

INDEPENDENT SCHOOL DISTRICT #832
REGULAR MEETING – BOARD OF EDUCATION
Thursday, April 9, 2015 - 7:00 PM
Mahtomedi District Education Center - Community Room

Mission Statement - Mahtomedi Public Schools will ensure a rigorous and relevant education where: all learners are valued and supported, positive relationships are developed, and students are empowered to reach their full potential in a global society.

- AGENDA -

1. CALL TO ORDER
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. PTO Check Presentation
Presenter: Andrea Cegielski
 - B. Student/Staff/Community Recognition
 - C. Engineering Program - FAB Lab 101 Summer Academy
Presenter: Courtney McCormick and Matt Young
 - D. Mahtomedi High School
 1. National Blue Ribbon Application
Presenter: Kathe Nickleby, Luanne Wagner, Matt Menier
 2. Videographer Update
Presenter: Matt Menier
 - E. Health and Wellness for Students
Presenter: Megan McMahon
 - F. Elementary Art Program
Presenter: Kristi Eckert and Chad Halsten
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.
7. REPORT FROM STUDENT REPRESENTATIVE
Presenter: Carter Hill, Student Representative
8. APPROVAL OF MINUTES
 - A. March 12, 2015 - Regular Meeting 6
 - B. March 26, 2015 - Study Session 12
9. DISCUSSION/INFORMATION ITEMS

Agenda - April 9, 2015

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B. Approval of Resolution Relating to 2015-2016 Open Enrollment (Window #2)	135
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a. Deneen, Morgan

b. Paulson, Dana

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

Presenter: Mike Chevalier

B. Integration District: Educational Equity Alliance (EEA)

Presenter: Mary Jo Deters

C. Minnesota School Boards Association (MSBA) Legislative Liaison

Presenter: Kevin Donovan

D. Northeast Metro 916 Board

Presenter: Julie McGraw

E. Other Items/Reports

12. SUPERINTENDENT'S REPORT

13. ADJOURNMENT

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

A. Approval of Treasurer's Report 140

B. Approval to Pay Bills

1. Check Register 02 - Check No. 387222 to 387488 and Check No. 80005902 to 80005986 141

2. Check Register 05 - Check No. 50000287 to 50000290 149

C. Approval of Wire Transfer Transactions 150

D. Approval of Donations/Grants Totaling \$1,300

All donations and grants are greatly appreciated. The use of these funds will be to further the mission of the school district and are used towards the wishes of the donor.

1. From Andrew and Anne Ogren to Mahtomedi High School Drama Program - \$1,000

2. From Margaret Schifsky to Mahtomedi Area Community Education Senior Adult Program - \$300

E. Approval to Designate Superintendent Mark Larson as the Identified Official with Authority to Authorize User Access to MDE Secure Websites for our Local Education Agency

This gives the Superintendent responsibility of assigning job duties to local education agency staff.

F. Approval of Student Travel Request

1. Art and French Students - France and Spain - July 15-26, 2016 151

G. Approval of Parent/Student Handbooks

1. Mahtomedi Middle School

2. Mahtomedi High School

H. Personnel

1. Approval of Contracts and Work Agreements
 - a. Christy Affolter - Paraprofessional - Wildwood Elementary School (3/16/15)
 - b. Erica Anderson - Third Grade Teacher (Job Share) - O. H. Anderson Elementary School (2015-2016)
 - c. Sarah Hill - Third Grade Teacher (Job Share) - O. H. Anderson Elementary School (2015-2016)
 - d. Katie Langer - Receptionist - Wildwood Elementary School (4/13/15)
 - e. Tifini Lipovetz - Paraprofessional - Mahtomedi High School (3/19/15)
 - f. Markell Pulver - Preschool Associate - Community Education (4/6/15)
 - g. Bethany Sneden - Staff Development Supervisor - District Office (2014-2016)
 - h. Catherine Wyland - Community Education Director - Community Education (4/6/15)
2. Approval of Leaves of Absence
 - a. Amy Albrecht - Math Teacher - Mahtomedi Middle School (2015-2016)
 - b. Debra Carlson - Early Childhood Special Education (ECSE) Teacher - Wildwood Elementary School (2015-2016, .8 FTE LOA)
 - c. Rebecca Hurd - Chemistry Teacher - Mahtomedi High School (2015-2016, .2 FTE LOA)
 - d. Sue Katzke - Math Teacher - Mahtomedi High School (2015-2016, .4 FTE LOA)
3. Approval of Resignations/Retirements/Terminations
 - a. Marie Andrews - Paraprofessional - O. H. Anderson Elementary School (3/26/15)
 - b. Cynthia Sapinski - Work Experience Teacher - Mahtomedi High School (6/5/15)

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.larson@mahtomedi.k12.mn.us or 651-407-2001.
- If you would like to speak to the school board, you will be recognized during the Public Comment portion of the meeting. 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.

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 **Thursday, March 12, 2015**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Meeting called to order at 7:02 p.m. by Chair Judy Schwartz.

2. ROLL CALL OF ATTENDANCE

Present: Mike Chevalier; Kevin Donovan; Julie McGraw; Lucy Payne; Judy Schwartz; Superintendent Mark Larson, ex officio; and Carter Hill, Student Representative. Absent: Mary Jo Deters.

3. APPROVAL OF THE AGENDA

Payne moved, Donovan seconded, approval of the agenda with a change moving agenda item 10. C. Approval of Policy 509 to 9. G. Second Reading of Policy 509. Carried.

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

School Board Chair Judy Schwartz noted the \$4,750 in donations and expressed the school board/district's formal thank you. Donovan moved, McGraw seconded, approval of the actions recommended on the consent agenda. Carried.

5. PRESENTATIONS/RECOGNITION

A. Student/Staff/Community Recognition

None

B. Elementary Phy. Ed. Curriculum

Betsy Sommers, elementary phy. ed. teacher at Wildwood School, presented to the school board on the phy. ed. curriculum, which is based on state and national standards, taught in kindergarten through second grades. The five main areas of emphasis are fitness, how to achieve a healthy body, basic skills, modified games, and sportsmanship. Sommers showed a "video tour" of students performing various activities in phy. ed. class.

6. PUBLIC COMMENT

None.

7. REPORT FROM STUDENT REPRESENTATIVE

School Board Student Representative Carter Hill reported on the following events at Mahtomedi High School: boys' hockey, wrestling, gymnastics, girls' alpine skiing, math team, boys' and girls' basketball, *Star Tribune* named Mahtomedi High School most spirited at the hockey tournament, upcoming events of MCA testing, Masterworks Concert, spring break, and prom, and Student Leadership Council meeting with Superintendent Larson. Only 54 days left of school.

8. APPROVAL OF MINUTES

A. February 12, 2015 - Regular Meeting

Chevalier moved, McGraw seconded, approval of the minutes from the February 12, 2015, regular school board meeting. Carried.

B. February 26, 2015 - Study Session

Chevalier moved, McGraw seconded, approval of the minutes from the February 26, 2015, school board study session. Carried.

9. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

Chair Judy Schwartz reviewed the calendar of events.

B. Special Education Parent Advisory Committee

Beth Sneden, Special Education Coordinator, and Anne Siess, from the Special Education Parent Advisory Council, presented to the school board on SEAC. Sneden and Siess spoke about the purpose of the group, topics covered at the 2014-2015 meetings, work in progress, and future wants and plans.

C. Developmentally Cognitively Delayed (DCD) Program

Beth Sneden, Special Education Coordinator; Lisa Channon, speech pathologist; and Suzanne Ericson, special education teacher, presented on the Developmentally Cognitively Delayed (DCD) program at O. H. Anderson Elementary School. Channon and Ericson discussed the program development: needs, purpose, students served; daily routine: student schedules, literacy time, math time; life skills: speech/language

therapy, occupational therapy, themed units; and what they are developing: communication, peer relationships, independence, self-esteem and positive behaviors, preparation for the worlds' best workforce.

D. Speech Model Update

Beth Sneden, Special Education Coordinator and Lisa Channon, speech pathologist; presented to the school board on speech and language services, the 3:1 service model, at O. H. Anderson and Wildwood Elementary Schools. Channon gave an overview of the program which involves three weeks of direct therapy and the fourth week supporting IEP goals outside of the speech room.

E. First Reading of Policy

1. Policy 515 - Protection and Privacy of Pupil Records

Superintendent Mark Larson discussed changes to the Directory Information section in Policy 515 – Protection and Privacy of Pupil Records.

F. Revised 2014-2015 Budget

Rochel Manders, Director of Business Services, presented a revised 2014-2015 budget. Manders discussed the driving forces of school district budgets: enrollment and salaries/benefits, also areas of change - revenue and expense, and reviewed changes made to the General Fund, Food Service Fund, and Community Education Fund.

G. Second Reading of Policy

1. Policy 509 - Enrollment of Nonresident Students

Superintendent Mark Larson discussed Policy 509-Enrollment of Nonresident Students with the school board. There were no changes from the first reading that was done at the February 9 school board meeting.

10. ACTION ITEMS

A. Approval of Revised 2014-2015 Budget

Donovan moved, Chevalier seconded, approval of the revised 2014-2015 budget. Carried.

B. Approval of 2015-2016 Integration Budget

Lindsey Scanlon, Achievement and Integration Coordinator, gave an update on how the funding received for integration is being used. Scanlon discussed outreach work,

after school academic support, SEED, Educational Equity Alliance (EEA), and what's new in 2015-2016. McGraw moved, Chevalier seconded, approval of the 2015-2016 integration budget. Carried.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

Superintendent Mark Larson reported on the last AMSD meeting which topics were lobbying and the teacher tenure bill.

B. Integration District: Educational Equity Alliance (EEA)

None.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Treasurer Kevin Donovan reported on the upcoming NSBA Conference. Superintendent Mark Larson reported on the MSBA Day at the Capitol that he and Director McGraw attended and made note of President Donovan's article in the *MSBA Journal*.

D. Northeast Metro 916 Board

School Board Chair Judy Schwartz reported on the last 916 meeting where cuts at Valley Crossing School were discussed. After next year, Valley Crossing School will be owned by South Washington County. Also the 916 Talking Points and an article on Karner Blue were included in the packet.

E. Other Items/Reports

School Board Finance Committee – School Board Chair Judy Schwartz reported on the February 12 Finance Committee meeting where Rochel Manders discussed the revised 2014-2015 budget.

School Board Facilities Committee – Rochel Manders, Director of Business Services reported on the February 24 Facilities Committee meeting where summer projects, abatement bonds, hockey arena donation, DEC programming changes with 3-year old program moving back, MMS remodeling for the engineering program, and broadcast studio space were discussed.

School Board Personnel Committee – Superintendent Mark Larson reported on the February 26 Personnel Committee meeting where parameters for upcoming negotiations were discussed.

School Board Policy Committee – School Board Clerk/Vice Chair reported on tonight’s Policy Committee meeting where the review timeline was discussed and the annual policies and section 100 policies were reviewed and will be brought to the April 9 school board meeting for a first reading.

School Board Director Mike Chevalier shared information that he received from the MSBA Phase I training.

12. SUPERINTENDENT'S REPORT

Superintendent Mark Larson reported on the following: SLC meeting, Blue and Gold breakfast, MHS pep fest, and project-based learning.

13. ADJOURNMENT

Donovan moved, Payne seconded, adjournment. Meeting adjourned at 8:55 p.m. Carried.

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

A. Approval of Treasurer's Report

B. Approval to Pay Bills

1. Check Register 02 - Check No. 386910 to 387221 and 80005788 to 80005901

2. Check Register 05 - Check No. 50000283 to 50000286

C. Wire Transfer Transactions

D. Approval of Donations/Grants Totaling \$4,750

All donations and grants are greatly appreciated. The use of these funds will be to further the mission of the school district and are used toward the wishes of the donor.

