

Princeton Public Schools - ISD 477  
Tuesday, September 1, 2015 at 7:00 PM  
Regular School Board Meeting  
District Office Board Room

**OUR VISION**  
**NO BOUNDARIES TO LEARNING**

**OUR MISSION**  
**TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR PROGRAMS**

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1. **PROCEDURAL ITEMS**
2. Call to Order and Pledge of Allegiance
3. Roll Call
4. Citizen Comments
5. **REPORTS**
  - a. Board Members Committee Reports
  - b. Student Council Report
  - c. Superintendent Report
6. **APPROVE AGENDA**
7. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
8. **CONSENT AGENDA**

*The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.*

  - a. Personnel 6
  - b. Gifts 7
  - c. Fundraisers 8
  - d. Open Enrollment 13
  - e. Agreement between Mille Lacs County Community and Veteran's Services and Princeton School District 14
9. **INFORMATIONAL ITEMS**
  - a. Construction Report
  - b. Land For Sale 22
  - c. Strategic Plan 23

|   |     |
|---|-----|
| d. Time Line for Superintendent Evaluation  | 24  |
| e. First Readings of Policies- # 425, 497, 506, 511, 512, 513, 514, 515, 515, 516, 517, 518, 520, 521 | 25  |
| <b>10. ACTION</b>   |     |
| a. Resolution Regarding Dissolution of Oak Land   | 116 |
| b. Board Members' Residences  | 117 |
| <b>11. FUTURE MEETING(s) INFORMATION</b>  |     |
| <b>12. ADDITIONS TO AGENDA</b>  |     |
| <b>13. ADJOURN</b>  |     |

**Call to order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **18th day of August, at 7:00 p.m.** in the District Office Board Room.

Roll Call: Members Present: Chuck Nagle, Deb Ulm, Howard Vaillancourt, Chad Young, and Eric Minks, Jeremy Miller and Craig Johnson

Members Absent: None

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, and Director of Teaching and Learning Julie Williams

Student Council Representative: None

Citizen Comments: None

**REPORTS Board committee meeting(s) and School Events each Board member attended.**

Howard Vaillancourt: Teaching and Learning Meeting; Policy Meeting; POC Meeting

Chad Young: Policy Meeting

Jeremy Miller: Teaching and Learning Meeting

Deb Ulm: POC Meeting, Agenda Planning Meeting; Policy Meeting

Superintendent Report: Superintendent Julie Espe: Talked about finishing the hiring of all of the teachers and staff for the school year. Shared the book of 100 years of MSHSL. Joe Schwartz has agreed to take some aerial video of the new construction with his drone. The City shared some nice Princeton Schools press in the city publication.

**APPROVE AGENDA as presented:** Moved by Chad Young and seconded by Craig Johnson to approve the agenda as presented. Motion carried. In the information tab, the field trip is titled incorrectly. It had the information about the trip to Italy, not New York.

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** Moved by Howard Vaillancourt and seconded by Chad Young to **approve the August 4th Regular Board meeting minutes as presented.** Motion carried.

**CONSENT AGENDA**

Moved by Howard Vaillancourt and seconded by Eric Minks to **approve the consent agenda items as presented an:** Personnel, Bills, Wire Transfers, Treasurer's Report, Gifts, and Fundraising. Motion carried.

## INFORMATION

**North Elementary Back to School Report-** John Beach presented about the news and updates with North Elementary back to school report to the board members. Link to the information can be located at: [https://docs.google.com/presentation/d/1bkqzQsuJGJCB\\_4LWT5A7jqRlBjYNTTh\\_4l82Zo5jLdmU/edit#slide=id.p4](https://docs.google.com/presentation/d/1bkqzQsuJGJCB_4LWT5A7jqRlBjYNTTh_4l82Zo5jLdmU/edit#slide=id.p4)

**Princeton High School Back to School Report-** Barb Muckenhirn presented about the news and updates with Princeton High School to the board members. Link to the information can be located on Boardbook.

**Music Trip Proposal-** Barb Muckenhirn and Mark Potvin presented about the possibility of having a music field trip abroad. Consensus was to let them check with families to gauge interest. <https://drive.google.com/drive/folders/0BzEXgPS3Hee1fmpIcmtyYIZ5SmhHczFFOGsyaWU5eFRrQl8tUnIsUksxeDBMNTVBZkdqVEU>

**MCA Results-** Julie Williams presented the MCA results. Link to the information can be located: [file:///Users/kari.osborne/Downloads/MCA%20Results%202015%20\(2\).pdf](file:///Users/kari.osborne/Downloads/MCA%20Results%202015%20(2).pdf)

**Volunteer Coaches-** Michelle Czech presented information about the volunteer coaches. They will be processed as employees.

