

**INDEPENDENT SCHOOL DISTRICT #832**  
**STUDY SESSION – BOARD OF EDUCATION**  
Thursday, March 22, 2012 - 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
2. ROLL CALL OF ATTENDANCE
3. APPROVAL OF THE AGENDA
4. DISCUSSION/INFORMATION ITEMS
  - A. Review of Proposed Budget Reductions  
Presenter: Mark Larson and Denise Sundstrom
  - B. High School Physical Education Class Exemption 2  
Presenter: Mark Larson
  - C. Secondary School Activities and Clubs 3  
Presenter: Mark Larson
  - D. Community Education Update 13  
Presenter: Mark Larson
5. ADJOURNMENT

**Mahtomedi Public Schools**  
**Independent School District #832**  
**1520 Mahtomedi Avenue**  
**Mahtomedi, MN 55115**

**Study Session - Board of Education**

**Date:** March 22, 2012

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**Agenda Item #4. B.**

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**TOPIC:** High School Physical Education Class Possible Exemption

**PURPOSE OF PRESENTATION:** Mahtomedi High School is now on a six-period day. That change has required some students to make difficult choices about courses they will take. In some unique instances, students have schedules that are so full that they have to take a zero hour, an on-line class, or forgo some preferred option. In the event that a student has a highly rigorous, completely full schedule for all four years, it is the recommendation that the counselors and principals work with the student and family to identify solutions. One such solution may be exempting a student from the physical education requirement in their senior year. This exemption may be granted if a student is participating on a MSHSL team or can document a physical activity that is equivalent in time to a physical education class.

However, the District has not had this as an issue yet, but may in the near future. Depending on the severity of the schedule conflict(s), this issue may be re-visited.

**ACTION RECOMMENDED:**

The counselors and principals work with the affected students to ensure graduation and satisfactory levels of physical activity.

**Submitted By:**



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**Name**

Superintendent of Schools

**Title**

**Concurrence By:**



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**Dr. Mark Larson**

**Superintendent of Schools**

**Mahtomedi Public Schools**  
**Independent School District #832**  
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**Agenda Item #4. C.**

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**TOPIC:** Secondary School Activities and Clubs

**PURPOSE OF PRESENTATION:** The Board directed administration to create a policy, process, and procedure for student activities and clubs. After several meetings, consultations with other school districts, legal advice and more, an application and criteria for being a school sponsored activity or club was presented and accepted. However, there is still work on combining the school sponsored student groups or activities policy into the existing Equal Access to facilities of Secondary School policy. This presentation should answer questions on this subject.

**ACTION RECOMMENDED:**

The Board provide direction to administration regarding the presentation of Policy 801.1 and 801.

**Submitted By:**



\_\_\_\_\_  
**Name**

\_\_\_\_\_  
Superintendent of Schools

**Title**

**Concurrence By:**



\_\_\_\_\_  
**Dr. Mark Larson**

**Superintendent of Schools**

## **POLICY 801.1 SCHOOL SPONSORED STUDENT GROUPS OR ACTIVITIES**

**I. Purpose:** The purpose of this policy is to establish guidelines for the development and implementation of school-sponsored student groups and activities.

**II. General Statement of Policy:** It is the policy of the Mahtomedi Public Schools to offer and implement school-sponsored groups and activities, in addition to the activities regulated by the Minnesota State High School League.

### **III. Formation of school-sponsored curriculum-related groups and activities:**

Each student group or activity seeking to be recognized and sponsored under this section shall make a written request to the building principal or designee stating:

- The purpose of the student group or activity
- A written description of the proposed student group or activity describing how it relates to the school's curriculum
- Any affiliation the student group or activity may have with state or national organizations and competitions; and
- The name of the proposed students group or activity.

The building principal or designee shall submit the written request to the Activity Review Committee. Upon review, the Activity Review Committee will make a recommendation to the superintendent for final action.

If a student group or activity is approved, the building principal or designee will approve an advisor for the group or activity.