1. From Wildwood Lions to Mahtomedi High School Girls' Hockey Program - \$4,000

2. From Gary and Sandra Haider to Mahtomedi High School Girls' Softball Program - \$500

3. From W.W. Liquor, Inc. to Mahtomedi High School Celebration of Excellence - \$250

E. Approval to Call for Bids - Mahtomedi High School Roof Replacement

F. Approval of Student Travel Requests

1. Varsity Baseball - Fort Pierce, Florida - March 28-April 4, 2015

2. 8th Grade - Washington D.C. - April 16-19, 2015

3. Yearbook Committee - Dallas, Texas - April 23 - 25 or 26, 2015

G. Personnel

1. Approval of Contracts and Work Agreements

a. Nancy Brown - Principal's Secretary - Mahtomedi High School (2/23/15)

b. Mahtomedi Principals' Association (7/1/14 to 6/30/16)

- c. Joyce Rohrig - Receptionist - Mahtomedi High School (2/23/15)
 - d. Jacqueline Welshons - Special Education Teacher - Wildwood Elementary School (2/25/15)
2. Approval of Resignations/Retirements/Terminations
- a. Judy Burshten - Receptionist - Wildwood Elementary School (4/17/15)

LUCY PAYNE, CLERK

Public notice for solicitation of bids, requests for quotes, and requests for proposals are located on the ISD 832 website, www.mahtomedi.k12.mn.us.

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 **Thursday, March 26, 2015**, beginning at 7:00 PM in the Mahtomedi District Education Center - Teaching & Learning Center.

1. CALL TO ORDER

Meeting called to order at 7:09 p.m. by Chair Judy Schwartz.

2. ROLL CALL OF ATTENDANCE

Present: Mike Chevalier; Mary Jo Deters; Kevin Donovan; Julie McGraw; Lucy Payne; Judy Schwartz; and Superintendent Mark Larson, ex officio.

Also present: Carter Hill, School Board Student Representative; Beth Sneden, Professional Development and Special Education Supervisor; and Lynne Viker, Director of Teaching and Learning and Support Services.

3. APPROVAL OF THE AGENDA

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

4. DISCUSSION/INFORMATION ITEMS

A. Policy 515 - Protection and Privacy of Pupil Records

Superintendent Mark Larson reviewed the changes being made to the Directory Information section in Policy 515 – Protection and Privacy of Pupil Records. This policy was read for a first time on March 12 and will be read for a second time on April 9.

B. Staffing/Enrollment/Open Enrollment (kindergarten roundup) Update

Superintendent Mark Larson discussed the following with school board members: projected 2015-2016 student enrollment, kindergarten round-up numbers, the unknown number of new resident students, going from nine sections down to eight in kindergarten, and number of open enrollment applications to approve in April.

C. Strategic Planning

Superintendent Mark Larson discussed the following Minnesota School Boards Association (MSBA) strategic planning services with the school board: benefits of facilitation by an MSBA consultant, cost, how to get started, goals, benefits, role staff and residents play, and timeline. Larson will set up a conference call with an MSBA facilitator and board members to proceed forward with the strategic planning.

5. ADJOURNMENT

Payne moved, Chevalier seconded, adjournment. Carried. Meeting adjourned at 8:52 p.m.

LUCY PAYNE, CLERK

Public notice for solicitation of bids, requests for quotes, and requests for proposals are located on the ISD 832 website, www.mahtomedi.k12.mn.us.

CALENDAR OF EVENTS

APRIL		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Tuesday, April 7</u> 6:00 p.m.	Northeast Metro 916 School Board Mtg. - <i>(McGraw)</i>	Bellaire School, White Bear Lake
<u>Monday, April 8</u> 9:30 a.m.	Elementary PTO Meeting - <i>(Payne)</i>	District Education Center - Room 102/104
<u>Thursday, April 9</u> 5:30 p.m. 7:00 p.m.	School Board Policy Committee Meeting School Board Meeting	District Education Center - Board Room District Education Center - Community Room
<u>Friday, April 10</u> 7:00 a.m. 6:00 p.m. 7:30 p.m.	AMSD Board of Directors Meeting - <i>(Chevalier)</i> World Cultures of Mahtomedi Wildwood Artist Series – <i>Alexander Yakovlev Piano</i> <i>Master Class Winner's Recital</i>	TIES Building-Grand Hall, St. Paul O. H. Anderson Elementary School Mahtomedi High School - Black Box Theatre
<u>Tuesday, April 14</u> 6:30-8:00 p.m.	Elementary PTO Presentation - <i>WW & OHA</i> <i>Principals-(Payne)</i>	O. H. Anderson School - Flex Lab
<u>Saturday, April 18</u> 8:00-11:00 p.m.	Wildwood Artist Series – <i>Swing Dance with "The Saints of Swing" Big Band</i>	Withrow Ballroom
<u>Monday, April 20</u> 7:00 p.m.	MAEF Board of Trustees Meeting - <i>(McGraw)</i>	District Education Center - Room 102/104
<u>Thursday, April 23</u> 5:30 p.m. 7:00 p.m.	School Board Facilities Committee Meeting School Board Study Session	District Education Center - Board Room District Education Center - Room 102/104
<u>Monday, April 27</u> 6:30-8:00 p.m.	Community Education Advisory Council Meeting - <i>(Donovan)</i>	District Education Center - Room 102/104
<u>Tuesday, April 28</u> 1:30 p.m.	Third Grade Music Concert	O. H. Anderson School - Large Gym
<u>Wednesday, April 29</u> 1:30 p.m. 5:30 p.m.	Third Grade Music Concert MHS Celebration of Excellence	O. H. Anderson School - Large Gym Dellwood Golf Club
<u>Thursday, April 30</u> 1:30 p.m. 7:00 p.m.	Fourth Grade Music Concert MHS Play – <i>Bye Bye Birdie</i>	O. H. Anderson School - Large Gym Chautauqua Fine Arts Center

CALENDAR OF EVENTS

MAY		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Friday, May 1</u> 7:00 a.m. 1:30 p.m. 7:00 p.m.	AMSD Board of Directors Meeting- <i>(Donohoe)</i> Fourth Grade Music Concert MHS Spring Play – <i>Bye Bye Birdie</i>	TIES Building-Cafeteria, St. Paul O. H. Anderson School - Large Gym Chautauqua Fine Arts Center
<u>Saturday, May 2</u> 5:00 p.m. 7:00 p.m.	MAEF Gala MHS Spring Play – <i>Bye Bye Birdie</i>	Prom Center, Oakdale Chautauqua Fine Arts Center
<u>Sunday, May 3</u> 7:00 p.m.	MHS Spring Play – <i>Bye Bye Birdie</i>	Chautauqua Fine Arts Center
<u>Monday, May 4</u> 7:00 p.m.	6 th Grade Band Concert	Chautauqua Fine Arts Center
<u>Tuesday, May 5</u> 6:00 p.m. 6:30 p.m. 8:00 p.m.	Northeast Metro 916 School Board Mtg.- <i>(Schwartz)</i> 7 th Grade Band Concert 8 th Grade Band Concert	Bellaire School, White Bear Lake Chautauqua Fine Arts Center Chautauqua Fine Arts Center
<u>Wednesday, May 6</u> 9:30 a.m. 12:00-1:00 p.m.	Elementary PTO Board/Business Meeting- <i>budget and new officers.</i> - <i>(Payne)</i> Adult Senior Community Lunch	District Education Center - Room 102/104 District Education Center - Community Room
<u>Thursday, May 7</u> 7:00 p.m.	MMS Jazz Band Concert	Chautauqua Fine Arts Center
<u>Friday, May 8</u> 7:00 a.m.	Nature Trail Day City/School Leaders Meeting	O. H. Anderson Elementary School District Education Center - Board Room
<u>Monday, May 11</u> 8:00 p.m.	MHS Concert and Symphonic Band Concert	Chautauqua Fine Arts Center
<u>Tuesday, May 12</u> 4:00-6:00 p.m. 7:00 p.m.	Annual Joint Meeting MDCC/CCC- <i>(Deters)</i> 7 th Grade Choir Concert	DEC - Boardroom East, North St. Paul Chautauqua Fine Arts Center
<u>Thursday, May 14</u> 5:30 p.m. 7:00 p.m.	School Board Policy Committee Meeting School Board Meeting	District Education Center - Board Room District Education Center - Community Room
<u>Monday, May 18</u> 7:00 p.m. 8:15 p.m.	6 th Grade Choir Concert 8 th Grade Choir Concert	Chautauqua Fine Arts Center Chautauqua Fine Arts Center
<u>Thursday, May 21</u> 1:30 p.m.	Fifth Grade Program	O. H. Anderson School - Large Gym
<u>Friday, May 22</u> 1:30 p.m.	Fifth Grade Program	O. H. Anderson School - Large Gym
<u>Monday, May 25</u>	No School - Memorial Day Holiday	
<u>Wednesday, May 27</u> 6:30 p.m.	MHS Engineering Student Showcase	Mahtomedi High School
<u>Thursday, May 28</u> 5:30 p.m. 7:00 p.m.	School Board Finance Committee Meeting School Board Study Session	District Education Center - Board Room District Education Center- Room 102/104
<u>Friday, May 29</u> 7:00 a.m. 5:00-8:00 p.m.	AMSD Board of Directors Meeting- <i>(Chevalier)</i> Fun Fair	TIES Building-Cafeteria, St. Paul Wildwood Elementary School

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

Regular Meeting - Board of Education

Date: April 9, 2015

Agenda Item #B. 1-13

TOPIC: First Reading of Policies

- 101-Legal Status of the School District
- 101.1-Name of the School District
- 102-Equal Educational Opportunity
- 103-Complaints – Students, Employees, Parents, Other Persons
- 410-Family and Medical Leave Policy
- 413-Harassment and Violence
- 414-Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 415-Mandated Reporting of Maltreatment of Vulnerable Adults
- 506-Student Discipline
- 522-Student Sex Nondiscrimination
- 524-Technology Acceptable Use and Safety Policy
- 616-School District System Accountability
- 806-Crisis Management Policy

BACKGROUND: MSBA provides for each school district sample policies that districts may accept as provided, make alterations, or ignore completely. Mahtomedi administration and the Policy Committee will be looking at each of the proposed policies in detail, bring them to the full Board for a first reading, take the recommendations/direction from the full board at that meeting and present about a month later at a second reading. A brief explanation of each of the policies is below:

101-Legal Status of the School District—this policy is unchanged

101.1-Name of the School District—this is a new policy recommended by MSBA

102-Equal Educational Opportunity—this is a mandated policy that incorporates the MSBA suggestions

103-Complaints – Students, Employees, Parents, Other Persons—this is a new policy recommended by MSBA

410-Family and Medical Leave Policy—this is a mandated policy that requires annual review

413-Harassment and Violence—this is a mandated policy that requires annual review

414-Mandated Reporting of Child Neglect or Physical or Sexual Abuse—this policy has a legal requirement and must be reviewed annually

415-Mandated Reporting of Maltreatment of Vulnerable Adults—this policy has a legal requirement, is a new policy, and must be reviewed annually

506-Student Discipline—this is a mandated policy that requires annual review

522-Student Sex Nondiscrimination—this is a mandated policy that requires annual review

524-Technology Acceptable Use and Safety Policy—this is a mandated policy that requires annual review

616-School District System Accountability—this is a mandated policy that requires annual review

806-Crisis Management Policy—this is a mandated policy that requires annual review

ACTION RECOMMENDED: Provide direction for administration on what changes to the policies are required for the second reading on May 14, 2015.

Submitted By:

Mark Larson

Name

Superintendent of Schools

Title

Concurrence By:

Mark Larson

Dr. Mark Larson

Superintendent of Schools



First Reading: April 9, 2015

Revised: 3/8/07

Adopted: 11/5/98

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The Mahtomedi Public Schools also known as Independent School District No. 832, Washington County, Minnesota, is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**A. Funds**

1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.