## ACTION ITEMS

### **Second Reading of Policies- 205, 206, 207, 214, 427, 498, 499, 501, 502, 503**

Policies had either minimal changes and/or MSBA updates.

Julia Espe presented second reading of the policies. Moved by Eric Minks and seconded Craig Johnson to approve the second reading of the policies. Motion carried.

**Alternative Services Report-** Julia Espe presented about the alternative services report to discuss withdrawing from Oak Land and start our own alternative learning program in Princeton. Discussion was about the pros and cons with having our own alternative learning program. Craig Johnson made a motion that we continue on with what is being presented on the agenda and then withdrew his motion. Chuck Nagle made a motion that we defer this motion until spring, to make a possible implementation in the following 17-18 school year, Jeremy Miller seconded the motion. Eric Minks called the question. Upon roll call the following voted for this motion: Chuck Nagle, Eric Minks, and Jeremy Miller. The following voted against: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm.- Motion failed 4:3. Eric Minks made a motion that we continue with Oak Land with the ALP program. Chuck Nagle seconded the motion. Clarification of the motion was requested. Eric Minks stated that he would like to continue with the program with no changes. Upon roll call the following voted for: Jeremy Miller, Eric Minks, and Chuck Nagle. The following voted against: Howard Vaillancourt, Craig Johnson, Chad Young, and Deb Ulm. Motion failed 4:3. Craig Johnson made a motion that we cut ties with Oak Land following the timelines that were presented tonight being as the coop is disbanding, and that we establish our own ALP program here in Princeton. Craig Johnson made a friendly amendment to his motion, Chuck Nagle recommended to accept a friendly amendment to Craig's motion; that it remains except for the portion that states the coop is disbanding and

replace it with the St. Francis district is withdrawing from Oak Land. Craig Johnson removed his motion. Craig Johnson made motion to cut ties with Oak Land and create our own ALP program based on the timelines that were presented by the board. Chuck Nagle made a motion for an amendment of Craig's motion to include the effective start date for the program being September 1<sup>st</sup> for the 2016-2017 school year. Eric Minks seconded the amendment to the motion. Craig Johnson called for the vote on that motion. The following voted for the amendment to the motion: Eric Minks, Jeremy Miller, Craig Johnson, Chad Young, Deb Ulm, Chuck Nagle. The following voted against the amendment: Howard Vaillancourt. The Amendment passed to include the time line in the original motion. Craig Johnson's motion was to cut ties with Oak Land and create our own ALP program based on the time lines that were presented by the board and the program will start effective September 1<sup>st</sup> of the 2016-2017 school year. Upon roll call: The following voted for: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm. The following voted against: Chuck Nagle, Eric Minks, and Jeremy Miller. The Motion carried 4:3.

**Tennis Courts-** Julia Espe and Michelle Czech presented the recommendation by the attorney. Craig Johnson made a motion to table the agenda item, seconded by Chuck Nagle. Upon discussion Eric Minks called the question. Upon roll call the following voted for: Chuck Nagle. The following voted against: Chad Young, Craig Johnson, Deb Ulm, Howard Vaillancourt, Eric Minks, Jeremy Miller. Motion failed to table the agenda item. Eric Minks made a motion that we do not accept the proposal with Midwest and we compel Midwest into mediation. Seconded by Jeremy Miller. Eric Minks added to his motion that we get a second legal opinion. Jeremy Miller seconded the motion. Chuck Nagle had a question about the motion on which action Eric would like to do first. Eric Minks would like to get the second legal opinion prior to compelling Midwest into mediation. Jeremy Miller seconded that motion. Eric Minks withdrew his motion. Eric Minks made a motion to get a second legal opinion and Jeremy Miller seconded the motion. Upon roll call the following voted for: Chuck Nagle, Eric Minks, Jeremy Miller, Howard Vaillancourt, Chad Young, Deb Ulm. The following voted against: Craig Johnson. Motion carried to get a second legal opinion.

