law during a war or during a national emergency declared by the President or Congress.
- C. “Covered military member” means the employee’s spouse, son, daughter, or parent on active duty or call to active duty status.
- D. “Covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.
- E. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the

break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- F. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member; and
 8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;

- b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on active duty, or notified of an impending call or order to active duty, in the reserve component of the Armed Forces or a retired member of the regular Armed Forces or reserve component in support of a contingency operation.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 5. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
 6. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
 7. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

8. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
9. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, or parent being on active duty, or notified of an impending call or order to active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
10. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status in support of a contingency operation and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
11. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may, in some situations, be required to reimburse the school district for the cost of the health plan premiums paid by it.
12. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. It shall be the responsibility of the superintendent to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

13. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six-week Leave

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.6., IV.A.9., IV.A.11., IV.A.12., and IV.A.13. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and

obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

ADOPTED – October 8, 2009

417 - CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. It will be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.

- C. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

A. Instruction

1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
2. Each school shall have age-appropriate and developmentally based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:

- a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
- b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
- c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:

- a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
 4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.

2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:

1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

Legal References: Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act)
34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

ADOPTED – October 8, 2009

524 - INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide direction for the school district personnel and to set guidelines for acceptable use of the school district computer system, the Internet, including electronic communications, and school district web site.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and to the Internet, 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 the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is not merely to provide students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Employees are discouraged from using email for lengthy communications containing private educational or personnel data. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies, except that employees may use the school district system for occasional, brief personal needs consistent with other school board 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. Users shall not use the Internet, including email, for advertising purposes.

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, terroristic, 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 uploading, creating, or 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. Users also will not modify information created by others without their permission.
 6. Users will not use the school district system to post, transmit or distribute private information about another person or to post, transmit or distribute personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not re-post 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. Users must obtain the written permission prior to the use of another individual's account or to log on to the Internet as a system administrator. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
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. Users must assume that all communications and information accessible through the Internet is private property.
 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 non-district supported software without the prior approval of the district-wide instructional technology specialist or district-wide technology coordinator. A list of software programs that have been approved for use with the school district system may be obtained from the district instructional technology specialist.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.
- C. A user must notify a system administrator or the Technology Coordinator of the school district if a user identifies a security problem on the Internet and the user should not demonstrate the problem to other users.

VI. DISTRICT WEB SITE

- A. All communication and information accessible on the ISD 832 official web site is property of the school district.
- B. The principal of each school building shall approve content on their web page consistent with school district policy, procedures, and guidelines. The content of district-wide pages shall be approved by the Superintendent.

- C. Media directors and the Technology Coordinator shall develop procedures to control input access to the school district's web page.
- D. Individual student or staff web pages developed using school district equipment or access shall be subject to this policy.

VII. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. 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.

VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

- A. Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

IX. 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 Minnesota Statutes, Chapter 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.

X. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.
- D. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school district office.

XI. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The Mahtomedi Public Schools, their employees and agents, make no warranties of any kind, whether expressed or implied, regarding the service it is providing. 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, for delays or changes in service, for interruptions of service, or for mis-deliveries or non-deliveries 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.

XII. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student or employee 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 and any financial obligation incurred by an employee through the Internet is the sole responsibility of the employee.
 - 6. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, student or employee disciplinary action may be taken, and/or appropriate legal action may be taken.
 - 7. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.
 - 8. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406-Public and Private Personnel Data and Policy 515-Protection and Privacy of Pupil Records.

XIII. 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.

XIV. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for 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 Internet, 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. § 6751 *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.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)

Layshock v. Hermitage Sch. Dist., 412 F.Supp. 2d 502 (2006)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

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)

ADOPTED – February 6, 1997

REVISED – June 10, 1999; March 8, 2001; October 13, 2005; October 8, 2009

**INDEPENDENT SCHOOL DISTRICT NO. 832
INTERNET USE AGREEMENT - STUDENT**

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

**INDEPENDENT SCHOOL DISTRICT NO. 832
INTERNET USE AGREEMENT - EMPLOYEE**

SCHOOL DISTRICT EMPLOYEE

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

531 - THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

ADOPTED – October 8, 2009

Mahtomedi School Board and Administration Leadership Plan 2009-2010

Working Document – Edited October 3, 2009

Challenge/Topic	Board Role/ Desired Results	Admin Process/Strategies
Vision/Mission	<p>Vision:</p> <p>“all students ready for success after high school” theme</p> <p>Adopt mission and approve statements that define expected results for school system</p>	<p>Identify operational statements that set standards for performance and define expected results for school system</p> <p>Identify a process that includes staff/community in defining the vision, mission and desired results for the school system.</p> <p><i>(Kent Pekel session offered for staff, Wednesday, November 18 after school)</i></p>
Teaching and Learning	<p>Hear progress report and recommendations from Superintendent/Administrators at October Data Retreat.</p> <p>Provide direction through policy changes and improvements</p>	<p>At the 2008 Data Retreat, administrators identified a system issue that we addressed this year through improved education strategies. 2008 MAP assessments indicated that some students in the top 25 percent of academic achievement (high achievers) were not reaching their expected growth targets based on MAP scores. Structures like math and literacy blocks did address this concern. In other subject areas like science, we need more improvements. Specific curriculum strategies are needed to address the learning needs of these high achieving students.</p> <p>Scatter grams of student assessment results indicate small groups of high achieving students need more challenge in their curriculum.</p> <p>Leadership Questions: How might assessment for learning data help address the individual student needs? How might differentiation help? How does grade by</p>

Mahtomedi School Board and Administration Leadership Plan 2009-2010

Challenge/Topic	Board Role/ Desired Results	Admin Process/Strategies
		<p>grade progression of curriculum limit our effectiveness? How might STEM initiatives and community education partnership help us address the learning needs more effectively? How might we focus gifted education strategies to address the needs?</p> <p>Language Arts curriculum adoption, new standards, emphasis on writing in the content areas, will help us address this outside of math and reading.</p>
Mahtomedi Engineering Leadership Program	Approve curriculum improvements as recommended by administration	There is continued high interest in the Mahtomedi Engineering Leadership Program. For the November event, more than 750 people are pre-registered.
Technology	Set date/ ballot question for renewal of levy	Identify targets for improvement related to district vision. How might on line learning assist our vision for students? Align STEM 6-12 through the work of a 6-12 teacher committee
High School Schedule	Hear monitoring report(s) on the transition to six period day at the high school	Lead the planning and preparation work of teachers for implementation September 2010.
Middle School Schedule	Hear changes proposed for middle school schedule, participate in community meetings, and make a decision about change for the 2010-2011 by December 2009.	Revise curriculum choices to fit the 6 period schedule for 2011-2011 school year as directed by school board.