2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: Policy 201 (Legal Status of School Board)
Policy 603 (Curriculum Development)
Policy 604 (Instructional Curriculum)
Policy 606 (Textbooks and Instructional Materials)

Policy 705 (Investments)

Policy 706 (Acceptance of Gifts)

Policy 801 (Equal Access to School Facilities)

MSBA Service Manual, Chapter 3, Employee Negotiations

MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)



First Reading: April 9, 2015

Adopted: _____

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 832. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be the Mahtomedi Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 832 (Mahtomedi), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)



First Reading: April 9, 2015

Adopted: 12/8/05

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to Mahtomedi School Board Policy 413, Harassment and Violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Policy 402 (Disability Nondiscrimination)
Policy 413 (Harassment and Violence)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Student Sex Nondiscrimination)



First Reading: April 9, 2015

Adopted: _____

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or followup procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 413 (Harassment and Violence)
Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)



First Reading: April 9, 2015

Revised: _____

Adopted: 10/8/09

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 of 1993 (FMLA) 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 FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered service member” means:

1. a 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; or
2. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during

the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

- C. “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.
- D. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member 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 service member, all such family members shall be considered the covered service member’s next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.
- E. “Outpatient status” means, with respect to a covered service member, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- F. “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.
- G. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- H. “Veteran” has the meaning given in 38 U.S.C. § 101.

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 covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
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. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - b. a “serious injury or illness,” in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

6. 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.

7. 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.

8. 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.

9. 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.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered 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.
11. 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 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.
12. 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 be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. 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. The superintendent shall be responsible 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.

14. 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 Service Member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member 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 service member 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 service member 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 service member 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.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. 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, 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 posted on the school district's website.
- 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)
 10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
 29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
 38 U.S.C. § 101 (Definitions)
 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)



First Reading: April 9, 2015

Revised: 5/13/10

Adopted: 2/12/09

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. "Familial status" means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the human resources supervisor as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

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

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be posted on the school district's website.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 Minn. Stat. § 609.341 (Definitions)
 Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Policy 102 (Equal Educational Opportunity)
 Policy 401 (Equal Employment Opportunity)
 Policy 402 (Disability Nondiscrimination Policy)
 Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Policy 406 (Public and Private Personnel Data)
 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 Policy 506 (Student Discipline)
 Policy 515 (Protection and Privacy of Pupil Records)
 Policy 521 (Student Disability Nondiscrimination)
 Policy 522 (Student Sex Nondiscrimination)
 Policy 524 (Internet Acceptable Use and Safety Policy)
 Policy 525 (Violence Prevention)
 Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



First Reading: April 9, 2015

Revised: _____

Adopted: 2/12/09

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child’s health.

- F. “Nonmaltreatment mistake” means: (1) at the time of the incident, the individual was performing duties identified in the center’s child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined

responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

- G. “Physical abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.

- H. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- I. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual

penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

- J. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- K. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- L. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

- D. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- E. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- F. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- G. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.

- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 121A.58 (Corporal Punishment)
 Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
 Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
 Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
 Minn. Stat. § 260C.007, Subd.4, Clause (5) (Child in Need of Protection)
 Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
 Minn. Stat. § 260D (Child in voluntary Foster Care for Treatment)
 Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
 Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
 Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
 Minn. Stat. § 609.379 (Reasonable Force)
 Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
 Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)



First Reading: April 9, 2015

Adopted: _____

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who have reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort

considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult’s will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.
- E. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.
- F. “Vulnerable Adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services at or from a licensed facility which serves adults as set forth in Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or home care provider service; or (4)

regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.

- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)



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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 discipline 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 discipline 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. The position of the school district is 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.

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 consult with 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 community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- 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.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

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;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. 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;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

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 including e-cigarettes or look-alike products;
 11. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
 12. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), 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 prescription medication with another student;
 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 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 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 nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
24. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
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;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting 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 persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. 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;
40. 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;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. 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;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. 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

The general policy of the school district is 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. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

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 employees 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.

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) consecutive 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.

- 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 pre-assessment 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 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 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 where a student with a disability does not receive regular or special education instruction during that dismissal period.
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 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. A student with a disability may be suspended. When a student with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law,¹ relevant members of the student's IEP team, including at least one of the student's teachers, shall meet and determine the extent to which the student needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
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 student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. 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.

¹ See Part XIII, below, if a discipline recommendation involves a change in placement.

8. 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.
9. 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.
10. 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 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 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.
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

The policy of the school district is 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.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. 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.

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. This policy will be posted on the school district's website.

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)
Policy 711 (Video Recording on School Buses)
Policy 712 (Video Surveillance Other Than on Buses)



First Reading: April 9, 2015

Revised: _____

Adopted: 2/12/09

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates Human Resources Supervisor, Nicole Flesner, 1520 Mahtomedi Avenue, Mahtomedi, MN 55115, Tel: (651) 407-2005 as its Title IX coordinators. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any

person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Human Resources Supervisor, Nicole Flesner, 1520 Mahtomedi Avenue, Mahtomedi, MN 55115, Tel: (651) 407-2005, as the school district human rights officers to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible,

consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

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

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

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

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

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



First Reading: April 9, 2015

Revised: 4/21/11; 10/8/09; 10/13/05; 3/8/01; 6/10/99

Adopted: 2/6/97

524 TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide guidelines for acceptable and safe use of the school district's electronic technologies for guests, students, and school district personnel (users) and to set guidelines for acceptable use of the school district's computer systems, hardware and software, web-based applications, electronic communications, school district web sites, and the Internet.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district's electronic technologies, the school district considers its own stated educational mission, goals, and objectives. Technology skills are now fundamental to prepare students to become responsible global citizens. The school district expects that users will blend thoughtful use of electronic technologies and the Internet throughout the curriculum.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district electronic technologies including Internet access. The school district systems have limited educational purpose, which includes use of the systems for classroom activities, educational research, collaboration, and professional or career development activities. Employees are required to follow data privacy policies and refrain from using email for communications containing private educational data or personnel data. Users are expected to use Internet access through the district systems to further educational and personal goals consistent with the mission of the school district and school policies. Employees may use the school district system for occasional 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, or email, for advertising purposes or to promote personal causes.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of school district systems 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 systems 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 school district systems and Internet resources or accounts are considered unacceptable:
1. Users will not use school district systems to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, 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 school district systems or the Internet 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 consistent with school district and school policies.
 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 do any of the following:
 - a. Vandalize, damage or disable the property of another person or organization.
 - b. Make deliberate attempts to degrade or disrupt equipment, software or system performance by loading, creating, or spreading computer viruses or by any other means.

- c. Tamper with, modify or change school district systems, software, hardware, or wiring.
 - d. Take any action to violate, bypass or disable school district security and safety systems.
 - e. Use school district systems to disrupt the use of the systems.
5. Users will not use school district systems 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 school district systems to post, transmit or distribute private information about another person, personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable without permission. Users will not repost a message that was sent to the user privately without permission of the person who sent the message.
- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students.)
 - b. Employees creating or posting school district related publications, websites, and social media may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515-Protection and Privacy of Pupil Records; or
 - (2) such information is not classified by the school district as directory information but consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515-Protection and Privacy of Pupil Records.

These prohibitions specifically prohibit a user from utilizing the school district's systems to post personal information about a user or another individual on personal social networks.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school district systems or the Internet or both.
 8. Users will not use school district systems 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 and copyright protected.
 9. Users will not use school district systems 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.
 10. Users will not use school district systems for non-district supported software without the prior approval of the school district technology department.
 11. Users will not save personal photos, music, files, etc. unrelated to educational purposes on a district share/home folder for an extended period of time. Personal data saved on workstations may be removed if they degrade the performance of the workstation or other district systems.
 12. Users will not access the internal school district network, the Internet, or printers with personal electronic devices without prior approval.
- B. A student or employee engaging in any of the foregoing unacceptable uses of the Internet when off school district premises and without the use of the school district system may also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district's systems are compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the

school district may investigate such reports to the best of its ability. Students or employees may be subject to academic sanctions or disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. 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.
- D. A user must notify the district technology department if a user identifies a security problem with school district systems or on the Internet. The user should not demonstrate the problem to other users.
- E. Respect for privacy rights:
 - 1. Students may only use personal electronic devices to record sound, pictures, or video of classroom instruction with prior approval from the teacher or staff member. It may be inappropriate to record any conversations or exchanges of communications without the knowledge and consent of all participating persons.
 - 2. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
 - 3. Students shall not e-mail, post to the Internet, or other otherwise electronically transmit images of other individuals taken at school without consent.
 - 4. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

VI. DISTRICT WEB SITE

- A. All communications and information accessible on Mahtomedi Public Schools' official websites are property of the school district.

- B. The principal of each school building or an administrator designee (i.e. district communications coordinator, district technology coordinator, etc.) 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. Individual student or staff web pages developed using school district systems or access shall be subject to this policy.

VII. FILTER

- A. With respect to school district Internet access, the district will monitor and filter online activities of both minors and adults. The school district is required by Child Internet Protection Act (CIPA) to implement filtering measures that 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. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. 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.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- F. The school district reserves the right to block or filter sites that are deemed inappropriate for users or compromise the integrity of school district systems.

VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

- A. Use of school district computer systems 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 school district systems, the school district does not relinquish control over materials on the systems or contained in files on the systems, whether onsite or offsite, or transmitted via the systems. Users should expect only limited privacy for personal content on school district systems.
- 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.
- 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, online activity and e-mail. 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). The school district archives employee email for a period of up to three years.
- 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. COMPUTER SYSTEMS AND INTERNET USE AGREEMENT

- A. The proper use of the school district's computer systems and the Internet, and the educational value to be gained from their proper use, is the joint responsibility of students, parents, employees, and guests 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 school district's computer systems and the Internet.
- C. The Computer Systems and Internet Use Agreement form for students must be read and signed by the user and the parent or guardian upon beginning Wildwood

Elementary School or O. H. Anderson Elementary School and yearly at Mahtomedi Middle School and Mahtomedi High School.

- D. The Computer Systems and Internet Use Agreement form for employees must be signed by the employee upon hire or change in policy. The form must then be filed at the District Office.
- E. Guest access to the wireless Internet will require digital verification that the user will abide by all district policies pertaining to acceptable and responsible use.

XI. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of school district systems 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 systems or backup media, 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 district computer systems and 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 systems.
 - 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 the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 435-Public and Private Personnel Data and Policy 509-Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, student or employee disciplinary action may be taken, and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XIII. PARENTS' RESPONSIBILITY: NOTIFICATION OF STUDENT COMPUTER SYSTEMS AND INTERNET USE

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 school district systems and of the Internet if the student is accessing school district systems from home or a remote location.

XIV. IMPLEMENTATION: POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, login banners, 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 computer systems, Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. This policy will be annually reviewed and posted on the district website.

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)
Doninger v. Niehoff, 527 F.3d 41(2nd Cir. 2008)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Policy 406 (Public and Private Personnel Data)
 Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 Policy 506 (Student Discipline)
 Policy 515 (Protection and Privacy of Pupil Records)
 Policy 519 (Interviews of Students by Outside Agencies)
 Policy 521 (Student Disability Nondiscrimination)
 Policy 522 (Student Sex Nondiscrimination)
 Policy 603 (Curriculum Development)
 Policy 604 (Instructional Curriculum)
 Policy 606 (Textbooks and Instructional Materials)
 Policy 806 (Crisis Management Policy)
 Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



First Reading: April 9, 2015

Revised: _____

Adopted: 8/11/05

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and other state and federal mandates.