**ADDITIONS TO AGENDA –None**

**ADJOURN –** The meeting was adjourned at 9:46 p.m.

**Recorder: Kari Osborne**

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**Chair Deb Ulm**

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**Clerk Eric Minks**

## 9.1.15

| Name               | Status                             | Job Title              | Group        | Replacing       | Effective Date | Wage        |
|--------------------|------------------------------------|------------------------|--------------|-----------------|----------------|-------------|
| Brown, Robyn       | Re-Hire                            | Title One Para         | Para         | N/A             | 8.25.15        |             |
| Croteau, Ashley    | Extra Duty                         | Girl's Soccer Coach-MS |              | Mitch Nelson    | 8.19.2015      | \$1,815     |
| Culver, Jean       | Resignation                        | Title 1 Para           | Para         | N/A             | 8.24.15        |             |
| Daniels, Laura     | Re-Hired                           | Title 1 para-SE        | Para         | N/A             | 8.25.15        |             |
| David, Mary        | Resignation                        | Title 1 Para           | Para         | N/A             | 8.26.15        |             |
| Ford, Michelle     | New Hire                           | 5th Grade Teacher-NE   | PEA          | Cathy Norton    | 2015-2016      | \$36,295    |
| Girtz, Kit         | Reduction of hrs-<br>from .7 to .6 | Speech and Language-MS | Pea          | N/A             | 8.25.15        | \$41,288.80 |
| Gross, Lisa        | Re-Hired                           | Title 1 Para-NE        | Para         | N/A             | 8.25.15        |             |
| Johnson, Amanda    | New Hire                           | ECFE-Screening         | PEA          | N/A             | 8.20.15        | \$4,243.46  |
| LeFevre, Amanda    | Re-Hire                            | 1st Gr. Teacher-SE     | PEA          | N/A             | 8.24.15        | \$41,095.00 |
| Lutgen, Jody       | New Hire                           | SpEd Para-HS           | Para         | N/A             | 8.25.15        | 15.06/HR    |
| Nielsen, Zach      | Extra Duty                         | Wrestling Coach-MS     |              | Jay Grove       | 8.19.2015      | 1,815.00    |
| Papesh, Chris      | Extra Duty                         | Girl's Soccer Coach-MS |              | Sandy Slinde    | 8.24.15        | 1,815.00    |
| Paulson, Kari      | New Hire                           | SpEd Para-MS           | Para         | JoAnn Schossow  | 8.24.15        | \$13.50/HR  |
| Snyder, Ben        | New Hire                           | SpEd Para-MS           | Para         | Alyssa Eastwood | 8.24.15        | \$13.50/HR  |
| Slinde, Sandy      | Re-Hire                            | PhyEd Teacher-MS       | Pea          | N/A             | 8.24.15        | 37,095.00   |
| Stafki, Amy        | Resignation                        | Para-MS                | Para         | N/A             | 8.19.15        |             |
| Strandberg, Jackie | New Hire                           | 1st Grade Teacher-SE   | PEA          | N/A             | 2015-2016      | \$40,537.00 |
| Turnquist, Beverly | Resignation                        | Food Server            | Food Service | N/A             | 8.31.15        |             |
| Wilson, Jennifer   | Re-Hired                           | Title 1 Para-NE        | Para         | N/A             | 8.25.15        |             |
|                    |                                    |                        |              |                 |                |             |
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9

PRINCETON PUBLIC SCHOOLS

Gift Solicitation Request Form

All employees are required to complete this form before soliciting gifts from any civic organizations.

Staff Member(s) Name: D Dan Voce / Angel Brown

Representing: STEAM Program -

Request to (Name of Business/Organization):  
Monsanto Fund - Rural Grant Awarded  
To Princeton Schools - M.S. STEAM  
Program

Amount of Request (Detail how funds are to be used):  
\$10,000 - Funds Received in Grant  
Application. Pay for STEAM Program  
Supplies