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Mahtomedi School Board and Administration Leadership Plan 2009-2010

Challenge/Topic	Board Role/ Desired Results	Admin Process/Strategies
Spending Reduction Process for Economic Stability	Provide input in the administrative process for spending reductions by November 2009. -Approve the spending reductions by May 2010	Seek ways for Community Ed to provide the options when a reduction in curriculum is needed to balance the budget. Identify a list of spending reductions for school board approval.
Negotiations	Set parameters for teacher negotiations with district negotiations team	Administrators will be represented on the district negotiations team. Director of Business Services will co-lead the process with district attorney.
Integration District	Approve agreement in September 2009	Lead the implementation of the integration plan. Consider models for improved student success, in particular, partnerships with Century College and other area colleges that increase the likelihood that students complete high school and are ready for college or successful employment.
Quality Compensation Plan with teachers	Approve the scope of the plan, in particular, the local levy share.	Link the greater need for differentiation of instruction with the work of Q-Comp coaches. Walk-through by principals looking for differentiation in all classrooms
Facility Improvements -Election Survey -Election Committee	Decide on scope of bond for facility improvements. Suggest community members to be part of the	Recruit key leaders for election committee

Mahtomedi School Board and Administration Leadership Plan 2009-2010

Challenge/Topic	Board Role/ Desired Results	Admin Process/Strategies
-Election Communications	election committee	
Policy Work -Customer Service -Class Size -Graduation Requirements -Board Governance -Credits offered in Community Education Policy 427 – Instructional Assignments	Adopt customer service policy Adopt class size policy Adopt recommended changes to graduation requirements (September 2009) Review, comment and adopt revisions to Policy 427 recommended by administration Adopt policy on school board governance	Graduation Requirements – present plan for change based on new state requirements and district preference due to schedule and cost. Credits offered in Community Education – quality choices offered by qualified staff for a fee. Is this a place for site based legislation and Education Evolving In high school, credits in math (geometry), world language, In middle level, offer family and consumer science Identify on-line choices for students Policy 427 needs revision to reflect current practice of administrators in the selection of highly qualified staff
Staff Development	Adopt annual staff development plan as developed and recommended by staff development committee/administration	
Superintendent and Board Relations	Develop a professional development plan that includes at a minimum: -policy governance training	Report bi-weekly to school board on superintendent activities

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Mahtomedi School Board and Administration Leadership Plan 2009-2010

Challenge/Topic	Board Role/ Desired Results	Admin Process/Strategies
Data Retreat -Balanced Scorecard	<p>Read Report, ask questions and help with new insights</p> <p>Develop a scorecard for the school board development plan (professional development, community engagement, economic stability). OR add a school board component to each arena on the current scorecard.</p>	<p>Administration prepares document for board to review in advance of retreat and seeks questions prior to the data retreat session.</p> <p>Provide an introduction to the scorecard in advance of discussion of results</p>
Community Engagement	<p>Learn models and select a few topics for community engagement if not already identified</p>	<p>Plan calendar for community engagement for middle school schedule change for 2010-2011.</p> <p>Plan process for gaining community input in the spending reduction plan for 2010-2011.</p>
Communication Plan -H1N1 Process -media alerts -brand standards for all communications in the district	<p>Review Plan prepared by Superintendent, administration and communication coordinator</p> <p>Does the board value (and read) the monthly board reports from principals and directors?</p>	<p>One press release or media alert weekly (events, student awards, staff recognition, district operations) Administrators will get the news to Carrie at least ten days ahead of event.</p> <p>Carrie will send a monthly alert to each admin to request media information.</p> <p>Press release will be developed in 24 hours. Carrie makes the final decision on newsworthiness.</p> <p>H1N1 Virus preparation: School nurse primary contact with County public health officials. Communication to all parents regarding prevention and intervention efforts. Superintendent will work directly with school nurse. We will monitor</p>

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Mahtomedi School Board and Administration Leadership Plan 2009-2010

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Challenge/Topic	Board Role/ Desired Results	Admin Process/Strategies
		<p>daily attendance and student health reports. We will notify parents when the rate of student absence increases by 30 percent. We will close a school when ____ level of absence is reached. We will close the district when ____ is reached.</p> <p>All custodians disinfect two times per week in all classrooms.</p> <p>Hold a health and safety committee meeting with Carrie, Denise S, Mark W, and Lynne V to set the standards for communications and school closing decisions.</p> <ol style="list-style-type: none"> 1. What should parents know? 2. What are we doing about the virus? 3. What are the factors that will affect school or district closing? 4. How does the current attendance policy change to allow for these absences?
Administrator Evaluation	Adopt revised policy based on improvements recommended by administration	<p>Review policy, policies from other districts, and recommendations from national resources. Write goals for the year based on leadership plan and school/site needs. Assist in the revision of current district policy. Improvements in the policy may include a three year cycle for professional review.</p> <p>Use the National Staff Development Council standards (Innovation Configurations) for professional practice as a guide for ongoing reflection and review. Goals written by Data Retreat. Mark W and Nicole will work on a format for documenting the review meetings in the personnel file.</p>

CHECK REGISTER

Sep-09

Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
363094	Clear	\$432.94	09/01/09	00094	AMERICAN FAMILY ASSURANCE
363095	Clear	\$231.95	09/01/09	01556	MAHTOMEDI AREA EDUC.FOUNDATION
363096	Clear	\$272.00	09/01/09	01740	MINN NCPERS GROUP LIFE INS
363097	Clear	\$9.90	09/01/09	01888	NATIONAL INSURANCE SERVICES
363098	Clear	\$547.00	09/01/09	02017	OFFICE & PROFESSIONAL
363099	Clear	\$758.56	09/01/09	02048	OPERATING ENGINEERS LOCAL #70
363100	Clear	\$1,220.75	09/03/09	03152	DENISE WAALEN
363101	Clear	\$6,923.22	09/03/09	03331	I.S.D # 622 NO.ST PAUL-MAPLEWOOD-OAKDALE
363102		\$116.60	09/03/09	02616	JENNIFER STEIGER
363103	Clear	\$6,667.00	09/03/09	01971	NORTHEAST METRO 916
363104	Clear	\$46.00	09/03/09	00009	AAA AWARDS
363105	Clear	\$1,104.53	09/03/09	07612	AARON SWANSON
363106	Clear	\$88.79	09/03/09	00265	ADAM BEYER
363107	Clear	\$8,726.00	09/03/09	03959	ADVANCED ROOFING SOLUTIONS,LLC
363108	Clear	\$49.90	09/03/09	00095	AMERICAN FLAGPOLE & FLAG CO
363109	Clear	\$254.40	09/03/09	07626	AMIAN RESTAURANT
363110	Clear	\$87.29	09/03/09	00363	ANGELA BUCKINGHAM
363111	Stop Payment	\$2,500.00	09/03/09	07621	AUGUSTANA COLLEGE
363112	Clear	\$179.68	09/03/09	03639	BEACON ATHLETICS
363113	Stop Payment	\$5,000.00	09/03/09	00262	BETHEL COLLEGE
363114	Clear	\$2,446.50	09/03/09	03196	BF LAUZON ENTERPRISES INC
363115	Clear	\$506.05	09/03/09	00281	BIO CORPORATION
363116	Clear	\$306.16	09/03/09	06496	BRYAN FARMER
363117	Clear	\$67.90	09/03/09	07624	CARUS PUBLISHING
363118	Clear	\$28.75	09/03/09	07066	CASSANDRA HUBERTY
363119	Clear	\$330.71	09/03/09	00437	CDW GOVERNMENT INC
363120	Clear	\$1,260.00	09/03/09	01572	CITY OF MAHTOMEDI
363121	Stop Payment	\$2,500.00	09/03/09	07622	CONCORDIA COLLEGE FINANCIAL AID OFFICE
363122	Clear	\$170.00	09/03/09	07088	CUSTOM WATER WORKS
363123	Clear	\$33.27	09/03/09	01244	DAVID JACKSON
363124	Clear	\$99.62	09/03/09	03433	DELL COMPUTER CORP.
363125	Clear	\$11.44	09/03/09	03152	DENISE WAALEN
363126	Clear	\$94.81	09/03/09	00679	DONATELLI'S
363127	Clear	\$420.00	09/03/09	03969	ENERGYWISE CONSULTING,LLC
363128	Clear	\$289.00	09/03/09	00858	FOLLETT SOFTWARE COMPANY
363129	Clear	\$52.64	09/03/09	00888	FREY SCIENTIFIC COMPANY
363130	Clear	\$120.76	09/03/09	00936	GBC-GENERAL BINDING CORPORATION
363131	Clear	\$10.88	09/03/09	00987	GRAINGER
363132	Clear	\$1,307.98	09/03/09	05825	GREAT AMERICAN BUSINESS PRODUCTS- PARKING
363133	Clear	\$361,706.35	09/03/09	01096	HEALTHPARTNERS
363134	Clear	\$2,892.00	09/03/09	01116	HERITAGE PRINTING
363135	Clear	\$170.00	09/03/09	01218	INSTITUTE FOR ENVIRONMENTAL
363136	Clear	\$7,035.00	09/03/09	07028	INVENT NOW KIDS INC
363137	Clear	\$67.65	09/03/09	01246	JAGUAR EDUCATION
363138	Clear	\$35.06	09/03/09	05151	JAN LONNQUIST
363139	Clear	\$37.76	09/03/09	01916	JANINE NELSON
363140	Clear	\$63.68	09/03/09	01691	JENNY MERTHAN
363141	Clear	\$26.95	09/03/09	03988	JOHN H.HANKEN
363142	Clear	\$17.62	09/03/09	03335	JUDY BURSHTEN
363143	Clear	\$9.29	09/03/09	02057	JULIE OSTERBAUER
363144	Clear	\$262.62	09/03/09	01950	KATHE NICKLEBY
363145	Clear	\$5,892.43	09/03/09	01411	LAFAYETTE LIFE INSURANCE CO
363146	Clear	\$280.90	09/03/09	00202	LORI J BAKER