**IV. Oversight of Student Groups or Activities:** All school-sponsored student groups or activities shall have an advisor who shall be approved by the superintendent or designee. The content, activities, budget, meeting times and locations of these groups shall be approved by the building principal. All school and school district rules governing student and staff conduct shall apply during all meetings or other activities conducted by school-sponsored student groups and activities. All meetings and other activities of school-sponsored curriculum-related groups will be supervised by the advisor.

**IV. Activity Review Committee:** The Activity Review Committee shall be composed of building principals, the activities director, a community education director, and a teacher representative from the building leadership team.

**V. Periodic Review:** The Activity Review Committee shall annually review each student group or activity falling under this Policy for compliance with its terms and determination of the student group's or activity's continued relation to the curriculum.

Consistent with time and space constraints and reasonable rules and procedures, school-sponsored groups and activities may be listed in the student handbook, yearbook, and other school-sponsored publications, may make announcements over the public address system, post notices, access the email distribution system, and maintain a student activity account.

Mahtomedi School Board Policy 801

801 - EQUAL ACCESS TO FACILITIES OF SECONDARY SCHOOLS

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. This policy applies to student events, groups and activities initiated, organized, created and/or operated by Mahtomedi Public School students.
- C. The school board has created a limited open forum for students enrolled in secondary schools during which ~~non-curriculum-related~~ non-school sponsored student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time.
- D. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- E. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- F. In adopting and implementing this equal access policy, the school district will NOT:
  - 1. Influence the form or content of any prayer or other religious activity;
  - 2. Require any person to participate in prayer or other religious activity;
  - 3. Expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
  - 4. Compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or

Mahtomedi School Board Policy 801

employee;

5. Sanction meetings that are otherwise unlawful;
6. Limit the rights of groups of students based on the size of the group;
7. Abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more ~~non-curriculum related~~ non-school sponsored student groups to meet on school premises during non-instructional time.
- B. "Secondary school" means any school with enrollment of pupils ordinarily in grades ~~7~~ 6 through 12 or any portion thereof.
- C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. "Non-instructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.
- F. Activity Review Committee—the Activity Review Committee is comprised of building principals, activities director, a community education director, and a teacher representative from the building leadership team. Their charge is to review the student request and determine whether the group is student-initiated and not school-sponsored and whether the resources and mission of the school would be served by the approval of the student group or activity.

IV. FAIR OPPORTUNITY CRITERIA

Secondary schools in this school district shall uniformly provide that:

**Draft of Current Policy**

Strike Through: Old Language

Underline: New Language

Mahtomedi School Board Policy 801

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Meetings may only be held on school district property on days when classes are in session.
- B. All meetings of student-initiated groups and activities shall be supervised by one or more employee(s) of the school district or agent(s) approved by the school district who shall not be paid for supervising such meetings. The purpose of this requirement is to ensure the safety of students, staff, and other individuals, and to protect the school district property. Presence of a school district employee or agent at a meeting of a student-initiated group and activity does not imply school or school district sponsorship or control of such a group or activity.
- C. Any student, or the activity leader, who wishes to initiate a meeting under this policy shall apply to the principal of the building, or designee, ~~at least 48 hours in advance of the time of the activity or meeting~~ in a timely manner. The ~~student~~ applicant must agree that all activities or meetings ~~must~~ comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
- D. All meetings of student-initiated groups and activities shall be voluntary and student-initiated and limited to students currently enrolled in Mahtomedi Public Schools.

**Draft of Current Policy**

Strike Through: Old Language

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Mahtomedi School Board Policy 801

- E. Students shall not be denied membership in any student-initiated groups and activities, or the right to schedule or attend meetings of such groups and activities on the basis of race, color, creed, religion, gender, national origin, status with regard to public assistance, disability, or sexual orientation.
- F. The principal or designee may withhold permission to conduct any meeting of any student-initiated groups and activities if such a meeting would create a material and substantial disruption to school activities.
- G. Student groups meeting under this policy must comply with the following rules:
1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
  2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
  3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- H. Students applying for use of school facilities under this policy must provide the following information to the ~~principal~~ or designee: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- I. The building principal, or designee, has responsibility to:
1. Keep a log of application information;
  2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
  3. Note the condition of the facilities and equipment before and after use