Accepted  Not Accepted [Signature] Date: 8/19/15  
Principal/Activity Director

Accepted  Not Accepted [Signature] Date: 8/20/15  
Superintendent

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
School Board Chairperson

Distribute:  
Organization  
Copy to Originator  
Copy to Board Minutes

FUNDRAISING APPROVAL FORM

|   |   |   |   |    |
|---|---|---|---|----|
| Date of fundraiser:<br><i>August 2015</i>   |   | Projected profit:<br><i>\$1500</i>              | Amount earned:  |    |
| Group or organization proposing the fundraiser:<br><i>Purcellton Girls Tennis</i>   |   |   | Item(s) being sold:<br><i>nothing</i>   |    |
| Company/organization supplying items to be sold:  |   |   |   |    |
| The money raised will be used for:<br><i>balls, scrimmages, busing, motels</i>  |   |   |   |    |
| The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. |   |   | Place a checkmark beside each box to indicate whether the criteria for fundraising are met. |    |
| Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:  |   |   |   |    |
|   |   |   | Yes   | No |
| 1.  | Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.  |   | <input checked="" type="checkbox"/>   |    |
| 2.  | The charity involved has been selected by the student body as one in which they wish to participate (if applicable).  |   | <input checked="" type="checkbox"/>   |    |
| 3.  | Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.   |   | <input checked="" type="checkbox"/>   |    |
| 4.  | The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.  |   | <input checked="" type="checkbox"/>   |    |
| 5.  | Information is going home with the students to the parents explaining the district's fundraising policy.  |   | <input checked="" type="checkbox"/>   |    |
| 6.  | I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.  |   | <input checked="" type="checkbox"/>   |    |
| 7.  | The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.   |   | <input checked="" type="checkbox"/>   |    |
| 8.  | Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul> |   | <input checked="" type="checkbox"/>   |    |
| I have reviewed Policy #511 Fundraising and agree to its provisions:  |   |   |   |    |
| Date: <i>Aug 17, 15</i>   |   | Teacher/Sponsor Signature: <i>Kelly Dorr</i>    |   |    |
| As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED  |   |   |   |    |
| Date: <i>8/17/15</i>  |   | Administrator Signature: <i>Kevin G. Peales</i> |   |    |
| Date: <i>8/20/15</i>  |   | Superintendent Signature: <i>Julia Espe</i>     |   |    |
| Date:   |   | School Board Chair Signature:                   |   |    |

# PRINCETON GIRLS TENNIS LETTERS FUNDRAISER

Hello, Fellow Tennis Supporter: \_\_\_\_\_

Princeton's Co-Head Coaches Kelly Dorr and Randy Ronning asked us to make a list of influential people in our lives. I hope you aren't surprised and don't mind that I've included you.

I'm writing to ask you to sponsor me with a donation of \$10 or more.

Here's why: I'm trying to raise funds as my share of the team's efforts with our fundraising goals. As you probably know, nowadays schools ask the extracurricular groups to raise money for various expenses the team or group has. This is one way I hope to do my part. Your help is important to me and much appreciated by me.

It might be good news to you that this is a different kind of fundraiser. I know that people don't like being asked to buy products they don't really want, but usually they do want to help out that young group of people. So I'm not selling anything here. There's nothing to buy, so every dollar you donate will go to the people you want to help, not half or more of it going to some product or managing company you don't care about. You can be certain all of your donation is going directly to our team's and my personal success. It means a lot to me.

Should you choose to do so, you can donate by check by mailing in any of the amounts on the donation form below. It would also be helpful if you write my name in the memo portion of your check and on the line below in the donation form, so I can be sure to get recognition for your donation. THANK YOU, in advance.

(A personal note from \_\_\_\_\_ : \_\_\_\_\_  
\_\_\_\_\_ )

(A message from Co-Head Coaches Kelly Dorr and Randy Ronning):

As the Head Girls Tennis Coaches at Princeton High School, we want to personally thank you for helping to sponsor this player and our team. This is a wonderful way to support the talented young people in our lives and in this country. I personally see it as a fantastic way to spend a few of our dollars. So much money gets spent on far less valuable things.

Your help allows us to pay some essential costs that our school budget does not cover. Besides devoting a lot of time, effort, and expense toward becoming better tennis players, this group of young girls are very dedicated to their school studies and we are truly conscious of being people you can be proud of. We strive to respect each other and our opponents, even in the heat of battle. Their success at balancing academics, tennis, and being of good character is a tribute to the quality people in their lives, like you. I can assure you that whatever donation you elect to make, the money will be properly spent on the team and to help your individual. If you would like to follow our team's results, the scores will be posted on our website ("MSHSL.org" then click to "schools" then "Princeton" then "Girls Tennis"), the stories are excellently covered by the local sports writer, both in the local newspaper and their website. THANK YOU, once again.

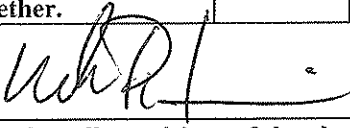
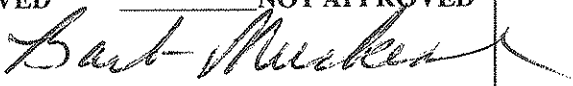

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TO KEEP A RECEIPT AND THE INFORMATION ABOVE, CUT OR TEAR HERE. MAIL THIS BOTTOM PORTION TO: Princeton Girls Tennis, 1207 N. 5<sup>th</sup> St., Princeton, MN 55371

Sponsorship Levels (please check donation level): Make check payable to: **PRINCETON GIRLS TENNIS**

ALL STATE: \_\_\_\_\_ (\$50 OR MORE)    MVP: \_\_\_\_\_ (\$25)    ALL CONFERENCE: \_\_\_\_\_ (\$20)    CAPTAIN: \_\_\_\_\_ (\$10)