CHECK REGISTER

Sep-09

Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
363147	Stop Payment	\$5,000.00	09/03/09	05262	MACALESTER COLLEGE
363148	Clear	\$3,134.28	09/03/09	01539	MACKIN LIBRARY MEDIA
363149	Clear	\$273.59	09/03/09	07609	MARSHALL ELECTRIC CO
363150	Clear	\$827.73	09/03/09	00942	MARY GEORGE
363151	Clear	\$138.52	09/03/09	01756	MINVALCO INC
363152	Clear	\$50.00	09/03/09	01813	MN DEC-CEC MN COUNCIL OF EXCEPTIONAL CHILDREN
363153	Clear	\$240.00	09/03/09	05124	MINNESOTA REVENUE
363154	Clear	\$162.00	09/03/09	05917	MOLLY HOLLIHAN
363155	Clear	\$62.27	09/03/09	04321	NANCY FENTON
363156		\$19.74	09/03/09	05488	NANETTE CHOW
363157	Clear	\$13,904.25	09/03/09	01971	NORTHEAST METRO 916
363158	Clear	\$90.00	09/03/09	02043	ON SITE SANITATION INC
363159	Clear	\$138.02	09/03/09	01066	PAM HAREIN
363160	Clear	\$1,179.00	09/03/09	03538	PARTSTOCK COMPUTER
363161	Clear	\$73.83	09/03/09	00580	PATRICK CROTHERS
363162	Clear	\$112.47	09/03/09	05056	PAUL MCGIBBON
363163	Clear	\$560.00	09/03/09	02108	PEOPLES ELECTRICAL CONTRACTORS
363164	Clear	\$50.61	09/03/09	02161	POPP.COM INC
363165	Clear	\$367.90	09/03/09	02180	PRESS PUBLICATIONS
363166	Clear	\$13,580.00	09/03/09	02229	R M DREYLING CONSTRUCTION CO
363167	Clear	\$1,666.25	09/03/09	07625	RIVER RENDEZVOUS
363168	Clear	\$1,630.00	09/03/09	01518	ROLAND LOZIER
363169	Clear	\$289.60	09/03/09	03921	RUTTGER'S BAY LAKE LODGE
363170	Clear	\$256.26	09/03/09	02346	RYCO SUPPLY COMPANY
363171	Clear	\$4,102.55	09/03/09	02363	SAM'S CLUB DISCOVER
363172	Clear	\$193.41	09/03/09	06248	SCHOOL TECH INC /WOLVERINE SPORTS
363173	Clear	\$510.02	09/03/09	02441	SCIENCE KIT LLC
363174		\$2,814.63	09/03/09	02442	SCIENCE MUSEUM OF MINN
363175	Clear	\$105.00	09/03/09	02551	SOUTHEASTERN SECURITY CONSULT
363176	Clear	\$1,269.01	09/03/09	00553	STAPLES/CORPORATE EXPRESS
363177	Clear	\$802.00	09/03/09	02603	STAR TRIBUNE
363178	Clear	\$695.00	09/03/09	05638	TEACHINGBOOKS.NET
363179	Clear	\$1,500.00	09/03/09	03859	TEAMWORKS INTERNATIONAL, INC.
363180	Clear	\$535.95	09/03/09	02745	THYSSENKRUPP ELEVATOR
363181	Clear	\$2,240.94	09/03/09	02750	TIME FOR KIDS
363182	Clear	\$100.00	09/03/09	07617	TOM POCRINICH
363183	Clear	\$110.31	09/03/09	05393	TONYA KOSTUCH
363184	Stop Payment	\$5,000.00	09/03/09	03855	UNIVERSITY OF MN- MORRIS
363185	Clear	\$30.36	09/03/09	02858	VERIZON WIRELESS
363186	Clear	\$703.67	09/03/09	02903	WASTE MANAGEMENT-BLAINE MN
363187	Clear	\$463.00	09/03/09	02941	WHITE BEAR GLASS INC
363188		\$100.00	09/03/09	03626	WMEP- WEST METRO EDUCATION PROGRAM DIST 6069
363189	Clear	\$14,041.71	09/03/09	00723	XCEL ENERGY
363190	Clear	\$280.86	09/03/09	03017	XEROX CORPORATION
363191	Clear	\$12,575.50	09/03/09	03017	XEROX CORPORATION
363192	Unissued	\$0.00	09/03/09	03017	XEROX CORPORATION
363193	Clear	\$7,509.34	09/03/09	07417	ZYFA-ZEPHYR YOUTH FOOTBALL ASSN
363194	Clear	\$34.30	09/10/09	00009	AAA AWARDS
363195	Clear	\$62.00	09/10/09	04879	AHMED CHARAI
363196	Clear	\$151.80	09/10/09	02133	ALISA PHELPS
363197	Clear	\$62.00	09/10/09	06998	ANDREW CSETER
363198	Clear	\$41.13	09/10/09	00363	ANGELA BUCKINGHAM