II. GENERAL STATEMENT OF POLICY

The school district will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).
2. The improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

C. District Curriculum Advisory Committee

1. The District Curriculum Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The District Curriculum Advisory Committee will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan with emphasis on implementing the World's Best Workforce;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Making recommendations regarding graduation requirements.
3. The District Curriculum Advisory Committee shall meet the following criteria:

- a. The District Curriculum Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - c. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. The World’s Best Workforce plan shall annually be approved by the school board.
4. The District Curriculum Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
- a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. One parent from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representative of local business or industry
 - i. School District Test Administrator (if different from “a.” above)
5. The Advisory Committee shall meet the following timeline each year:
- | | |
|---------|---|
| Fall: | Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board. Become familiar with the instruction and curriculum of the cycle content area. |
| Winter: | Review evaluation results and prepare recommendations. |
| Spring: | Present updates to administration. |

- D. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall provide a report by mail or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. Administration must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its summary report to the Commissioner.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
 Minn. Stat. § 120B.018 (Definitions)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.128 (Educational Planning and Assessment System (EPAS) Program)
 Minn. Stat. § 120B.35 (Student Achievement Levels)
 Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
 Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
 Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
 Minn. Stat. § 123B.04 (Site Decision Making Agreement)
 Minn. Stat. § 123B.147, Subd. 3 (Principals)
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: Policy 104 (School District Mission Statement)
 Policy 601 (School District Curriculum and Instruction Goals)
 Policy 613 (Graduation Requirements)
 Policy 614 (School District Testing Plan and Procedure)
 Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
 Policy 617 (School District Ensurance of Preparatory and High School Standards)
 Policy 618 (Assessment of Student Achievement)
 Policy 619 (Staff Development for Standards)
 Policy 620 (Credit for Learning)



First Reading: April 9, 2015

Revised: _____

Adopted: 6/8/00

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when

creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Emergency Planning and Procedures Guide for Schools to assist in the development of building-specific crisis management plans. Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
- b. Evacuation Procedures. Classroom and building evacuations shall be implemented at the discretion of the building administrator or designee. Campus evacuations shall be implemented at the discretion of the superintendent or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building

administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. Crisis Response Teams
 - a. Composition. The building administrator in each school building will select a crisis response team that will be trained to respond in an emergency. Team members should be trained to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. Team members must be willing to be actively involved with resolving crises and available to assist when necessary, as determined by the building administrator. Each building will maintain, and update annually, a current list of crisis response team members in a location known by the building administrator and designee(s). A copy of the list also will be kept on file in the school district office.
 - b. Leaders. The building administrator or designee serves as the leader of the crisis response team and the primary contact for emergency response officials. The designee list should include more than one alternative designee and may include members of the emergency response team. When they are present, emergency response officials may take command and control of the crisis. In this situation, school officials must assume a resource role and be available to emergency response officials as necessary.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis

management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire Response

1. Designate a safe area at least 50 feet away from the building and away from fire lanes for students and staff to evacuate to. The safe area should not be in an area where evacuated persons are exposed to any products of combustion.
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building showing the most direct evacuation routes to the designated safe areas and the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will be trained regarding the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes. The school district will develop a universal signal to indicate a blocked entrance. When this signal is used, the responsible adult must immediately identify an alternate route.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.

8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's primary telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings.

The building administrator shall be responsible for informing students and employees about the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Grief-Counseling Procedures

Grief-counseling procedures will set forth the procedure for initiating grief-counseling plans. The procedures will utilize available resources including the school psychologist, counselor, community grief counselors, or others in the community. Grief-counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

IV. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See Policy 903-Visitors to School District Property and Facilities.

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, *et seq.* (Title IX)

20 U.S.C. § 6301, *et seq.* (No Child Left Behind)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Policy 413 (Harassment and Violence)
Policy 501 (School Weapons Policy)
Policy 506 (Student Discipline)
Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
Policy 903 (Visitors to School District Property and Facilities)

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

Regular Meeting - Board of Education

Date: April 9, 2015

Agenda Item #9. C.

TOPIC: Second Reading of Policy 515 – Protection and Privacy of Pupil Records

BACKGROUND: Pupil records is a policy that requires review fairly often as laws and statutes change. MSBA has provided a sample policy which follows all applicable state and federal laws. The area of discretion for School Boards is with a determination of what constitutes “Directory Information.” This information is public, but will be released “only for use in matters pertaining to school district related business, functions or purposes, as determined by the Superintendent or designee.”

RELEVANT INFORMATION:

The issue of “Directory Information” and the information that is included has generated the most discussion. The first reading information is below:

Section I.

DEFINITIONS

A. Directory Information

- The student’s name
- Date of birth
- Participation in officially organized teams
- Dates of enrollment
- Grade levels completed
- Degrees and awards received
- Pictures of students for school-approved publications/newspapers/ yearbooks, district-managed websites and district-managed social media (e.g. Facebook and Twitter) or for cable cast, bulletins, programs, or similar school-produced information pieces
- Name(s), street and e-mail address(es) and telephone number(s) of the student’s parent(s)/guardian(s)

MSBA has not indicated a preference for including email addresses saying it was a local decision for School Boards. There is not a great deal of discretion in the policy as a lot of the Pupil Records is identified in either federal or state statute.

ACTION RECOMMENDED: Discussion Only.

Submitted By:

Mark Larson

Name

Superintendent of Schools

Title

Concurrence By:

Mark Larson

Dr. Mark Larson

Superintendent of Schools



Second Reading: April 9, 2015

Revised: 1/8/04; 9/12/02; 9/14/00

Adopted: 6/9/86

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by Mahtomedi Public Schools, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.* (Family Educational Rights and Privacy Act (FERPA)), 34 C.F.R. Part 99, and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

The District has identified selected “Directory Information” relating to students. This information is public. The parent or eligible student may, however, request in writing that any or all of the information below not be released on that individual student. The written request must be received within 30 days after the official notice is published.

Directory information includes the following information relating to a student and is subject to release as directory information **only for use in matters pertaining to school district related business, functions or purposes, as determined by the superintendent or designee:**

- the student’s name,
- date of birth,
- sex,
- major field of study,
- participation in officially organized teams,
- dates of enrollment and dates of graduation or withdrawal,
- grade levels completed,
- degrees and awards received,
- pictures of students for school-approved publications/newspapers/yearbooks, district-managed websites and district-managed social media (e.g. Facebook and Twitter), or for cablecasts, bulletins, programs, or similar school-produced information pieces.
- name(s), street and e-mail address(es) and telephone number(s) of the student’s parent(s) or guardian.

Except as specifically provided above, directory information does not include identifying data that references religion, race, color, social position or nationality.

Directory information does not include:

1. a student’s social security number;

2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

1. "Education records" means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. The term, "education records," does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

- 1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
- 2. Perform a supervisory or instructional task directly related to the student's education; or
- 3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means the Superintendent of Schools, Mark Larson, or his designee.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school

board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;

6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. **DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;

9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. § 2331. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;

15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher

or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. **RELEASE OF DIRECTORY INFORMATION**

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;

- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

- 1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the building principal in writing each year within 30 days after the official notice is published. The written request must include the following information:
 - 1. Name of student and parent, as appropriate;
 - 2. Home address;
 - 3. Student's grade level;
 - 4. School presently attended by student;
 - 5. Parent's legal relationship to student, if applicable;
 - 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 - 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures

contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then

promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning

investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and

2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;

- c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
- 2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
 - 3. The cost of providing copies shall be borne by the parent or eligible student.
 - 4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

- 1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
- 2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
- 3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in

violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for a hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means Superintendent Mark Larson.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References: Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 417 (Chemical Use and Abuse)
Policy 506 (Student Discipline)
Policy 519 (Interviews of Students by Outside Agencies)
Policy 520 (Student Surveys)
Policy 711 (Video Recording on School Buses)
Policy 906 (Community Notification of Predatory Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

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

Regular Meeting - Board of Education

Date: April 9, 2015

Agenda Item #10. A. 1.

TOPIC: Approval of Policy 509 – Enrollment of Nonresident Students

BACKGROUND: Based on community feedback, the Board directed administration to form an Open Enrollment Task Force that would be charged with examining current policy and practices and make suggestions to the Board. A first reading was done on February 12, 2015, and the changes were presented and discussed at the February 26, 2015 study session. A second reading was held on March 14, 2015 with no additional discussion.

RELEVANT INFORMATION: Policy 509 follows the state statute. The state statute is clear that the first priority to open enrollment applicants goes to those children who already have a sibling attending. The Mahtomedi policy adds a second priority and that is for children of employees. This addition has been referred to legal counsel and they have indicated that making a second priority is within the Board's authority.

In addition, according to legal counsel, there is no lumping together of priorities, nor does it matter how many siblings an applicant has enrolled.

ACTION RECOMMENDED: Approval.

Submitted By:



Name

Superintendent of Schools

Title

Concurrence By:



Dr. Mark Larson

Superintendent of Schools



Revised: 4/9/15; 6/10/10; 2/12/09

Adopted: 3/9/06

509 - ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

- A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program; excluding special education services; class; grade level; or school building as established by school board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by school board policy or other directive, and
 2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
 3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:
1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
 3. selling or soliciting the sale of a controlled substance while at school or a school function; or
 4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education.
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students and applications related to an approved integration and achievement plan must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.
- F. Exclusion
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
 2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an

application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 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 under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

I. Administration of Open Enrollment Program

1. Credits earned toward graduation that were awarded by another school district will be accepted. Nonresident students shall be awarded a diploma from the Mahtomedi Public Schools if the student meets the graduation requirements as established by the school board or the requirements of their individual educational program.
2. Excess costs for special education for nonresident students will be billed back to the resident school district per Minn. Stat. § 127A.47, Subd. 7.
3. As set out in Section E of this policy, if more applications are received than available seats at a specific grade level, an impartial lottery will be held. Siblings of currently enrolled students will be afforded first preference for transfer into the school district dependent upon capacity of classes, grades, and buildings. (Multiple birth siblings (i.e. twins, triplets) within the same family will be given consideration to that fact to the maximum extent possible.) Mahtomedi does not have a specific school choice program in its achievement and integration plan with North St. Paul-Maplewood-Oakdale so district of residence preference does not apply.

Employees' dependent children will be afforded second preference for transfer into the school district dependent on the same criteria above. Employees are defined as those who have a permanent employment contract or probationary teacher contract.

4. Effective with the 2015-2016 school year, if a currently attending **resident** student's parent or legal guardian moves out of the school district during the school year, grades K-10 students will be allowed to complete the school year under an Agreement Between School Boards Minn. Stat. § 124D.08, Subd. 1-2 and grades 11 and 12 students will be allowed to complete high school under Continued Enrollment of 11th and 12th Grade Students Minn. Stat. § 124D.08, Subd. 3. For subsequent years, student in grades K-10 would go through the regular open enrollment process. No preference is given to currently attending students when applying for open enrollment.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)

Minn. Stat. §260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. No. 169-f (August 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005
WL 3111963 (Minn. Ct. App. 2005) (unpublished)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs

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

Regular Meeting - Board of Education

Date: April 9, 2015

Agenda Item #10. B.

TOPIC: Approval of Resolution Relating to 2015-2016 Open Enrollment

BACKGROUND: There are four open enrollment application windows (February, April, June, and August) where enrollment numbers are looked at and it is determined whether or not grades should be closed to open enrollment. Open enrollment is used to balance out class sizes, fill grade levels, and use our buildings most efficiently.

In February, of the 282 applications that had been received in Window #1:

Grades K-5 – Wait Listed 47 Sibling/Employee Preference. Denied 141.

Grades 6-12 – Approved 9 Sibling/Employee Preference. Wait Listed 85.

Grades K-5 and 12 were closed. Of the 9 that were approved, 1 declined attendance.

RECOMMENDATION: Of the 126 applications on the waiting list, the recommendation is as follows:

Grades K-5 – Approve 5 Sibling/Employee Preference

Grades 6-12 – Approve 32

Also, of the 49 applications that have been received in Window #2, the recommendation is as follows:

Grades K-5 – Wait List 4 Sibling/Employee Preference. Deny 19

Grades 6-12 – Approve 1 Sibling/Employee Preference. Wait List 25

It is recommended that grades K-5 and 12 remain closed.

ACTION RECOMMENDED: The Board approve the resolution relating to 2015-16 Open Enrollment as presented.