PLAYER I AM SPONSORING: \_\_\_\_\_

## FUNDRAISING APPROVAL FORM

|   |   |   |  |   |    |
|---|---|---|--|---|----|
| Date of fundraiser: 10/30/15  |   | Projected profit: \$10,000  |  | Amount earned:  |    |
| Group or organization proposing the fundraiser: PHS Choir   |   |   |  | Item(s) being sold: tickets   |    |
| Company/organization supplying items to be sold: Spaghetti Dinner - off site  |   |   |  |   |    |
| The money raised will be used for: NYC 2016   |   |   |  |   |    |
| The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. |   |   |  | Place a checkmark beside each box to indicate whether the criteria for fundraising are met. |    |
| Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:  |   |   |  |   |    |
|   |   |   |  | Yes   | No |
| 1.  | Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.  |   |  | ✓   |    |
| 2.  | The charity involved has been selected by the student body as one in which they wish to participate (if applicable).  |   |  | N/A   |    |
| 3.  | Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.   |   |  | ✓   |    |
| 4.  | The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.  |   |  | ✓   |    |
| 5.  | Information is going home with the students to the parents explaining the district's fundraising policy.  |   |  | ✓   |    |
| 6.  | I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.  |   |  | ✓   |    |
| 7.  | The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.   |   |  | ✓   |    |
| 8.  | Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul> |   |  | ✓   |    |
| I have reviewed Policy #511 Fundraising and agree to its provisions:  |   |   |  |   |    |
| Date: 8/10/15   |   | Teacher/Sponsor Signature:  |  |   |    |
| As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED  |   |   |  |   |    |
| Date: 8-13-15   |   | Administrator Signature:    |  |   |    |
| Date: 5.13.15   |   | Superintendent Signature:   |  |   |    |
| Date:   |   | School Board Chair Signature:   |  |   |    |

FUNDRAISING APPROVAL FORM

|  |   |   |
|--|---|---|
| Date of fundraiser:  Dec 2015  | Projected profit: \$5000  | Amount earned:  |
| Group or organization proposing the fundraiser: DHS Choirs   |   | Item(s) being sold:   |
| Company/organization supplying items to be sold: Singing Telegrams   |   |   |
| The money raised will be used for: NYC 2016  |   |   |
| <p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p> |   | Place a checkmark beside each box to indicate whether the criteria for fundraising are met. |
|  |   | Yes      No   |
| 1.   | Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.  | ✓   |
| 2.   | The charity involved has been selected by the student body as one in which they wish to participate (if applicable).  | N/A   |
| 3.   | Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.   | ✓   |
| 4.   | The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.  | ✓   |
| 5.   | Information is going home with the students to the parents explaining the district's fundraising policy.  | ✓   |
| 6.   | I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.  | ✓   |
| 7.   | The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.   | ✓   |
| 8.   | Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul> | ✓   |
| I have reviewed Policy #511 Fundraising and agree to its provisions:   |   |   |
| Date: 8/10/15  | Teacher/Sponsor Signature:  |   |
| As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED   |   |   |
| Date: 8-13-15  | Administrator Signature:  |   |
| Date: 8.13.15  | Superintendent Signature:   |   |
| Date: 8  | School Board Chair Signature:   |   |

FUNDRAISING APPROVAL FORM

|  |   |   |  |
|--|---|---|--|
| Date of fundraiser: <i>Jan/Feb 2016</i>  |   | Projected profit: <i>\$5000</i>               | Amount earned:   |
| Group or organization proposing the fundraiser: <i>PHS Choirs</i>  |   | Item(s) being sold: <i>The Chip Shoppe</i>    |  |
| Company/organization supplying items to be sold: <i>Soup + Cookie Dough</i>  |   |   |  |
| The money raised will be used for: <i>NYC 2016</i>   |   |   |  |
| <p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p> |   |   | <p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p> |
|  |   | Yes   | No   |
| 1.   | Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.  | <input checked="" type="checkbox"/>           |  |
| 2.   | The charity involved has been selected by the student body as one in which they wish to participate (if applicable).  | <i>N/A</i>                                    |  |
| 3.   | Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.   | <input checked="" type="checkbox"/>           |  |
| 4.   | The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.  | <input checked="" type="checkbox"/>           |  |
| 5.   | Information is going home with the students to the parents explaining the district's fundraising policy.  | <input checked="" type="checkbox"/>           |  |
| 6.   | I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.  | <input checked="" type="checkbox"/>           |  |
| 7.   | The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.   | <input checked="" type="checkbox"/>           |  |
| 8.   | Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>◦ K-8: Only allowed if a parent or guardian is with the student</li> <li>◦ 9-12: Groups of two or more students working together.</li> </ul> | <input checked="" type="checkbox"/>           |  |
| I have reviewed Policy #511 Fundraising and agree to its provisions:   |   |   |  |
| Date: <i>8/10/15</i>   |   | Teacher/Sponsor Signature: <i>[Signature]</i> |  |
| As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED   |   |   |  |
| Date: <i>8-13-15</i>   |   | Administrator Signature: <i>[Signature]</i>   |  |
| Date: <i>8.13.15</i>   |   | Superintendent Signature: <i>[Signature]</i>  |  |
| Date:  |   | School Board Chair Signature:                 |  |