CHECK REGISTER

Sep-09

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363201	Clear	\$704.00	09/10/09	03262	BEGGIN SPORTS
363202		\$172.28	09/10/09	03290	BETH HOMMES
363203	Clear	\$31.42	09/10/09	02530	BETHANY SNEDEN
363204	Clear	\$51.00	09/10/09	04130	BIGGER FASTER STRONGER
363205	Clear	\$583.79	09/10/09	02642	BONNY KAY STREGE
363206	Clear	\$400.00	09/10/09	07623	BRAINOLGY LLC
363207	Clear	\$62.00	09/10/09	07636	BRIAN OLSEN
363208	Clear	\$516.65	09/10/09	04738	BRUCE DJOCK REPAIR
363209	Clear	\$25.50	09/10/09	06661	BW T&F ENTERPRISES LLP
363210	Clear	\$955.80	09/10/09	00384	C F I SYSTEMS
363211	Clear	\$80.00	09/10/09	07633	CANDICE KOLBOW
363212	Clear	\$233.60	09/10/09	06014	CAROLYN JAMES
363213	Clear	\$151.80	09/10/09	03479	CHRIS CARLSON
363214	Clear	\$74.80	09/10/09	05926	CHRISTOPHER MOORE
363215	Clear	\$13,080.00	09/10/09	00527	COMSTOCK & SONS INC
363216	Clear	\$47.04	09/10/09	02359	CYNTHIA SAMELS
363217	Clear	\$167.71	09/10/09	01860	DAN MURPHY
363218	Clear	\$593.21	09/10/09	03730	DAVID STEVENS
363219		\$80.00	09/10/09	04883	DEB WEINREIS
363220		\$62.00	09/10/09	05969	DICK CHENERY
363221	Clear	\$60.00	09/10/09	07630	DOUG GOALEY
363222	Clear	\$469.00	09/10/09	00714	EAGLE SCREEN PRINTING
363223	Clear	\$48.81	09/10/09	00725	ECKROTH MUSIC COMPANY
363224	Clear	\$170.00	09/10/09	07643	ELIZABETH DAVID
363225	Clear	\$625.00	09/10/09	07629	ERIC JOHNSON
363226	Clear	\$10.00	09/10/09	07634	ERIK EDWARDS
363227	Clear	\$2,456.63	09/10/09	00856	FOLLETT EDUCATIONAL SERVICES
363228	Clear	\$369.25	09/10/09	06697	FRATTALLONE'S ACE HARDWARE STORES
363229	Clear	\$18.48	09/10/09	00937	GENERAL INDUSTRIAL SUPPLY CO
363230	Clear	\$678.78	09/10/09	00938	GENERAL PARTS INC
363231	Clear	\$62.00	09/10/09	05967	GREGG ADLER
363232	Clear	\$318.70	09/10/09	01015	GRIZZLY
363233	Clear	\$62.00	09/10/09	04801	HAMID MARDI
363234	Clear	\$315.00	09/10/09	01115	HERITAGE EMBROIDERY & DESIGN
363235	Clear	\$1,400.83	09/10/09	00698	JAMES DRISCOLL
363236	Clear	\$36.00	09/10/09	02930	JEANNE WHISLER
363237	Clear	\$80.00	09/10/09	07631	JEFF HELGERSON
363238		\$9.95	09/10/09	02616	JENNIFER STEIGER
363239	Clear	\$600.00	09/10/09	03654	JERRY OLSON EXTERIORS
363240	Clear	\$81.40	09/10/09	01263	JIM JENSEN
363241	Clear	\$62.00	09/10/09	07639	JOSEPH BOMMARITO
363242	Clear	\$16.38	09/10/09	03335	JUDY BURSHTEN
363243	Clear	\$219.94	09/10/09	01950	KATHE NICKLEBY
363244	Clear	\$29.77	09/10/09	01540	KATHY MACKIN
363245	Clear	\$66.57	09/10/09	01372	KNOWLAN'S SUPER MARKETS
363246	Clear	\$150.00	09/10/09	01410	LADEN'S BUSINESS MACHINES INC
363247	Clear	\$2,401.58	09/10/09	06819	FIRST STUDENT
363248	Clear	\$22.95	09/10/09	01495	LINGUISYSTEMS INC
363249	Clear	\$356.12	09/10/09	01232	LISA IRSFELD
363250	Clear	\$75.00	09/10/09	01624	LISA MATHIES
363251	Clear	\$31.85	09/10/09	01557	MAHTOMEDI AUTO SERVICE
363252	Clear	\$172.42	09/10/09	03161	MARK LEFEBER

CHECK REGISTER

Sep-09

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363254	Clear	\$75.00	09/10/09	01610	MASBO
363255	Clear	\$33.71	09/10/09	06034	MATTHEW YOUNG
363256	Clear	\$60.03	09/10/09	01672	MEDCO SUPPLY INC
363257	Clear	\$274.02	09/10/09	01684	MENARDS OAKDALE CASHWAY LUMBER
363258	Clear	\$450.00	09/10/09	01699	METRO ECSU
363259	Clear	\$74.51	09/10/09	06923	MICHLYN NEWMAN
363260	Clear	\$151.18	09/10/09	04099	MINNCOR INDUSTRIES
363261	Clear	\$62.00	09/10/09	07635	MITCHELL MINICK
363262	Clear	\$170.00	09/10/09	07645	MOLLY SIEDL
363263	Clear	\$135.00	09/10/09	06513	NATIONAL SCIENCE TEACHERS ASSN
363264	Clear	\$52.00	09/10/09	07638	NIGEL POOLE
363265	Clear	\$3,333.34	09/10/09	01971	NORTHEAST METRO 916
363266	Clear	\$456.00	09/10/09	03699	OAK GLEN COUNTRY CLUB
363267	Clear	\$329.30	09/10/09	05985	PAMS LUNCHROOM LLC
363268	Clear	\$43.00	09/10/09	01081	PHIL HASTINGS
363269	Clear	\$550.95	09/10/09	02151	PLUNKETTS INC
363270	Clear	\$114.57	09/10/09	06012	PREMIUM WATERS INC
363271	Clear	\$1,991.00	09/10/09	02227	QWEST
363272	Clear	\$80.00	09/10/09	07632	RANDY KOLBOW
363273	Clear	\$60.35	09/10/09	07646	REBECCA HURD
363274	Clear	\$266.01	09/10/09	00469	RITA CHILDS
363275	Clear	\$62.00	09/10/09	07637	RON WALZ
363276	Clear	\$30.71	09/10/09	05075	SAMUEL FRENCH INC
363277	Clear	\$75.60	09/10/09	04014	SANDRA ARMSTRONG
363278	Clear	\$48.29	09/10/09	01720	SARAH LORNTSON
363279	Clear	\$361.90	09/10/09	02413	SCHOLASTIC INC
363280	Clear	\$972.04	09/10/09	02420	SCHOOL SPECIALTY INC
363281	Clear	\$24.95	09/10/09	03848	SCHOOLARTS MAGAZINE/DAVIS
363282	Clear	\$189.69	09/10/09	04426	SCOT HOVAN
363283	Clear	\$62.00	09/10/09	07640	SCOTT SELBY
363284	Clear	\$170.00	09/10/09	04289	SHELLEY RICE
363285	Clear	\$164.00	09/10/09	02483	SIEMENS BUILDING TECHNOLOGIES
363286	Clear	\$177.66	09/10/09	07647	STACY TRIPLAT
363287	Clear	\$151.80	09/10/09	03849	STACY WENDORFF
363288	Clear	\$674.33	09/10/09	00553	STAPLES/CORPORATE EXPRESS
363289	Clear	\$60.00	09/10/09	06979	STEVE SCHNEIDER
363290	Clear	\$1,440.00	09/10/09	07642	STREAMLINE DESIGN INC
363291	Clear	\$349.44	09/10/09	02654	SUBSCRIPTION SERVICES OF AMERI
363292	Clear	\$104.97	09/10/09	01140	SUSAN HOFFMAN
363293	Clear	\$170.00	09/10/09	07644	SUSIE MEADER
363294		\$151.80	09/10/09	02128	TERESA PETERSON
363295	Clear	\$130.00	09/10/09	02135	THE PIANO WORKS
363296	Clear	\$62.00	09/10/09	04834	TIM STAFKI
363297	Clear	\$60.00	09/10/09	04864	TOM KNOBLAUCH
363298	Clear	\$40.62	09/10/09	03753	TORY FERREY
363299	Clear	\$45,118.17	09/10/09	02784	TRI STATE BOBCAT INC
363300	Clear	\$12,556.38	09/10/09	06934	US FOODSERVICE INC
363301	Clear	\$1,153.77	09/10/09	02860	VERSATILE VEHICLES INC
363302	Clear	\$257.44	09/10/09	02896	WARD'S NATURAL SCIENCE EST,LLC
363303	Clear	\$80.95	09/10/09	04788	WATER CARE
363304	Clear	\$46.08	09/10/09	02984	WINNICK SUPPLY INC
363305	Clear	\$550.32	09/10/09	03017	XEROX CORPORATION
363306	Clear	\$320.05	09/11/09	02165	POSTMASTER-US POSTAL SERVICE