**Draft of Current Policy**

Strike Through: Old Language

Underline: New Language

Mahtomedi School Board Policy 801

4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity. School employees or agents shall not lead, be members of, or promote ~~non-curriculum related~~ non-school sponsored student groups and activities.
5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- J. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- K. Nonschool persons may not direct, conduct, or control, ~~or regularly attend~~ meetings and activities held pursuant to this policy.
- L. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- M. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§4071-74 (Equal Access Act)

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*Purpose, General Statement of Policy, Definition and Fair Opportunity Criteria reflect the language and requirements of the Equal Access Act and so should be adopted as written. ~~School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.~~*

ADOPTED – December 10, 1998

# Mahtomedi Activities Checklist

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## **School Sponsored Activities: Criteria**

- An activity is automatically school sponsored if the activity has a School District paid advisor and the fiscal agent for the activity is the School District or Community Education.
- Must comply with the District liability insurance policy and District policies (such as: anti-harassment, anti-bullying, religious and anti-hazing policies).
- The School District is responsible for assigning adequate supervision at school sponsored events and activities. The designated person(s) will have adequate training for supervisors and a current background check.
- Must be approved through the District-established application process or sanctioned by the Minnesota State High School League.
- District must provide supplementary aids, services, supports, and accommodations to students with disabilities who want to participate in a school sponsored event or activity if the student's IEP/504 determines that those aids/services/supports/accommodations are necessary to ensure access to participation. The student case manager or director of special education will be involved in attending to the student needs.
- School sponsored activities will have access to publicizing the group's activities via the School District communication methods; such as e-news and electronic sign/TV monitors, wall posters, etc.

The School Sponsored Curriculum Related Activities will be reviewed by Administration on annual basis.

The School District will post on its website (1) The approved application for recognition as a School Sponsored Activity; (2) the criteria for consideration as a School Sponsored Activity; and (3) a listing of all recognized School Sponsored Activities (updated annually).

## **Student Initiated Activities (that are not school sponsored): Criteria**

- Meetings must be voluntary and student led.
- Has equal access under the EAA to a school building needs to comply with district facilities procedures to reserve space at no cost as per the district facility use policy.
- Are allowed to post administrator-approved materials in a designated area within the school building. All postings must comply with School District policies.
- The School District is responsible for assigning adequate supervision at school sponsored events and activities. The designated person(s) will have adequate training for supervisors and a current background check.
- Must not use school supplies and materials.



# Mahtomedi Public Schools

## Application for Recognition of District Sponsored Activity

Activity Name: \_\_\_\_\_

Category (circle): Interscholastic Sport / Activity      Event      Club/Group

Advisor Name: \_\_\_\_\_

Background Check Completed	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Maximum number of participants: \_\_\_\_\_

Season(s): \_\_\_\_\_

Tentative Start and End Date: \_\_\_\_\_

Day(s) of the week activity will meet: \_\_\_\_\_

Frequency (circle): Daily    Bi-weekly    Weekly    Bi-monthly    Monthly

Activity Meeting Time: \_\_\_\_\_ Meeting Location: \_\_\_\_\_

Purpose of Group or Activity: \_\_\_\_\_

Description (include how activity is curriculum related): \_\_\_\_\_

Does this group have an affiliation with any state or national organization or competition?

If yes, please list affiliation(s) \_\_\_\_\_

Costs: Initial implementation: \$ \_\_\_\_\_

Annual costs \$ \_\_\_\_\_ Funding Source \_\_\_\_\_

<input type="checkbox"/> <b>Approved</b>
<input type="checkbox"/> <b>Denied</b>

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

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**Agenda Item #4. D.**

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**TOPIC:** Community Education

**PURPOSE OF PRESENTATION:** Mahtomedi has had a robust and effective Community Education program for many years. In an effort to collaborate with other entities or districts, administration has pursued possible options including the YMCA, a neighboring district, or continuing our own program. At this presentation, an update of the progress will be shared.

**ACTION RECOMMENDED:**

The Board provide direction to administration in pursuing the goal of an even better Community Education program.

**Submitted By:**



\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Superintendent of Schools**

**Title**

**Concurrence By:**



\_\_\_\_\_  
**Dr. Mark Larson**

**Superintendent of Schools**