Submitted By:

Mark Larson

Name

Superintendent of Schools

Title

Concurrence By:

Mark Larson

Dr. Mark Larson

Superintendent of Schools



Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO 2015-2016 OPEN ENROLLMENT
(Window #2 – April 15 Deadline)**

WHEREAS the State of Minnesota has established an enrollment options program permitting students to attend nonresident districts (Minnesota Statutes §124D.03), and

WHEREAS the State of Minnesota has also established criteria for school districts to approve or deny open enrollment applications based upon capacity of a program, excluding special education services; class, or school building (Minnesota Statutes § 124D.03 Subdivision 6), and

WHEREAS the school board seeks to maintain continuity of programs, curriculum, and services through consistent student enrollment and recognizes that sufficient student enrollment ensures high quality course offerings for resident students as well as students enrolling under the enrollment options program, and

BE IT THEREFORE RESOLVED that the superintendent be authorized to approve children who have a sibling(s) that currently attend(s) as per Minnesota Statutes §124D.03 Subdivision 5a. and children of employees as per school board policy 509 where grade capacity and class size permits additional student enrollment, and

BE IT FURTHER RESOLVED that open enrollment remain closed in grades K-5 and 12 for the 2015-2016 school year to applicants not given sibling or employee preference and applications received after April 15, 2015.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof: _____ and the following voted against: _____, whereupon said resolution was declared duly passed and adopted.

RESOLUTION

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACT OF
A PROBATIONARY TEACHER.**

WHEREAS, _____ is a probationary teacher in Independent School District 832,

BE IT RESOLVED, by the School Board of Independent School District No. 832, that, pursuant to Minnesota Statute 122A.40, Subdivision 5, the teaching contract of _____ a probationary teacher in Independent School District No. 832, is hereby terminated at the close of the current 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NON-RENEWAL

Dear _____

You are hereby notified that, at a special meeting of the School Board of Independent School District No. 832, held on April 9, 2015, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2015-16 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for non-renewal of the teaching contract. However, such request should be received within ten (10) days after the receipt of this notice.

Yours very truly,

INDEPENDENT SCHOOL DISTRICT NO. 832

Clerk

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof: _____, and the following voted against the same: _____ whereupon said resolution was declared passed and adopted.

RESOLUTION

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROPOSING TO PLACE _____ ON UNREQUESTED LEAVE OF ABSENCE

BE IT RESOLVED by the School Board of Independent School District No. 832 as follows:

1. That it is proposed that _____, teacher of said school district, be placed on an unrequested leave of absence without pay or fringe benefits, effective at the end of the 2014-15 school year on June 5, 2015, pursuant to M.S. 122A.40, Subdivision 10, and specifically Article XV, Sections 1 through 7 entitled "Unrequested Leave of Absence and Seniority Policy," found in the negotiated Master Agreement between the District 832 Board of Education and the Mahtomedi Education Association.

2. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and be in substantially the following form:

NOTICE OF PROPOSED PLACEMENT ON UNREQUESTED LEAVE OF ABSENCE

Dear _____

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 832 held on April 9, 2015 consideration was given to your placement on an unrequested leave of absence without pay or fringe benefits as a teacher of Independent School District No. 832, and a resolution was adopted by a majority vote of the Board, proposing your placement on an unrequested leave of absence effective at the end of the 2014-15 school year on June 5, 2015, pursuant to Minnesota Statutes 122A.40, Subdivision 10, and specifically Article XV, Sections 1 through 7, entitled "Unrequested Leave of Absence and Seniority," found in the negotiated Master Contract between School District 832 and the Mahtomedi Education Association, and upon the grounds described in said statute and article, which are specifically as follows:

Discontinuance of position, lack of pupils, financial limitations, or merger of classes

Under the provisions of the law and aforesaid article, you are entitled to a hearing before the School Board provided that you make a request in writing within fourteen days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the School Board's proposed action.

Sincerely,

INDEPENDENT SCHOOL DISTRICT NO. 832

Clerk

3. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A.40, Subdivision 10, and specifically Article XV, Sections 1 through 7, and are hereby adopted as fully as though separately set forth and resolved herein.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof: _____ and the following voted against: _____, whereupon said resolution was declared duly passed and adopted.

INDEPENDENT SCHOOL DISTRICT #832

MAHTOMEDI, MINNESOTA

TREASURER'S REPORT

MONTH ENDING 2/28/15

	CLOSING BALANCE		A/P	PAYROLL	JOURNAL ENTRY	BALANCE AS OF
	1/31/15	RECEIPTS	DISBURSEMENT	DISBURSEMENTS	TRANSFERS	02/28/15
GENERAL FUND (01)	4,230,852.75	2,699,289.71	(1,313,468.15)	(1,058,622.31)	(328,276.74)	4,229,775.26
FOOD SERVICE FUND (02)	533,267.68	146,167.52	(117,724.82)	0.00	36.00	561,746.38
COMMUNITY EDUCATION FUND (04)	642,881.35	102,840.50	(63,578.22)	(46,452.04)	(13,883.10)	621,808.49
DEBT SERVICE FUND (07)	1,137,903.69	266.35	0.00	0.00	0.00	1,138,170.04
INTERNAL FUND (20)	772,155.77	582.00	(393,652.07)	0.00	350,518.07	729,603.77
DONATIONS (25)	866,101.76	13,714.97	(17,522.05)	0.00	(1,306.46)	860,988.22
ACTIVITIES (50)	218,482.43	33,999.67	(18,716.39)	0.00	(9,228.64)	224,537.07
OPEB TRUST FUND (45)	2,259,547.59	0.00	0.00	0.00	13,734.74	2,273,282.33
OPEB DEBT SERV (47)	41,808.11	0.00	0.00	0.00	0.00	41,808.11
	10,703,001.13	2,996,860.72	(1,924,661.70)	(1,105,074.35)	11,593.87	10,681,719.67
BANK	BANK	OUTSTANDING (-)	OUTSTANDING (+)	OUTSTANDING	BANK BALANCE	
	STATEMENT	CHECKS	DEPOSITS	WIRES	02/28/15	
MSDLAF Acct# 1289	1,834,088.10		38,481.56	(152,541.76)	1,720,027.90	
MSDLAF Acct# 1521 checking	948,427.54	(92,914.53)			855,513.01	
MN TRUST-OPERATING (30822-101)	5,832,896.43				5,832,896.43	
					0.00	
					0.00	
					0.00	
					0.00	
					0.00	
MN TRUST-OPEB TRUST (30822-301) 45-101-00	2,273,282.33				2,273,282.33	
TOTAL	10,888,694.40	(320,452.91)	32,419.27	(152,541.76)	10,681,719.67	

FY15 MAR 2015 CHECK REGISTER - BANK 02

Bank	Date	Check #	Ck Amt	Vendor #	Addr	Description	Status
2	03/04/2015	387222	16,528.00	00723	1	XCEL ENERGY CENTER,TICKET OFFICE	
2	03/05/2015	387223	730.00	03455	0	AARP	Void
2	03/05/2015	387224	458.40	00153	0	AES-APPLIED ENVIRONMENTAL SCIENCES INC	
2	03/05/2015	387225	59.73	00095	0	AMERICAN FLAGPOLE & FLAG CO	Cleared
2	03/05/2015	387226	2,661.96	08859	1	AWS SERVICE CENTER	Cleared
2	03/05/2015	387227	1,297.80	00210	0	BARNETT CHRYSLER JEEP	Cleared
2	03/05/2015	387228	801.00	03196	0	BF LAUZON ENTERPRISES INC	Cleared
2	03/05/2015	387229	74.00	07264	0	BILL CLANCY	
2	03/05/2015	387230	5,512.84	03340	0	BIX PRODUCE CO LLC	Cleared
2	03/05/2015	387231	674.00	04234	0	BLUE CROSS BLUE SHIELD OF MN/SUPPORT SOURCE	Cleared
2	03/05/2015	387232	1,750.00	09501	0	BOARD OF SCHOOL SUPERINTENDENTS	Cleared
2	03/05/2015	387233	57.00	10366	0	BRIAN SANDIFER	Cleared
2	03/05/2015	387234	587.70	04738	0	BRUCE DJOCK REPAIR	Cleared
2	03/05/2015	387235	3,471.50	07031	0	CARRIE ARDITO	Cleared
2	03/05/2015	387236	57.00	10438	0	CHARLES D.CORBETT	
2	03/05/2015	387237	57.00	06264	0	CHARLES KOLLASCH	
2	03/05/2015	387238	74.00	09049	0	CHRIS HAUGEN	
2	03/05/2015	387239	3,886.30	10436	0	CLIMATE MAKERS	Cleared
2	03/05/2015	387240	74.00	10377	0	CORY CLARK	Cleared
2	03/05/2015	387241	89.84	00599	0	DALCO	Cleared
2	03/05/2015	387242	152.08	00634	1	DEMCO	
2	03/05/2015	387243	802.50	00678	0	DOMINO'S PIZZA	
2	03/05/2015	387244	202.47	00679	0	DONATELLI'S	Cleared
2	03/05/2015	387245	150.00	07077	0	EAGAN HIGH SCHOOL	Cleared
2	03/05/2015	387246	30.00	07912	0	EAGAN HIGH SCHOOL DEBATE	Cleared
2	03/05/2015	387247	1,323.36	06030	1	EARTHGRAINS CO.INC	Cleared
2	03/05/2015	387248	1,504.49	00803	0	EXPRESS SERVICES INC	Cleared
2	03/05/2015	387249	132,315.12	06819	0	FIRST STUDENT	Cleared
2	03/05/2015	387250	371.07	06697	0	FRATTALLONE'S ACE HARDWARE STORES	Cleared
2	03/05/2015	387251	80.00	04873	0	GENE WARNER	Cleared
2	03/05/2015	387252	80.00	09561	0	GREGORY KOLTES	Cleared
2	03/05/2015	387253	34,169.20	01096	1	HEALTHPARTNERS	Cleared
2	03/05/2015	387254	363.50	01096	0	HEALTHPARTNERS/GROUP HEALTH INC	Cleared
2	03/05/2015	387255	1,451.14	10450	1	INTERSTATE POWER SYSTEMS INC	Cleared
2	03/05/2015	387256	74.00	10380	0	JAMES LUKANICH	Cleared
2	03/05/2015	387257	362.34	03141	0	JOAN STAHLMANN	Cleared
2	03/05/2015	387258	74.00	06966	0	JOHN FAISON	
2	03/05/2015	387259	74.00	06559	0	JULIE CARLSON	Cleared
2	03/05/2015	387260	84.00	09963	0	KATHLEEN SIMMER	
2	03/05/2015	387261	9,287.08	03378	0	KELLY SERVICES, INC	Cleared
2	03/05/2015	387262	57.00	05568	0	KEN COOPER	Cleared
2	03/05/2015	387263	85.08	01419	0	LAKESHORE LEARNING MATERIALS	Cleared
2	03/05/2015	387264	375.00	10453	0	LANCE CATERING AT COMO ZOO /ZOOOPER FOOD LLC	Cleared
2	03/05/2015	387265	393.87	03195	0	LASERPLUS, LLC	Cleared
2	03/05/2015	387266	194.89	10441	1	LUBE-TECH/LUBICATION TECHNOLOGIES INC	Cleared
2	03/05/2015	387267	5,942.28	03182	1	MADISON NATIONAL LIFE INS CO INC	Cleared
2	03/05/2015	387268	609.84	07908	1	MAILFINANCE	Cleared
2	03/05/2015	387269	57.00	10381	0	MAX KITTEL	Cleared
2	03/05/2015	387270	133.63	01684	0	MENARDS OAKDALE CASHWAY LUMBER	