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Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
363307	Clear	\$464.52	09/17/09	00016	ABBOTT PAINT & CARPET CO
363308	Clear	\$368.95	09/17/09	00047	ADT SECURITY SYSTEMS
363309	Clear	\$474.00	09/17/09	07615	AEGOM INTERACTIVE
363310	Clear	\$1,338.20	09/17/09	00153	AES-APPLIED ENVIRONMENTAL SCIENCES INC
363311	Clear	\$78.67	09/17/09	04827	ALLIANCE PUBLISHING & MARKETING
363312		\$58.00	09/17/09	04956	AMERICAN ASSOCIATION OF TEACHERS OF FRENCH
363313	Clear	\$41.69	09/17/09	00909	ANN GALE
363314	Clear	\$20.57	09/17/09	01118	BARBARA HERTEL
363315	Clear	\$96.39	09/17/09	06973	BELINDA LEWIS
363316	Clear	\$179.50	09/17/09	00353	BROWN'S ICE CREAM
363317	Clear	\$72.50	09/17/09	00364	BUDGET SIGN&GRAPHICS INC
363318	Clear	\$1,144.54	09/17/09	00414	CAROLINA BIOLOGICAL SUPPLY CO
363319	Clear	\$10,254.47	09/17/09	00406	CHASE CARD SERVICE/BANK ONE
363320	Clear	\$81.00	09/17/09	07664	CHRIS ROSSINI
363321	Clear	\$250.00	09/17/09	00127	CHRISTY ANDERSON
363322	Clear	\$480.00	09/17/09	00491	CLOSING THE GAP
363323	Clear	\$11,093.75	09/17/09	06754	COMMANDING EDGE INC
363324	Clear	\$516.73	09/17/09	00558	COURAGE CENTER
363325	Clear	\$467.50	09/17/09	07088	CUSTOM WATER WORKS
363326	Clear	\$5,744.53	09/17/09	00599	DALCO
363327	Clear	\$140.00	09/17/09	04792	DAN HARJES
363328	Clear	\$71.85	09/17/09	00200	DANI BAKER
363329	Clear	\$81.00	09/17/09	07662	DAVE KELLER
363330	Clear	\$60.00	09/17/09	05005	DAVID WITTMAN
363331	Clear	\$15.00	09/17/09	00673	DENNIS DOBSON
363332	Clear	\$108.00	09/17/09	03328	DIVERSIFIED SNACK DIVISION
363333	Clear	\$78.84	09/17/09	00862	DONNA FORBES
363334	Clear	\$655.00	09/17/09	04719	DOOR SERVICE CO OF THE TWIN CITIES INC
363335	Clear	\$445.30	09/17/09	00695	DRAMATIC PUBLISHING COMPANY
363336	Clear	\$2,075.50	09/17/09	00714	EAGLE SCREEN PRINTING
363337	Clear	\$63.96	09/17/09	00725	ECKROTH MUSIC COMPANY
363338	Clear	\$2,463.00	09/17/09	03241	ELECTRONIC DESIGN CO
363339	Clear	\$59.32	09/17/09	07661	EMEDCO INC
363340	Clear	\$57,833.60	09/17/09	03203	EMID
363341	Clear	\$175.89	09/17/09	04887	ERICA RYAN
363342	Clear	\$403.31	09/17/09	00787	ERICKSON OIL PRODUCTS INC
363343		\$155.00	09/17/09	07653	EVELINE BARNES
363344	Clear	\$602.40	09/17/09	05296	FINN SISU, INC
363345	Clear	\$79,075.28	09/17/09	06819	FIRST STUDENT
363346	Clear	\$1,540.41	09/17/09	00856	FOLLETT EDUCATIONAL SERVICES
363347	Clear	\$62.00	09/17/09	07139	GERALD MILLER
363348	Clear	\$342.18	09/17/09	00987	GRAINGER
363349	Clear	\$130.00	09/17/09	03081	GRAY SEEVER
363350		\$62.00	09/17/09	05967	GREGG ADLER
363351	Clear	\$221.00	09/17/09	01025	GUILFORD PUBLICATIONS-DEPT 8E
363352	Clear	\$525.15	09/17/09	01116	HERITAGE PRINTING
363353	Clear	\$138.00	09/17/09	01173	HUMAN SERVICES INC
363354	Clear	\$1,585.75	09/17/09	03305	I.S.D # 012 CENTENNIAL SCHOOLS
363355	Clear	\$402.00	09/17/09	07650	J & M TOURS INC
363356		\$170.00	09/17/09	05449	JACKIE PAVLAK
363357	Clear	\$170.00	09/17/09	07670	JAMES TAYLOR
363358	Clear	\$18.70	09/17/09	07660	JEAN WOODARD
363359	Clear	\$170.00	09/17/09	04029	JEANNE MARTIN