## Open Enrolled Students (Out/In) as of September 1, 2015

| In/Out | Start Date | Resident Dist | Attending Dist | Grade | Reason Given              |
|--------|------------|---------------|----------------|-------|---------------------------|
| In     | 9/8/2015   | Milaca        | Princeton      | 5     | district of choice        |
| In     | 9/8/2015   | Elk River     | Princeton      | 9     | Currently Enrolled        |
| In     | 9/8/2015   | Elk River     | Princeton      | 12    | Currently Enrolled        |
| In     | 9/8/2015   | Elk River     | Princeton      | 9     | Currently Enrolled        |
| In     | 9/8/2015   | Milaca        | Princeton      | K     | district of choice        |
| In     | 9/8/2015   | Milaca        | Princeton      | K     | Moving                    |
| In     | 9/8/2015   | Milaca        | Princeton      | K     | district of choice        |
| In     | 9/8/2015   | Milaca        | Princeton      | K     | was PreK Student          |
| In     | 9/8/2015   | Milaca        | Princeton      | K     | district of choice        |
| In     | 9/8/2015   | Milaca        | Princeton      | K     | Parent works in Princeton |
| In     | 9/8/2015   | Milaca        | Princeton      | K     | District of choice        |
| In     | 9/8/2015   | Milaca        | Princeton      | 9     | District of choice        |
| In     | 9/8/2015   | Andover       | Princeton      | 12    | Moving                    |
| Out    | 9/8/2015   | Princeton     | Elk River      | K     | Current PreK Student      |
| Out    | 9/8/2015   | Princeton     | Elk River      | K     | Survey Sent               |
| Out    | 9/8/2015   | Princeton     | Elk River      | 9     | Moving                    |
| Out    | 9/8/2015   | Princeton     | Elk River      | 12    | Moving                    |
| Out    | 9/8/2015   | Princeton     | Elk River      | K     | Survey Sent               |
| Out    | 9/8/2015   | Princeton     | Big Lake       | 12    | Currently Enrolled        |
| Out    | 9/8/2015   | Princeton     | Braham         | 7     | District of choice        |
| Out    | 9/8/2015   | Princeton     | Elk River      | K     | District of choice        |

## **AGREEMENT FOR INTERAGENCY FAMILY FACILITATOR SERVICES**

This Agreement for Interagency Family Facilitator Services (“Agreement”) is entered into by and between Independent District No. 477, Princeton (“District”) and Mille Lacs County Community and Veteran’s Services (“the County”).

WHEREAS, the District in cooperation with the County agrees to participate in providing family facilitator services;

WHEREAS, this Agreement qualifies as a “family services collaborative” under Minnesota Statutes section 124D.23, subdivision 1, and pursuant to the Mille Lacs County Family Services Collaborative Interagency Agreement, 2012;

WHEREAS, the District and the County were involved in the establishment of the Mille lacs County Family Services Collaborative (“Family TIES”) and have agreed, in writing, to provide coordinated family services and to commit resources to an integrated fund in accordance with Minnesota Statutes section 124D.23, subdivision 1; and

WHEREAS, Family TIES is required to design an integrated local service delivery system that coordinates funding streams and the delivery of services between existing agencies, including the District, so that children in the District and their families obtain services from providers who are best able to anticipate and meet their needs;

NOW, THEREFORE, IN CONSIDERATION OF the forgoing, the promises contained in this Agreement, and other valuable consideration, the sufficiency of which is acknowledged, the District and the County agree as follows:

- 1. Term.** This Agreement will take effect on July 1, 2015 and will automatically terminate, without further action from any party, at 5:00 p.m. on June 30, 2016, unless the parties affirmatively act to renew this Agreement or to enter into a successor agreement. Any party may terminate this Agreement before June 30, 2016 by providing written notice to the other parties one hundred eighty (180) days in advance of the effective date of termination. If early termination occurs, the District will be responsible for paying a prorated amount of the payment specified in the third numbered paragraph of this Agreement.
- 2. Services to be provided.** The County will assign a duly licensed and trained social worker from the County to provide approximately 40 hours of services per week to children and youth who are enrolled in the District and to their families. For purposes of this Agreement, the term “family” includes, but is not necessarily limited to, a child or youth enrolled in the District; the child or youth’s primary adult caretakers; and other persons with whom the child or youth is residing. The services provided under this Agreement must: (a) include the use of outcome-based indicators to measure progress toward achieving clearly defined goals for addressing the health, developmental, educational, and family-related needs of children and youth who are

enrolled in the District; (b) seek to avoid duplicative and overlapping assessment procedures; (c) be primarily family-centered and client-centered; (d) be provided in locations that are readily accessible to children and families; (e) improve and enhance existing services rather than replace or duplicate existing services; (f) seek to coordinate services across agencies; (g) provide a continuum of services for children birth to age 18, or birth through age 21 for individuals with disabilities; (h) improve outreach and early identification of children and families in need of services; and (i) provide initial outreach to all new mothers and periodic family visits to children who are potentially at risk. The Family TIES Governance Board will appoint a coordinator to monitor the services provided under this Agreement and to make quarterly reports to the District, the County, and the Family TIES Governance Board.

3. **Payment.** Family TIES will transfer Family TIES integrated funds, in the amount of \$74,351.64, to the District to fund the services provided under this Agreement. Family TIES will transfer this amount within thirty (30) days of the execution of this Agreement. The District will pay the County, using the funds it receives from Family TIES, the total amount of \$74,351.64, which represents one-third of the budgeted cost of the Family TIES program. The District will pay this amount in four equal installments payable on July 1, 2015, October 1, 2015; January 1, 2016; and April 1, 2016. The budget for the Family TIES program is as set forth in Attachment A - Family Ties Annual Budget.
4. **Office Space and Furnishings.** During the term of this Agreement, the District will provide office space for the individual designated in the second numbered paragraph of this Agreement at a facility located in the District. At a minimum, the office space will be furnished with a desk, a chair, a landline telephone, a locking file cabinet, internet access, and adequately secured to ensure the privacy of client files, personnel, and the County computer system. The office space will be available during regular school hours for use by the individual who is assigned to provide services under this Agreement. The County, and the individual designated in the second numbered paragraph of this Agreement must exercise reasonable care in performing duties under this Agreement and in using the District's facilities and furnishings. The County must reimburse the District for any loss or damage that any individual designated in the second numbered paragraph of this Agreement causes to District property.
5. **Relationship of the Parties.** The County and the District are not entering into a partnership or a joint venture, and nothing in this Agreement may be construed to create a partnership or joint venture between the District and the County. No party has any authority or power to take any unilateral action that could legally bind the other parties. For purposes of the Minnesota Government Data Practices Act, each party is considered to be an independent contractor relative to the other parties.

6. **Employment Status.** All individuals who provide services under the second numbered paragraph of this Agreement are under the exclusive the management and control of the County and must be considered to be employees of the County at all times and for all purposes. No employee of the County may be considered to be an official, employee, agent, educational service provider, or representative of the District, and no employee of the County may make any representation to the contrary. The County maintains full control over its employees and is solely responsible for all employment and administrative functions related its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. workers' compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances. No employee of the County may be considered to be an employee of the District at any time or for any purpose.
7. **Background Checks and Training.** Before any employee of the County provides services under this Agreement, the County must conduct a criminal background check on the employee. In addition, the County must provide appropriate training to its employees before they begin providing services under this Agreement.
8. **Liability Claims.** Each party is solely responsible for the alleged acts and omissions of its own officers, employees, officials, agents, and representatives. In accordance with the liability caps established in Minnesota Statutes section 466.04, the County must carry liability insurance providing coverage in the amount of one million five hundred thousand dollars (\$1,500,000) for any number of claims arising out of a single occurrence. The County will name the District as an additional insured on the policies of insurance. To the extent permitted by law, the County or its insurer, must defend, indemnify, and hold the District harmless for any claims that are made against the District based on any alleged omissions or actions alleged to have been taken by any employee of the County. To the extent permitted by law, the District or its insurer must defend, indemnify, and hold the County harmless for any claims that are made against the County based on any alleged omissions or actions alleged to have been taken by any employee of the District.
9. **Notices.** The District must provide all official notices under this Agreement to the Family TIES Governance Board by electronic mail or by U.S. Mail addressed to Mille Lacs County Community and Veteran's Services, Collaborative Coordinator, at [beth.crook@co.mille-lacs.mn.us](mailto:beth.crook@co.mille-lacs.mn.us) or at 525 2<sup>nd</sup> Street SE, Milaca, MN 56353. The District must provide all official notices under this Agreement to the County by electronic mail or by U.S. Mail addressed to Mille lacs County Community and Veteran's Services, Director Beth Crook, at [beth.crook@co.mille-lacs.mn.us](mailto:beth.crook@co.mille-lacs.mn.us) or at 525 2<sup>nd</sup> Street SE, Milaca, MN 56353. The Family TIES Governance Board and the County must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the District's Superintendent at [julia.espe@isd477.org](mailto:julia.espe@isd477.org) or 706 First Street, Princeton, Minnesota 55371. Any party may designate a different addressee or address at any time by giving written notice to the other parties. Notice