FY15 MAR 2015 CHECK REGISTER - BANK 02

Bank	Date	Check #	Ck Amt	Vendor #	Addr	Description	Status
2	03/05/2015	387271	321.00	03384	0	MID CITY SERVICES-INDUSTRIAL LAUNDRY	Cleared
2	03/05/2015	387272	2,060.00	09328	0	MIDLAND PAPER	Cleared
2	03/05/2015	387273	74.00	06996	0	MIKE MONITA	
2	03/05/2015	387274	7,189.27	10452	0	MN DEPT OF PUBLIC SAFETY	Cleared
2	03/05/2015	387275	99.00	01862	0	MUSIC CONNECTION INC	Cleared
2	03/05/2015	387276	6,112.54	08739	0	NAC MECHANICAL & ELECTRICAL SERVICE	Cleared
2	03/05/2015	387277	3,951.84	01888	0	NATIONAL INSURANCE SERVICES OF WI INC	Cleared
2	03/05/2015	387278	90.45	02205	4	NCS PEARSON INC	Cleared
2	03/05/2015	387279	2,215.00	01974	0	NORTHERN ELECTRIC- ELECTRICAL CONTRACTORS	Cleared
2	03/05/2015	387280	1,064.00	10020	0	NOW MICRO	Cleared
2	03/05/2015	387281	140.00	09058	0	PATTERSON MEDICAL SUPPLY, INC.	Cleared
2	03/05/2015	387282	10,317.60	07477	2	PEARSON EDUCATION	Cleared
2	03/05/2015	387283	80.00	09013	0	PETER JOHNSON	Cleared
2	03/05/2015	387284	158.73	10422	0	PINO'S PIZZA/ROSANERO FOOD	Cleared
2	03/05/2015	387285	334.69	02151	0	PLUNKETTS PEST CONTROL INC	Cleared
2	03/05/2015	387286	262,761.15	08212	0	PREFERRED ONE	Cleared
2	03/05/2015	387287	93.50	02190	1	PRO-ED	Cleared
2	03/05/2015	387288	3,495.98	10435	0	READING HORIZONS	Cleared
2	03/05/2015	387289	74.00	07914	0	RICHARD BENISH	Cleared
2	03/05/2015	387290	130.00	00286	0	ROBERT BJORKLUND/BJORKLUND COMPENSATION CONSUL	Cleared
2	03/05/2015	387291	180.00	10454	0	ROSEVILLE SKATING CENTER	Cleared
2	03/05/2015	387292	504.00	09556	0	RUPP,ANDERSON,SQUIRES & WALDSPURGER P.A.	Cleared
2	03/05/2015	387293	35.80	07113	0	SAM'S CLUB	Cleared
2	03/05/2015	387294	1,018.92	02420	1	SCHOOL SPECIALTY INC	Cleared
2	03/05/2015	387295	44.92	00487	2	SCHOOL SPECIALTY/CLASSROOM DIRECT	Cleared
2	03/05/2015	387296	57.00	08407	0	STANLEY ROBERTS JR	Cleared
2	03/05/2015	387297	372.26	00553	3	STAPLES ADVANTAGE	Cleared
2	03/05/2015	387298	80.00	06269	0	STEVE PAYNE	Cleared
2	03/05/2015	387299	199.50	05268	1	STUDY ISLAND/EDMENTUM	Cleared
2	03/05/2015	387300	4,625.00	02658	0	SUCCESS BEYOND THE CLASSROOM	
2	03/05/2015	387301	464.44	02745	1	THYSSENKRUPP ELEVATOR	
2	03/05/2015	387302	425.00	02748	1	TIES/ TIES DEPOT	Cleared
2	03/05/2015	387303	57.00	08344	0	TIM HARLOW	
2	03/05/2015	387304	419.85	02785	1	TRIARCO	Cleared
2	03/05/2015	387305	703.94	03345	0	TRIO SUPPLY CO	Cleared
2	03/05/2015	387306	74.00	10040	0	TYLER VRIEZE	Cleared
2	03/05/2015	387307	33,629.34	06934	0	US FOODSERVICE INC	Cleared
2	03/05/2015	387308	57.00	10455	0	WILLIE McCRAY	
2	03/05/2015	387309	41,127.16	00723	0	XCEL ENERGY	Cleared
2	03/05/2015	387310	950.00	05822	0	ZETAH DESIGN	
2	03/05/2015	387311	425.00	03455	0	AARP	
2	03/05/2015	387312	305.00	03455	0	AARP	Cleared
2	03/06/2015	387313	16,108.00	00723	1	XCEL ENERGY CENTER,TICKET OFFICE	
2	03/12/2015	387314	140.00	09119	0	ADVANCEPIERRE FOODS	Cleared
2	03/12/2015	387315	7,792.79	09523	0	AGOSTO	Cleared
2	03/12/2015	387316	6,257.79	09416	0	AGROPUR	Cleared
2	03/12/2015	387317	2,782.00	00109	0	AMERICAN SECURITY LLC	Cleared
2	03/12/2015	387318	1,134.20	10462	0	AMOL PATEL	
2	03/12/2015	387319	5,105.80	00125	0	ANAM CARA CONSULTING, INC	Cleared

FY15 MAR 2015 CHECK REGISTER - BANK 02

Bank	Date	Check #	Ck Amt	Vendor #	Addr	Description	Status
2	03/12/2015	387320	1,605.38	00149	0	APPERSON	Cleared
2	03/12/2015	387321	223.84	10460	0	AUSTIN PRATT	Cleared
2	03/12/2015	387322	140.13	00659	1	BLICK ART MATERIALS	Cleared
2	03/12/2015	387323	256.00	07970	0	CATHIE KRUEGER	
2	03/12/2015	387324	7,678.60	10436	0	CLIMATE MAKERS	Cleared
2	03/12/2015	387325	479.56	07299	0	COBORNSDELIVERS LLC	Cleared
2	03/12/2015	387326	600.00	07266	0	COMPUTER EXPLORERS	Cleared
2	03/12/2015	387327	1,938.66	00558	1	COURAGE KENNY REHABLIITATION INSTITUTE	Cleared
2	03/12/2015	387328	109.89	10463	0	CRAIG SCHMALZ	Cleared
2	03/12/2015	387329	1,928.34	00599	0	DALCO	Cleared
2	03/12/2015	387330	1,701.34	03328	0	DIVERSIFIED SNACK DIVISION	Cleared
2	03/12/2015	387331	787.50	00678	0	DOMINO'S PIZZA	Cleared
2	03/12/2015	387332	234.01	00679	0	DONATELLI'S	Cleared
2	03/12/2015	387333	337.05	00725	0	ECKROTH MUSIC COMPANY	Cleared
2	03/12/2015	387334	227.40	05986	0	EDUCATORS BENEFITS CONSULTANTS,LLC	Cleared
2	03/12/2015	387335	318.65	00787	0	ERICKSON OIL PRODUCTS INC	Cleared
2	03/12/2015	387336	270.20	03087	0	ERIKA HAMMERSCHMIDT	Cleared
2	03/12/2015	387337	583.00	10263	0	FIREFLY COMPUTERS	Cleared
2	03/12/2015	387338	104.50	10434	1	HANDWRITING WITHOUT TEARS	Cleared
2	03/12/2015	387339	1,540.00	01776	0	HASTINGS BUS CO.	Cleared
2	03/12/2015	387340	750.00	03617	0	HUMAN EX VENTURES	Cleared
2	03/12/2015	387341	52,245.48	03248	0	I.S.D # 834 STILLWATER	Cleared
2	03/12/2015	387342	375.00	06615	0	JOKO SUTRISNO	Cleared
2	03/12/2015	387343	31,261.78	03378	0	KELLY SERVICES, INC	Cleared
2	03/12/2015	387344	630.00	09440	0	KIDCREATE STUDIO/GET MESSY LLC	Cleared
2	03/12/2015	387345	1,049.70	08806	0	LANDS BEST FOODS	Cleared
2	03/12/2015	387346	63.00	08645	0	LARKIN HOFFMAN DALY & LINDGREN LTD	Cleared
2	03/12/2015	387347	433.90	03195	0	LASERPLUS, LLC	Cleared
2	03/12/2015	387348	1,282.25	09010	0	LETTERMEN SPORTS	Cleared
2	03/12/2015	387349	2,005.71	07606	1	LOFFLER COMPANY INC/KONICA MINOLTA PREMIER FI	Cleared
2	03/12/2015	387350	10,953.03	10389	0	MANSFIELD OIL CO	Cleared
2	03/12/2015	387351	100.00	07339	0	MARY HALL	Cleared
2	03/12/2015	387352	200.00	01618	0	MASSP-MN ASSOC.OF SEC.SCH PRINCIPALS	Cleared
2	03/12/2015	387353	327.50	10459	0	MCDONOUGH'S WATERJETTING AND DRAIN SERVICE	Cleared
2	03/12/2015	387354	37.90	01684	0	MENARDS OAKDALE CASHWAY LUMBER	Cleared
2	03/12/2015	387355	7,809.28	04089	0	MN UI FUND	Cleared
2	03/12/2015	387356	200.00	05795	0	MN YOUTH ULTIMATE	
2	03/12/2015	387357	20.00	04335	0	MNAFEE	Cleared
2	03/12/2015	387358	900.00	01799	0	MSBA-MN SCHOOL BOARDS ASSOC	Cleared
2	03/12/2015	387359	280.00	01847	1	MSHA-MN SPEECH LANGUAGE HEARING ASSN	Cleared
2	03/12/2015	387360	450.00	01862	0	MUSIC CONNECTION INC	Cleared
2	03/12/2015	387361	853.70	01865	0	MUSIC THEATRE INTERNATIONAL	Cleared
2	03/12/2015	387362	3,000.00	07972	0	NEOFUNDS BY NEOPOST	Cleared
2	03/12/2015	387363	28,548.69	01971	1	NORTHEAST METRO 916	Cleared
2	03/12/2015	387364	275.00	02043	0	ON SITE SANITATION INC	Cleared
2	03/12/2015	387365	4,527.32	05985	0	PAMS LUNCHROOM LLC	Cleared
2	03/12/2015	387366	140.37	07477	2	PEARSON EDUCATION	Cleared
2	03/12/2015	387367	40,041.39	02108	0	PEOPLES ELECTRICAL CONTRACTORS	Cleared
2	03/12/2015	387368	390.00	02142	1	PIONEER PRESS	Cleared