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Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
363360	Clear	\$140.00	09/17/09	04793	JEFF LARSON
363361	Clear	\$15.00	09/17/09	07654	JEFFREY ADN BARBARA SHELDON
363362	Clear	\$81.00	09/17/09	04816	JEREMY BARBE
363363	Clear	\$170.00	09/17/09	07669	JULIE FLEMING
363364		\$44.46	09/17/09	05815	KATHY SCWISTER
363365	Clear	\$60.00	09/17/09	07666	KEVIN CARLSON
363366	Clear	\$195.95	09/17/09	03195	LASERPLUS, LLC
363367	Clear	\$150.00	09/17/09	07652	LAURA ZOBRACK
363368	Clear	\$29.50	09/17/09	05495	LIFELINE AMPLIFICATION SYSTEMS
363369	Clear	\$20.00	09/17/09	07658	LISBETH LABRECHE
363370	Clear	\$138.00	09/17/09	07606	LOFFLER COMPANY INC
363371	Clear	\$140.00	09/17/09	05010	LONNIE VAN KLEI
363372	Clear	\$10.00	09/17/09	07649	LORI FALKENBERG
363373	Clear	\$3,944.81	09/17/09	03182	MADISON NATIONAL LIFE
363374	Clear	\$124.00	09/17/09	01557	MAHTOMEDI AUTO SERVICE
363375	Clear	\$60.00	09/17/09	04839	MARK COURTNEY
363376	Clear	\$615.27	09/17/09	04063	MCGRAW HILL COMPANIES
363377		\$185.00	09/17/09	07655	MEMO
363378	Clear	\$40.26	09/17/09	01684	MENARDS OAKDALE CASHWAY LUMBER
363379	Clear	\$100.00	09/17/09	01699	METRO ECSU
363380	Clear	\$60.00	09/17/09	06894	MIKE MCNABB
363381		\$81.00	09/17/09	06996	MIKE MONITA
363382	Clear	\$12.00	09/17/09	07657	MR & MRS K.VELKY
363383		\$12.00	09/17/09	07656	MR & MRS NICHOLAS ARDITO
363384	Clear	\$80.00	09/17/09	04806	NANCY STEFFEN
363385	Clear	\$395.00	09/17/09	07074	ROBERT STAFFORD/NEWTOWN DJ ENTERTAINMENT
363386	Clear	\$480.00	09/17/09	01973	NORTHEAST YMCA
363387	Clear	\$484.75	09/17/09	04488	ORANGE TREE EMPLOYMENT SCREENING
363388	Clear	\$444.00	09/17/09	03538	PARTSTOCK COMPUTER
363389	Clear	\$469.22	09/17/09	07252	PATRICK HARTMAN
363390	Clear	\$54.44	09/17/09	04141	PAUL YDSTIE
363391	Clear	\$595.00	09/17/09	02108	PEOPLES ELECTRICAL CONTRACTORS
363392	Clear	\$5,000.00	09/17/09	07668	POWERFUL LEARNING PRACTICE, LLC
363393	Clear	\$95.13	09/17/09	02242	REALLY GOOD STUFF INC
363394	Clear	\$60.00	09/17/09	04815	ROB LINDER
363395	Clear	\$20.00	09/17/09	06476	ROBIN SCHARREL
363396	Clear	\$987.00	09/17/09	01518	ROLAND LOZIER
363397		\$60.00	09/17/09	04957	RON ADAMS
363398	Clear	\$60.00	09/17/09	07667	RONDA BOLDUC
363399	Clear	\$502.16	09/17/09	02367	SAM'S CLUB
363400	Clear	\$34.10	09/17/09	01127	SARAH HILL
363401	Clear	\$94.68	09/17/09	02420	SCHOOL SPECIALTY INC
363402	Clear	\$950.00	09/17/09	00834	SECURITY ACCESS SYSTEMS INC
363403	Clear	\$954.00	09/17/09	07674	SHEFFIELD, OLSON & MCQUEEN DBA GREAT GASB
363404	Clear	\$150.00	09/17/09	03123	SHEILA MERZER M A
363405	Clear	\$480.00	09/17/09	02473	SHERWIN-WILLIAMS CO
363406	Clear	\$15.00	09/17/09	02551	SOUTHEASTERN SECURITY CONSULT
363407	Clear	\$70.20	09/17/09	02592	ST PAUL PIONEER PRESS
363408	Clear	\$17,529.48	09/17/09	00553	STAPLES/CORPORATE EXPRESS
363409	Clear	\$64.74	09/17/09	02603	STAR TRIBUNE
363410	Clear	\$131.87	09/17/09	02610	STATE SUPPLY CO INC
363411		\$425.00	09/17/09	03349	STEVE GALLO/CROSSWORD MUSIC UNLIMITED

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363412	Clear	\$248.96	09/17/09	03336	STRATEGIC EQUIPMENT
363413	Clear	\$1,289.48	09/17/09	04176	SUNBURST CHEMICALS, INC.
363414	Clear	\$34.95	09/17/09	02664	SUPER DUPER PUBLICATIONS
363415	Clear	\$29.94	09/17/09	01140	SUSAN HOFFMAN
363416		\$14.00	09/17/09	00792	SUZANNE ERICSON
363417	Clear	\$4,637.09	09/17/09	02748	TIES
363418	Clear	\$81.00	09/17/09	07663	TODD AMIDON
363419		\$155.44	09/17/09	07094	TODD BENJAMIN
363420	Clear	\$60.00	09/17/09	04864	TOM KNOBLAUCH
363421	Clear	\$62.00	09/17/09	04809	TOM SHARE
363422	Clear	\$80.00	09/17/09	05966	TONY PEREZ
363423	Clear	\$1,011.63	09/17/09	03345	TRIO SUPPLY CO
363424		\$750.00	09/17/09	06918	UNIVERSITY OF OREGON
363425	Clear	\$525.00	09/17/09	07671	W.T.MCCALLA
363426		\$509.00	09/17/09	00723	XCEL ENERGY CENTER,TICKET OFFICE
363427	Clear	\$600.00	09/18/09	04342	WISCONSIN SCTF
363428	Clear	\$703.20	09/23/09	02365	SAM'S CLUB
363429	Clear	\$62.00	09/24/09	06046	AARON SEEFELD
363430	Clear	\$211.60	09/24/09	00153	AES-APPLIED ENVIRONMENTAL SCIENCES INC
363431	Clear	\$69.95	09/24/09	00095	AMERICAN FLAGPOLE & FLAG CO
363432		\$175.00	09/24/09	06635	ANASTASIA ELDREDGE
363433		\$24.67	09/24/09	00363	ANGELA BUCKINGHAM
363434	Clear	\$140.63	09/24/09	06066	ANN CAPEDER
363435		\$100.00	09/24/09	07567	ANNE SCHWAB
363436	Clear	\$588.94	09/24/09	03646	ASPEN EQUIPMENT CO.
363437		\$15.00	09/24/09	02530	BETHANY SNEDEN
363438	Clear	\$3,898.05	09/24/09	03196	BF LAUZON ENTERPRISES INC
363439	Clear	\$1,548.60	09/24/09	00659	BLICK ART MATERIALS
363440	Clear	\$1,583.04	09/24/09	03057	BRAD BERGIE
363441		\$60.00	09/24/09	07680	BRIAN BURNS
363442	Clear	\$123.92	09/24/09	00414	CAROLINA BIOLOGICAL SUPPLY CO
363443	Clear	\$1,500.00	09/24/09	04783	CASH
363444	Clear	\$1,762.29	09/24/09	00428	CASHMAN ENTERPRISES
363445		\$146.87	09/24/09	07066	CASSANDRA HUBERTY
363446	Clear	\$16.83	09/24/09	00169	CATHERINE (KATIE) ARVESEN
363447	Clear	\$529.30	09/24/09	03115	CHARLES LINDERKAMP
363448	Clear	\$24.25	09/24/09	07684	CLAUDINE GOODRICH
363449	Clear	\$455.28	09/24/09	00541	CONTINENTAL CLAY COMPANY
363450	Clear	\$1,221.28	09/24/09	00599	DALCO
363451	Clear	\$9.42	09/24/09	03650	DEB HOGAN
363452		\$62.00	09/24/09	05969	DICK CHENERY
363453	Clear	\$536.53	09/24/09	00678	DOMINO'S PIZZA
363454	Clear	\$160.00	09/24/09	07675	DSAM
363455	Clear	\$9,665.00	09/24/09	00714	EAGLE SCREEN PRINTING
363456	Clear	\$66.24	09/24/09	00725	ECKROTH MUSIC COMPANY
363457	Clear	\$1,015.00	09/24/09	03969	ENERGYWISE CONSULTING,LLC
363458		\$59.88	09/24/09	00803	EXPRESS PERSONNEL SERVICES INC
363459		\$3,754.45	09/24/09	00856	FOLLETT EDUCATIONAL SERVICES
363460	Clear	\$693.57	09/24/09	01464	G&K SERVICES
363461	Clear	\$44.00	09/24/09	05185	GERI RYE
363462		\$482.12	09/24/09	04015	HAAN CRAFTS
363463		\$100.00	09/24/09	07586	HARRY REINER
363464		\$1,705.20	09/24/09	03186	HERFF JONES, INC
363465	Clear	\$1,404.00	09/24/09	01115	HERITAGE EMBROIDERY & DESIGN

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363466	Clear	\$125.00	09/24/09	07679	HUDSON SR.HIGH SCHOOL
363467	Clear	\$480.00	09/24/09	04468	HYDROLOGIC WATER MANAGEMENT
363468		\$50.00	09/24/09	01225	INTERMEDIATE DISTRICT 287
363469	Clear	\$38.99	09/24/09	01240	J W PEPPER & SONS,INC.
363470		\$8.80	09/24/09	07254	JACLYN VIRNIG
363471	Clear	\$80.00	09/24/09	07683	JAMES SANDER
363472		\$60.00	09/24/09	04800	JEFFREY C.WHITSON
363473	Clear	\$90.00	09/24/09	03654	JERRY OLSON EXTERIORS
363474	Clear	\$21.99	09/24/09	03464	JIM HERING
363475	Clear	\$62.00	09/24/09	04813	JOHN PAISLEY
363476	Clear	\$60.00	09/24/09	06019	JOHN T.JUNDT
363477	Clear	\$60.00	09/24/09	04876	JOHN W.JUNDT
363478	Clear	\$62.00	09/24/09	07639	JOSEPH BOMMARITO
363479	Clear	\$70.49	09/24/09	03335	JUDY BURSHTEN
363480		\$290.75	09/24/09	02000	JUDY LIVINGSTON
363481		\$250.00	09/24/09	07677	JULIE MOLITOR
363482	Clear	\$39.52	09/24/09	04256	KAREN GOFF
363483	Clear	\$250.00	09/24/09	05803	KERI PAKONEN
363484		\$60.00	09/24/09	07006	KYLE WILLIAMS
363485		\$748.00	09/24/09	06860	LARKIN DANCE STUDIO
363486	Clear	\$1,137.35	09/24/09	03195	LASERPLUS, LLC
363487	Clear	\$162.47	09/24/09	04769	LEE ERICKSON
363488		\$25.07	09/24/09	01624	LISA MATHIES
363489	Clear	\$120.00	09/24/09	07073	LOFFLER
363490		\$449.00	09/24/09	07606	LOFFLER COMPANY INC
363491		\$306.33	09/24/09	01850	LYNN MUCCIACCIARO
363492	Clear	\$231.25	09/24/09	06941	MARY HERRLEIN
363493	Clear	\$444.65	09/24/09	04063	MCGRAW HILL COMPANIES
363494		\$102.03	09/24/09	01684	MENARDS OAKDALE CASHWAY LUMBER
363495	Clear	\$482.05	09/24/09	01696	METRO ATHLETIC SUPPLY
363496	Clear	\$2,675.00	09/24/09	01699	METRO ECSU
363497		\$400.00	09/24/09	04889	MICHAEL FORBESS
363498	Clear	\$500.00	09/24/09	01804	MN STATE H S MATHEMATICS LEAGUE
363499	Clear	\$9.99	09/24/09	07685	NANCY FOX
363500	Clear	\$36.85	09/24/09	01681	NANCY MELQUIST
363501	Clear	\$18.87	09/24/09	01871	NASCO
363502		\$70.00	09/24/09	01882	NATIONAL GEOGRAPHIC BEE
363503		\$6.00	09/24/09	02096	NCS PEARSON INC
363504	Clear	\$46,833.05	09/24/09	01971	NORTHEAST METRO 916
363505	Clear	\$4,971.88	09/24/09	01971	NORTHEAST METRO 916
363506	Clear	\$247.00	09/24/09	04488	ORANGE TREE EMPLOYMENT SCREENING
363507	Clear	\$220.00	09/24/09	03538	PARTSTOCK COMPUTER
363508		\$119.39	09/24/09	00580	PATRICK CROTHERS
363509		\$42.83	09/24/09	07252	PATRICK HARTMAN
363510		\$104.96	09/24/09	05821	PATTI PRATT
363511	Clear	\$12,670.39	09/24/09	02096	PEARSON EDUCATION
363512		\$432.57	09/24/09	00238	PHILLIP BELDEN
363513		\$80.00	09/24/09	07682	PHILLIP RENDINA
363514		\$400.00	09/24/09	07678	JACK BODER/PHOTOBRODER
363515		\$692.79	09/24/09	02145	PITNEY BOWES
363516		\$62.00	09/24/09	05092	RICK WALZ
363517	Clear	\$60.00	09/24/09	04815	ROB LINDER
363518	Clear	\$2,794.84	09/24/09	02160	ROBERT PONTIOUS
363519		\$60.00	09/24/09	04957	RON ADAMS

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Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
363520		\$250.00	09/24/09	07676	SANDRA BOWAR
363521		\$975.00	09/24/09	04922	SASED- PBIS NETWORK
363522	Clear	\$266.87	09/24/09	02382	SAVOIE SUPPLY CO , INC
363523	Clear	\$129.82	09/24/09	02420	SCHOOL SPECIALTY INC
363524	Clear	\$150.00	09/24/09	03123	SHEILA MERZER M A
363525		\$106.26	09/24/09	02483	SIEMENS BUILDING TECHNOLOGIES
363526	Clear	\$15.00	09/24/09	02551	SOUTHEASTERN SECURITY CONSULT
363527	Clear	\$1,137.26	09/24/09	00553	STAPLES/CORPORATE EXPRESS
363528	Unissued	\$0.00	09/24/09	00553	STAPLES/CORPORATE EXPRESS
363529	Clear	\$81.70	09/24/09	04483	STAR TRIBUNE
363530	Clear	\$1,114.55	09/24/09	03088	STEVE HAMMERSCHMIDT
363531		\$500.00	09/24/09	03469	STONERIDGE GOLF CLUB
363532		\$124.17	09/24/09	03297	SUE ROBINSON
363533	Clear	\$62.08	09/24/09	02669	SUPREME SCHOOL SUPPLY CO
363534	Clear	\$82.33	09/24/09	02754	T-MOBILE
363535		\$54.45	09/24/09	03447	TAMARA TERMAN
363536		\$46.20	09/24/09	02541	TAMI SOMMERS
363537		\$487.92	09/24/09	02724	TEXTBOOK WAREHOUSE
363538		\$369.36	09/24/09	02796	THAD TUMBLESON
363539		\$1,815.00	09/24/09	00468	THE CHILDREN'S HEALTH MARKET
363540	Clear	\$119.00	09/24/09	04551	THE GOODPRINTER
363541	Clear	\$2,535.00	09/24/09	02747	TIERNEY BROTHERS INC
363542	Clear	\$62.00	09/24/09	04834	TIM STAFKI
363543		\$60.00	09/24/09	07663	TODD AMIDON
363544		\$60.00	09/24/09	05428	TOM GLYNN
363545		\$60.60	09/24/09	02776	TRANS-MISSISSIPPI BIOLOGICAL
363546	Clear	\$695.76	09/24/09	03345	TRIO SUPPLY CO
363547	Clear	\$119.25	09/24/09	02858	VERIZON WIRELESS
363548		\$341.20	09/24/09	02889	WALMART COMMUNITY
363549	Clear	\$7,097.66	09/24/09	02916	WELSH COMPANIES LLC
363550		\$42.00	09/24/09	02980	WILSON RIBBON CO
363551	Clear	\$1,097.75	09/24/09	07513	WORLD SPORTING GOODS INC
363552	Clear	\$465.80	09/24/09	00723	XCEL ENERGY
363553		\$937.92	09/24/09	06104	XPRESS
	Ck Amt	\$994,600.10			