FY15 MAR 2015 CHECK REGISTER - BANK 02

Bank	Date	Check #	Ck Amt	Vendor #	Addr	Description	Status
2	03/12/2015	387369	64.81	02161	0	POPP.COM INC	Cleared
2	03/12/2015	387370	134.89	06012	1	PREMIUM WATERS INC	Cleared
2	03/12/2015	387371	397.80	02180	0	PRESS PUBLICATIONS	Cleared
2	03/12/2015	387372	2,441.38	03136	0	RATWIK ROSZAK & MALONEY P A	Cleared
2	03/12/2015	387373	5,816.00	02252	0	REGION 4AA	Cleared
2	03/12/2015	387374	3,080.00	02257	0	REHBEIN TRANSIT INC	Cleared
2	03/12/2015	387375	168.00	04507	0	ROMAN MARKET INC	Cleared
2	03/12/2015	387376	172.50	03123	0	SHEILA MERZER M A	Cleared
2	03/12/2015	387377	743.71	00553	3	STAPLES ADVANTAGE	Cleared
2	03/12/2015	387379	204.29	02610	0	STATE SUPPLY CO INC	Cleared
2	03/12/2015	387380	700.00	10458	0	STEVE MIREAU	Cleared
2	03/12/2015	387381	1,620.00	10456	0	THE LOFT AT STUDIO J LLC	Cleared
2	03/12/2015	387382	990.27	03345	0	TRIO SUPPLY CO	Cleared
2	03/12/2015	387383	2,264.41	02789	0	TROLLHAUGEN	Cleared
2	03/12/2015	387384	25.00	08784	0	TRUSTED EMPLOYEES	Cleared
2	03/12/2015	387385	2,764.38	02800	0	TWIN CITY FILTER SERVICE INC	Cleared
2	03/12/2015	387386	57.92	08982	0	ULINE	Cleared
2	03/12/2015	387387	400.00	10461	0	UNITED NATIONS ASSOC OF MN/MODEL UN	Cleared
2	03/12/2015	387388	61.59	02895	1	WARDS SCIENCE	Cleared
2	03/12/2015	387389	1,221.82	02902	0	WASHINGTON COUNTY	Cleared
2	03/12/2015	387390	115.04	02984	0	WINNICK SUPPLY INC	Cleared
2	03/12/2015	387391	1,025.00	05822	0	ZETAH DESIGN	
2	03/13/2015	387392	68.16	00094	0	AMERICAN FAMILY ASSURANCE	Cleared
2	03/13/2015	387393	790.00	01556	0	MAHTOMEDI AREA EDUC.FOUNDATION	Cleared
2	03/13/2015	387394	9.90	01888	0	NATIONAL INSURANCE SERVICES OF WI INC	Cleared
2	03/13/2015	387395	320.00	01740	0	NCPERS MINNESOTA-179220	Cleared
2	03/13/2015	387396	734.00	02017	0	OFFICE & PROFESSIONAL	Cleared
2	03/13/2015	387397	951.96	02048	0	OPERATING ENGINEERS LOCAL #70	Cleared
2	03/13/2015	387398	700.00	04342	0	WISCONSIN SCTF	Cleared
2	03/26/2015	387399	134.95	00009	0	AAA AWARDS	
2	03/26/2015	387400	390.00	03455	0	AARP	
2	03/26/2015	387401	579.39	09140	0	AFFINETY SOLUTIONS INC	
2	03/26/2015	387402	3,477.50	00109	0	AMERICAN SECURITY LLC	
2	03/26/2015	387403	956.00	03636	1	APPLE INC	
2	03/26/2015	387404	167.58	00208	1	BARNES & NOBLE	Cleared
2	03/26/2015	387405	126.90	00220	3	BATTERIES PLUS BULBS	
2	03/26/2015	387406	79.44	09020	0	BECKY FEMRITE	
2	03/26/2015	387407	360.00	10465	0	BRENDA LORTIE/ KIDZART/ I HEART ART LLC	
2	03/26/2015	387408	3,229.48	05420	0	CARL'S VAN RENTALS	
2	03/26/2015	387409	129.98	07299	0	COBORNSDELIVERS LLC	
2	03/26/2015	387410	5,092.93	09009	0	D & J QUALITY SOURCING LLC	
2	03/26/2015	387411	29,807.00	09332	0	DAKOTA TRUCK UNDERWRITERS	Cleared
2	03/26/2015	387412	4,981.66	00599	0	DALCO	Cleared
2	03/26/2015	387413	32.65	00622	0	DECKER INC/ DECKER EQUIPMENT	
2	03/26/2015	387414	1,155.00	00678	0	DOMINO'S PIZZA	
2	03/26/2015	387415	119.00	10457	0	EAGLE EYE DIGITAL VIDEO LLC	
2	03/26/2015	387416	497.00	00714	0	EAGLE SCREEN PRINTING/JEFFREY POESCHL	
2	03/26/2015	387417	226.00	05986	0	EDUCATORS BENEFITS CONSULTANTS,LLC	
2	03/26/2015	387418	270.20	03087	0	ERIKA HAMMERSCHMIDT	

FY15 MAR 2015 CHECK REGISTER - BANK 02

Bank	Date	Check #	Ck Amt	Vendor #	Addr	Description	Status
2	03/26/2015	387419	1,257.48	00803	0	EXPRESS SERVICES INC	Cleared
2	03/26/2015	387420	178.00	10263	0	FIREFLY COMPUTERS	
2	03/26/2015	387421	14,250.00	00851	0	FLORIDA COAST BASEBALL SPRING	
2	03/26/2015	387422	275.00	09613	0	GRANITE CITY CLASSIC	
2	03/26/2015	387423	130.00	03081	0	GRAY SEEVER	
2	03/26/2015	387424	164.29	01018	0	GROTH MUSIC	
2	03/26/2015	387425	873.26	04015	0	HAAN CRAFTS	
2	03/26/2015	387426	3,300.00	10345	0	HAZEL REINHARDT	
2	03/26/2015	387427	325.00	08586	0	HOPKINS ULTIMATE	
2	03/26/2015	387428	62.97	10033	0	HUGO EQUIPMENT CO	
2	03/26/2015	387429	1,845.60	01210	0	INDIAN HILLS GOLF CLUB	
2	03/26/2015	387430	125.00	06289	1	IRONDALE HIGH SCHOOL ROBOTIC TEAM	
2	03/26/2015	387431	89.74	01240	1	J W PEPPER INC.	
2	03/26/2015	387432	238.32	09977	0	JASON PERZ	
2	03/26/2015	387433	461.16	03141	0	JOAN STAHLMANN	
2	03/26/2015	387434	4,959.23	08458	0	K12 TRANSPORTATION MANAGEMENT SERVICES INC	
2	03/26/2015	387435	16,934.62	03378	0	KELLY SERVICES, INC	Cleared
2	03/26/2015	387436	156.37	01372	0	KNOWLAN'S SUPER MARKETS	
2	03/26/2015	387437	2,828.55	07572	0	KORY ANDRY	
2	03/26/2015	387438	1,643.30	08806	0	LANDS BEST FOODS	
2	03/26/2015	387439	372.32	03195	0	LASERPLUS, LLC	
2	03/26/2015	387440	3,247.66	07606	2	LOFFLER COMPANY INC	Cleared
2	03/26/2015	387441	18.29	07606	1	LOFFLER COMPANY INC/KONICA MINOLTA PREMIER FI	
2	03/26/2015	387442	2,736.54	07606	1	LOFFLER COMPANY INC/KONICA MINOLTA PREMIER FI	
2	03/26/2015	387443	362.21	07606	1	LOFFLER COMPANY INC/KONICA MINOLTA PREMIER FI	
2	03/26/2015	387444	203.34	01557	0	MAHTOMEDI AUTO SERVICE	
2	03/26/2015	387445	148.68	01683	0	MENARDS	
2	03/26/2015	387446	412.53	01683	1	MENARDS	
2	03/26/2015	387447	54.31	01684	0	MENARDS OAKDALE CASHWAY LUMBER	
2	03/26/2015	387448	420.00	06144	0	MICHAEL SCHUMACHER	
2	03/26/2015	387449	1,541.00	03723	0	MINNESOTA COACHES	
2	03/26/2015	387450	35.00	03385	0	MN PCS USERS' GROUP	
2	03/26/2015	387451	75.00	10091	0	MNTOPSS	
2	03/26/2015	387452	113.53	01961	0	NORCOSTCO INC	
2	03/26/2015	387453	66,138.99	01971	1	NORTHEAST METRO 916	
2	03/26/2015	387454	210.00	10052	0	NORTHERN STAR COUNCIL/BSA	
2	03/26/2015	387455	1,174.00	10020	0	NOW MICRO	Cleared
2	03/26/2015	387456	190.00	02043	0	ON SITE SANITATION INC	
2	03/26/2015	387457	120.17	02051	0	ORIENTAL TRADING CO,INC	
2	03/26/2015	387458	214.25	10422	0	PINO'S PIZZA/ROSANERO FOOD	
2	03/26/2015	387459	52.00	02180	0	PRESS PUBLICATIONS	
2	03/26/2015	387460	48.35	02190	1	PRO-ED	
2	03/26/2015	387461	380.00	06238	0	RICK RASSIER	
2	03/26/2015	387462	249.99	02313	1	ROCKLER WOODWORKING AND HARDWARE	
2	03/26/2015	387463	195.00	09476	0	SALTY DOG DESIGN LLC	Cleared
2	03/26/2015	387464	334.17	07113	0	SAM'S CLUB	
2	03/26/2015	387465	1,269.73	07113	0	SAM'S CLUB	
2	03/26/2015	387466	31.90	02507	0	SKILLPATH SEMINARS	Cleared
2	03/26/2015	387467	179.00	02507	0	SKILLPATH SEMINARS	Cleared

FY15 MAR 2015 CHECK REGISTER - BANK 02

Bank	Date	Check #	Ck Amt	Vendor #	Addr	Description	Status
2	03/26/2015	387468	360.00	02537	1	SOFTERWARE INC	
2	03/26/2015	387469	130.00	02548	0	SOUTH ST PAUL HIGH SCHOOL	
2	03/26/2015	387470	1,932.00	02581	0	ST CROIX BOAT & PACKET CO	
2	03/26/2015	387471	95.00	04125	0	ST CROIX SCREEN PRINTING INC	
2	03/26/2015	387472	15,944.17	02585	0	ST CROIX VALLEY RECREATION CE	
2	03/26/2015	387473	647.99	00553	3	STAPLES ADVANTAGE	
2	03/26/2015	387474	297.00	02610	0	STATE SUPPLY CO INC	
2	03/26/2015	387475	146.80	03336	1	STRATEGIC EQUIPMENT AND SUPPLY	
2	03/26/2015	387476	719.25	04176	0	SUNBURST CHEMICALS, INC.	
2	03/26/2015	387477	521.99	06800	0	THE SPEECH GURUS LLC	Cleared
2	03/26/2015	387478	375.00	10030	0	THE VAIL RESORT MANAGEMENT CO.INC.	
2	03/26/2015	387479	2,406.40	02748	1	TIES/ TIES DEPOT	
2	03/26/2015	387480	25.52	03345	0	TRIO SUPPLY CO	
2	03/26/2015	387481	277.26	00047	0	TYCO INTEGRATED SECURITY LLC	
2	03/26/2015	387482	4,350.00	02825	7	UNIVERSITY OF MINNESOTA	
2	03/26/2015	387483	450.00	02807	0	US BANK TRUST N A	
2	03/26/2015	387484	170.06	02889	1	WALMART COMMUNITY / RFCSELLC	
2	03/26/2015	387485	4,632.50	08232	0	WHITE BEAR LAKE SPORTS CENTER	
2	03/26/2015	387486	50,512.19	00723	0	XCEL ENERGY	
2	03/26/2015	387487	750.00	03029	0	YOUTH FRONTIERS INC	
2	03/26/2015	387488	0.38	10047	0	ZAYO GROUP LLC	Cleared
2	03/05/2015	80005902	60.91	99999	10522	Bouwens, Kirsten	Cleared
2	03/05/2015	80005903	34.50	99999	4048	Maslowski, Dawn	Cleared
2	03/05/2015	80005904	104.36	99999	10245	Dusek, Sara A	Cleared
2	03/05/2015	80005905	125.00	99999	10536	Cordek, Susan	Cleared
2	03/05/2015	80005906	10.93	99999	5081	Metz, Leroy R	Cleared
2	03/05/2015	80005907	8.45	99999	11092	Weber, Brittni	Cleared
2	03/05/2015	80005908	140.79	99999	10909	Rolling, Julie	Cleared
2	03/05/2015	80005909	118.45	99999	2407	Mitchell, Michelle	Cleared
2	03/05/2015	80005910	20.70	99999	2350	Loos, Kim	Cleared
2	03/05/2015	80005911	172.44	99999	2216	Trautman, Terry	Cleared
2	03/05/2015	80005912	30.74	99999	10668	Giuliani, Lisa	Cleared
2	03/05/2015	80005913	66.46	99999	10196	Hering, James P	Cleared
2	03/05/2015	80005914	47.98	99999	2231	Halverson, Jacqueline	Cleared
2	03/05/2015	80005915	67.06	99999	10795	Bocklund, Kelsey	Cleared
2	03/05/2015	80005916	27.85	99999	10859	Paquette, Chelsea	Cleared
2	03/05/2015	80005917	48.08	99999	2327	Fox, Heather	Cleared
2	03/05/2015	80005918	137.31	99999	10451	Haen, Elisabeth	Cleared
2	03/05/2015	80005919	1,862.19	03057	0	BRAD BERGIE	Cleared
2	03/05/2015	80005920	452.40	03115	0	CHARLES LINDERKAMP	Cleared
2	03/12/2015	80005921	20.54	99999	2230	Mathies, Lisa W	Cleared
2	03/12/2015	80005922	11.50	99999	4900	Audorff, Shirley	Cleared
2	03/12/2015	80005923	23.57	99999	4041	Williamson, Georgia	Cleared
2	03/12/2015	80005924	50.00	99999	10522	Bouwens, Kirsten	Cleared
2	03/12/2015	80005925	50.00	99999	10412	Hamre, Mark B	Cleared
2	03/12/2015	80005926	50.00	99999	10639	Larson, Mark	Cleared
2	03/12/2015	80005927	50.00	99999	10910	Wagner, Luanne	Cleared
2	03/12/2015	80005928	50.00	99999	10686	Neubeck, Michael	Cleared
2	03/12/2015	80005929	50.00	99999	2292	Nickleby, Kathe	Cleared