MAHTOMEDI CONSTRUCTION PAYMENTS - AUGUST 31, 2009 - SEPTEMBER 30, 2009

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
363114	9/3/09	BF Lauzon Enterprises Inc.	Invioce #14499 Work on Retention Pond & Pipes, Reseeding at OHA	\$2,446.50
363438	9/24/09	BF Lauzon Enterprises Inc.	Invioce #14500 Install Fence at MS	\$3,898.05
	TOTAL			\$6,344.55

MAHTOMEDI CONSTRUCTION PAYMENTS - SEPTEMBER 30, 2009 - OCTOBER 31, 2009

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	10/8/09	Hallberg Engineering Inc	Invoice #002972 Professiona Services 8/1/09 to 8/31/09 OHA ES Office HVAC Upgrades	\$1,000.00
	TOTAL			\$1,000.00

**INDEPENDENT SCHOOL DISTRICT #832
WIRE TRANSFER TRANSACTIONS
MONTH OF SEPTEMBER 2009**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
9/2/09	MN Trust	MSDLAF	\$500,000.00	cover checks
9/8/09	US Bank	SOMI Funding	\$1,698.37	TSA payment
9/8/09	US Bank	State Street Bank	\$442.21	Deferred Comp
9/10/09	MN Trust	MSDLAF	\$800,000.00	cover checks
9/11/09	State of Minnesota	MN Trust	\$4,000.00	direct state payment
9/14/09	US Bank	Peoples Bank of Commerce-EBC Flex	\$8,494.90	flex benefits
9/15/09	State of Minnesota	MN Trust	\$713,588.06	direct state payment
9/15/09	MSDLAF	US Bank	\$487,713.76	cover checks
9/15/09	US Bank	IRS	\$177,574.61	federal & fica taxes
9/15/09	US Bank	MN Dept of Revenue	\$28,400.34	state payroll taxes
9/15/09	US Bank	Wis. Dept. of Revenue	\$2,939.86	state payroll taxes
9/15/09	US Bank	Public Emp. Retirement Assoc.	\$13,829.98	pera retirement
9/15/09	US Bank	Mn Teachers Retirement	\$71,500.44	teachers retirement
9/15/09	US Bank	SOMI Funding	\$52,516.87	TSA payment
9/15/09	US Bank	State Street Bank	\$442.21	Deferred Comp
9/23/09	State of Minnesota	MN Trust	\$82,674.07	direct state payment
9/24/09	State of Minnesota	MN Trust	\$4,402.85	direct state payment
9/25/09	MN Trust	MSDLAF	\$900,000.00	cover checks
9/25/09	State of Minnesota	MN Trust	\$3,391.88	direct state payment
9/29/09	US Bank	Peoples Bank of Commerce-EBC Flex	\$8,602.14	flex benefits
9/30/09	State of Minnesota	MN Trust	\$1,903,817.84	direct state payment
9/30/09	State of Minnesota	MN Trust	\$7,108.16	direct state payment
9/30/09	MSDLAF	US Bank	\$563,025.32	cover checks
9/30/09	US Bank	IRS	\$207,746.20	federal & fica taxes
9/30/09	US Bank	MN Dept of Revenue	\$33,277.99	state payroll taxes
9/30/09	US Bank	Wis. Dept. of Revenue	\$3,067.41	state payroll taxes
9/30/09	US Bank	Public Emp. Retirement Assoc.	\$20,279.29	pera retirement
9/30/09	US Bank	Mn Teachers Retirement	\$72,986.16	TRA payment
9/30/09	US Bank	SOMI Funding	\$56,512.42	TSA payment
9/30/09	US Bank	State Street Bank	\$442.21	Deferred Comp

	Monitoring and Compliance 1500 Highway 36 West Roseville, MN 55113-4266	ASSURANCE OF COMPLIANCE WITH STATE AND FEDERAL LAW PROHIBITING DISCRIMINATION	ED-00199-08
			DUE: 11/15

GENERAL INFORMATION AND INSTRUCTIONS: Pursuant to Minnesota Statutes, section 127A.42, subd. 3, each school board shall annually submit to the Commissioner of Education a statement of compliance with state and federal laws prohibiting discrimination and provide the designated supporting information to assure that statement. Complete this form as directed and return it to the above address by November 15. Retain a copy for your files.

IDENTIFICATION INFORMATION			
School District Name Mahtomedi Public Schools		District Number 0832	
Name of District Contact Person Dr. Mark Larson	Title Director of Teaching & Learning/Assistant Superintendent	Telephone Number (651) 407-2013	FAX Number (651) 407-2025

STATEMENT OF ASSURANCE

The undersigned hereby affirm that the above named school district is in compliance with the following state and federal laws prohibiting discrimination:

- Minnesota Statute, section 363.03, Minnesota Human Rights Act, which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.
- Title VI of the Civil Rights Act of 1964 (42 USC 2000d., et. seq.; 34 CFR Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 USC 2000e., et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.
- Title IX of the Education Amendments of 1972 (20 USC, Section 1681; 34 CFR Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
- The Age Discrimination in Employment Act of 1967 (29 USC, Section 621; 42 USC Section 6101; 29 CFR Part 860), which prohibits discrimination on the basis of age (over 40 years).
- Minnesota Statute, section 121A.04, which prohibits sex discrimination in athletic programs.
- Minnesota Statute, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.
- Minnesota Rules, Chapter 3535, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.
- Section 504 of the Rehabilitation Act of 1973 34 C.F.R. part 104, prohibiting discrimination on the basis of disability.
- American with Disabilities Act 42 U.S.C. § 12101, *et seq.*, also prohibiting discrimination on the basis of disability.
- Minnesota Rules, part 3500.0550 relating to Inclusive Educational Program Plan.
- Equal Education Opportunities and Transportation of Students (20 U.S.C. § 1703).
- Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) 42 U.S.C. § 2000 e(k).
- Fair Housing Act 42 U.S.C. § 3601 *et seq.* 24 C.F.R. part 100.
- Age Discrimination Act 42 U.S.C. § 6101, 6102; 45 C.F.R. part 100.
- Prohibition of Discrimination Based on Blindness (20 U.S.C. § 1684).
- May 25, 1970, Office of Civil Rights Memorandum, "Identification of Discrimination and Denial of Service on the Basis of National Origin".
- August 1975, Office of Civil Rights Memorandum, "Identification of Discrimination in the Assignment of Children to Special Education Programs".

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal and state financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), including installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date. The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons whose signatures appear below and who are authorized to sign on behalf of the district.

Furthermore, the undersigned hereby affirm that there is a copy of each of these laws in each building in the district and that the information given on page two and three of this form is accurate and complete.

_____	_____
Signature - School District Superintendent	Date
_____	_____
Signature - President or Chairperson of School Board	Date
_____	_____
Signature - Clerk of School Board	Date