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Bank	Date	Check #	Ck Amt	Vendor #	Addr	Description	Status
2	03/12/2015	80005930	45.83	99999	10700	Sorenson, Susan	Cleared
2	03/12/2015	80005931	50.00	99999	10224	Viker, Lynne M	Cleared
2	03/12/2015	80005932	50.00	99999	10908	Menier, Matthew	Cleared
2	03/12/2015	80005933	50.00	99999	10971	Manders, Rochel	Cleared
2	03/12/2015	80005934	25.00	99999	1038	Crothers, Patrick	Cleared
2	03/12/2015	80005935	25.00	99999	10196	Hering, James P	Cleared
2	03/12/2015	80005936	25.00	99999	1039	Kaczorek, Debora	Cleared
2	03/12/2015	80005937	25.00	99999	10323	Kostuch, Tonya M	Cleared
2	03/12/2015	80005938	50.00	99999	11097	McMahon, Megan	Cleared
2	03/12/2015	80005939	50.00	99999	11161	Gemuenden, Adam	Cleared
2	03/12/2015	80005940	50.00	99999	5058	Osterbauer, Julie	Cleared
2	03/12/2015	80005941	25.00	99999	5125	Albrecht, Daniel	Cleared
2	03/12/2015	80005942	25.00	99999	5081	Metz, Leroy R	Cleared
2	03/12/2015	80005943	25.00	99999	5043	Anderson, Roy D	Cleared
2	03/12/2015	80005944	25.00	99999	5066	Jensen, James	Cleared
2	03/12/2015	80005945	355.06	99999	11107	Fossen, Alan	Cleared
2	03/12/2015	80005946	157.16	99999	10196	Hering, James P	Cleared
2	03/12/2015	80005947	27.49	99999	10807	O'Connor, Kimberly	Cleared
2	03/12/2015	80005948	196.08	99999	10771	Pratt, Jeffrey	Cleared
2	03/12/2015	80005949	143.20	09832	0	ANDREA MYERS	Cleared
2	03/12/2015	80005950	255.50	03115	0	CHARLES LINDERKAMP	Cleared
2	03/12/2015	80005951	1,457.60	03088	0	STEVE HAMMERSCHMIDT	Cleared
2	03/12/2015	80005952	150.65	99999	2292	Nickleby, Kathe	Cleared
2	03/12/2015	80005953	51.75	99999	8080	Poirier, Nicole	Cleared
2	03/12/2015	80005954	225.00	99999	10692	Russell, Patrice	Cleared
2	03/12/2015	80005955	39.10	99999	10556	Wigstrom, Mary	Cleared
2	03/12/2015	80005956	305.85	99999	3307	Stang, Frances H	Cleared
2	03/12/2015	80005957	301.11	99999	2372	Conzemius, Julie	Cleared
2	03/12/2015	80005958	191.48	99999	1038	Crothers, Patrick	Cleared
2	03/26/2015	80005959	69.66	99999	10256	Garry, Ann M	Cleared
2	03/26/2015	80005960	385.36	99999	10451	Haen, Elisabeth	Cleared
2	03/26/2015	80005961	594.64	99999	11107	Fossen, Alan	Cleared
2	03/26/2015	80005962	133.02	99999	11107	Fossen, Alan	Cleared
2	03/26/2015	80005963	856.29	99999	2021	Driscoll, Deborah	Cleared
2	03/26/2015	80005964	659.57	99999	10886	Leif, Joseph	Cleared
2	03/26/2015	80005965	81.68	99999	10451	Haen, Elisabeth	Cleared
2	03/26/2015	80005966	40.25	99999	10440	Arlandson, John	Cleared
2	03/26/2015	80005967	11.84	99999	2426	Collins, Ryan J	Cleared
2	03/26/2015	80005968	54.89	99999	10488	Comfort, Julie N	Cleared
2	03/26/2015	80005969	70.32	99999	2391	Brunner, Gretchen	Cleared
2	03/26/2015	80005970	215.73	99999	2391	Brunner, Gretchen	Cleared
2	03/26/2015	80005971	32.38	99999	11097	McMahon, Megan	Cleared
2	03/26/2015	80005972	36.37	99999	2159	Snedden, Bethany	Cleared
2	03/26/2015	80005973	316.98	99999	2402	Hultgren, J David	Cleared
2	03/26/2015	80005974	20.00	99999	10628	Brown, Nancy K	Cleared
2	03/26/2015	80005975	49.95	99999	1039	Kaczorek, Debora	Cleared
2	03/26/2015	80005976	166.46	99999	10323	Kostuch, Tonya M	Cleared
2	03/26/2015	80005977	15.00	99999	10427	Young, Matthew V	Cleared
2	03/26/2015	80005978	280.00	99999	2393	Ratzloff, Corey	Cleared

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Bank	Date	Check #	Ck Amt	Vendor #	Addr	Description	Status
2	03/26/2015	80005979	15.00	99999	11098	Oswald, Matthew	Cleared
2	03/26/2015	80005980	1,457.60	03088	0	STEVE HAMMERSCHMIDT	Cleared
2	03/26/2015	80005981	582.60	03115	0	CHARLES LINDERKAMP	Cleared
2	03/26/2015	80005982	20.65	99999	10196	Hering, James P	Cleared
2	03/26/2015	80005983	5.99	99999	2417	Murphy, Daniel W	Cleared
2	03/26/2015	80005984	18.99	99999	3307	Stang, Frances H	Cleared
2	03/26/2015	80005985	54.21	99999	3307	Stang, Frances H	Cleared
2	03/26/2015	80005986	95.80	99999	2290	Pontious, Robert	Cleared

Total 1,175,615.67

MAR 2015 CHECK REGISTER- BANK 05

Bank	Check Date	Check Number	Check Amount	Vendor Number	ADDR	Vendor Name	Check Status Description
5	03/05/2015	50000287	1,261.53	02747	0	TIERNEY BROTHERS INC	Cleared
5	03/12/2015	50000288	2,040.03	02227	0	CENTURYLINK	
5	03/26/2015	50000289	236.00	04719	0	DOOR SERVICE CO OF THE TWIN CITIES INC	
5	03/26/2015	50000290	586.04	02747	0	TIERNEY BROTHERS INC	

Total 4,123.60

**INDEPENDENT SCHOOL DISTRICT #832
WIRE TRANSFER TRANSACTIONS
MONTH OF MARCH 2015**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
3/2/15	US Bank	Preferred One	\$46.00	claims payment
3/2/15	US Bank	Preferred One	\$28,040.32	claims payment
3/9/15	US Bank	Preferred One	\$28,163.41	claims payment
3/9/15	US Bank	Preferred One	\$452.84	claims payment
3/11/15	State of Minnesota	MN Trust	\$66.75	direct state payment
3/12/15	US Bank	US Bank Card Services	\$20,396.40	cardmember payment
3/12/15	US Bank	Peoples Bank of Commerce-EBC Flex	\$7,419.59	flex benefits
3/12/15	US Bank	Peoples Bank of Commerce-403-B/457	\$62,636.96	TSA payment/Deferred Comp
3/12/15	US Bank	Central Bank	\$795.51	para union dues
3/12/15	US Bank	The United Educators CU	\$11,406.86	MEA teachers union dues
3/13/15	MSDLAF	US Bank	\$563,116.71	cover checks
3/13/15	US Bank	IRS	\$218,801.28	federal & fica taxes
3/13/15	US Bank	MN Dept of Revenue	\$34,685.14	state payroll taxes
3/13/15	US Bank	Public Emp. Retirement Assoc.	\$26,725.18	pera retirement
3/13/15	US Bank	Mn Teachers Retirement	\$103,706.78	teachers retirement
3/13/15	US Bank	Mn Child Support	\$123.36	child support
3/15/15	State of Minnesota	MN Trust	\$1,433,249.16	direct state payment
3/16/15	US Bank	Preferred One	\$29,461.13	claims payment
3/19/15	US Bank	MN Dept of Revenue	\$119.00	sales tax payment
3/19/15	State of Minnesota	MN Trust	\$4,452.96	direct state payment
3/23/15	US Bank	Preferred One	\$178.71	claims payment
3/23/15	US Bank	Preferred One	\$27,815.84	claims payment
3/24/15	MN Trust	MSDLAF	\$1,000,000.00	cover checks
3/30/15	State of Minnesota	MN Trust	\$1,681,811.91	direct state payment
3/30/15	US Bank	Preferred One	(\$699.86)	claims payment
3/30/15	US Bank	Preferred One	\$23,141.05	claims payment
3/30/15	US Bank	Preferred One	\$500.73	claims payment
3/31/15	US Bank	Peoples Bank of Commerce-EBC Flex	\$7,419.59	flex benefits
3/31/15	US Bank	Peoples Bank of Commerce-403-B/457	\$62,273.57	TSA payment/Deferred Comp
3/31/15	US Bank	Central Bank	\$789.82	para union dues
3/31/15	US Bank	The United Educators CU	\$11,406.86	MEA teachers union dues
3/31/15	MSDLAF	US Bank	\$558,219.01	cover checks
3/31/15	US Bank	IRS	\$215,829.56	federal & fica taxes
3/31/15	US Bank	MN Dept of Revenue	\$34,248.56	state payroll taxes
3/31/15	US Bank	Public Emp. Retirement Assoc.	\$26,856.13	pera retirement
3/31/15	US Bank	Mn Teachers Retirement	\$102,435.08	TRA payment
3/31/15	US Bank	Minnesota Child Support	\$89.72	child support

TRIP PROPOSAL

Art/French Trip to France & Spain

July 2016



Alicia Dolentz & Abby Holmquist
Mahtomedi High School
alicia.dolentz@mahtomedi.k12.mn.us
abigail.holmquist@mahtomedi.k12.mn.us

Purpose of the Trip

This fall, Ms. Holmquist (French Teacher) and Ms. Dolentz (Art Teacher) began to discuss the possibility of an interdisciplinary trip to Europe. Upon researching companies and itineraries, we found a trip through EF Tours entitled “Artists of France and Spain”. This trip fit both of our needs well; French students would have the opportunity to practice and further their language skills, and art students would be able to visit some of the world’s most famous artworks and museums. All students will benefit from the once in a lifetime cultural experiences and priceless memories!

Students Attending

At this point, we do not know how many students will be joining us, but we anticipate a group ranging in size from 20-40. Priority will be given to upper level French and Art students who are juniors and seniors. It is our hope to offer an overseas trip every other year (even numbered years), so that younger students who are interested will be able to join us on our next trip when they are upperclassmen.

The Itinerary

EF Tours has put together a supplemental packet with detailed information regarding the itinerary and accommodations. In summary, students spend the majority of their time in France (days 1-7) and then travel to Spain (days 8-10) before departing for home. Just a few of the many highlights of the trip include visiting the Eiffel Tower, Louvre, Notre Dame Cathedral, Arc de Triomphe, and the Picasso Museum.

Chaperones

EF Tours pays for one teacher/adult to accompany every six students. In addition, EF provides a bilingual tour guide that is with the group 24/7.

Dates

We will be traveling in the summer of 2016, likely from approximately July 15-26 (after the European Championship is over and there are far fewer tourists!).

Funding

Families pay for their student's trip. The company has payment plans available, and we hope to help defray costs through a few fundraising opportunities.

Liability and Traveler's Insurance

EF Tours covers all group leaders with liability insurance. More detailed information can be found in the supplementary packet. In addition, EF allows all travelers (adults and students) to purchase an all-inclusive coverage plan if desired. This insurance plan covers a wide range of travel scenarios including illness, accident, theft, and much more.

Code of Conduct

Students and families will be made aware of expectations and code of conduct at informational meetings prior to the trip. Students and parents will be asked to sign a behavior contract indicating both parties will abide by the code of conduct set forth by the school if a student needs to be sent home early, etc.