that is delivered by U.S. Mail is effective upon mailing. Notice that is delivered by email is effective upon transmission

10. **Audit.** To the extent, if any, that Minnesota Statutes section 16C.05, subdivision 5, applies to this Agreement, the books, records, documents, and accounting procedures and practices of Family TIES, the District, and the County that are relevant to this Agreement are subject to examination by the parties and by either the legislative auditor or the state auditor, as appropriate, for a minimum of six years.
11. **Data Practices.** Pursuant to Minnesota Statutes section 124D.23, subdivision 5, the District, the County, and public health entity members of Family TIES may inform each other about whether an individual or family is being served by the member, without the consent of the subject of the data. All other government data that are collected, created, received, or maintained as a result of this Agreement must be administered in compliance the Minnesota Government Data Practices Act (“MGDPA”).
  - a. Aside from informing each other about whether an individual or family is being served by a member of the County, the District, and the County may not share or otherwise disclose any private or confidential data to each other without the written consent of the data subject, or the subject’s parent if the subject is less than eighteen years of age; a lawfully issued subpoena; or a court order.
  - b. Nothing in this Agreement may be construed to modify the responsibilities of any party under the MGDPA.
  - c. Nothing in this Agreement may be construed to subject the District to the requirements of the Health Information Portability and Accountability Act (“HIPAA”). The parties acknowledge that HIPAA does not apply to educational data or to personnel data that are maintained by the District.
  - d. To the extent that the District collects, generates, or otherwise maintains government data because of any service provided under this Agreement, the District is exclusively responsible for administering such data in compliance with all laws that apply to the County, including, but not limited to, the MGDPA and Minnesota Statutes section 124D.23. To the extent that the County collects, generates, or otherwise maintains government data because of any service provided under this Agreement, the County is exclusively responsible for administering such data in compliance with all laws that apply to the County, including, but not limited to, the MGDPA and Minnesota Statutes section 124D.23.


12. **No Unlawful Discrimination.** The District and the County each agree to provide equal employment opportunities to all employees and applicants for employment in accordance with all applicable federal, state, and local laws. No person may be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program, service, or activity based on race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed, or national origin. In addition, the District and the County each specifically agree not to discriminate unlawfully against any student in any program, service, activity, or decision based on race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed, or national origin.
13. **Waiver and Enforcement.** The failure to insist on compliance with any term, covenant, or condition contained in this Agreement must not be deemed to be a waiver of that term, covenant, or condition, nor will any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed to be a waiver or relinquishment of any right or power at any other time. Each party is responsible for its own costs, expenses, and any attorneys' fees associated with this Agreement and any related matters, including enforcement of this Agreement.
14. **Equal Drafting.** In the event that any party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the parties.
15. **Entire Agreement.** This Agreement represents the full and complete agreement between the parties regarding the subject matter of this Agreement. No party has relied on any promise, representation, or inducement that is not stated in this written Agreement or in the underlying Mille Lacs County Family Services Collaborative Interagency Agreement. This Agreement supersedes any and all prior agreements except the underlying Mille Lacs County Family Services Collaborative Interagency Agreement. To be valid, any amendments or addendums to this Agreement must be in writing and must be signed by duly authorized representatives for each party. An executed copy of this Agreement will have the same legal effect as the original.
16. **Severability.** The provisions of this Agreement are severable. If any section, paragraph, subdivision, sentence, clause or phrase of this Agreement is held to be contrary to law, rule, or regulation having the force and effect of law, such decision shall not affect the remaining portions of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed and intend to be bound by it.

**FOR MILLE LACS COUNTY**

\_\_\_\_\_  
Director, Mille Lacs County Community  
and Veteran's Services

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chairperson, Mille Lacs County  
Commissioners

\_\_\_\_\_  
Date 9-1-2015

**INDEPENDENT SCHOOL DISTRICT NO. 447, PRINCETON**

\_\_\_\_\_  
School Board Chair  
Independent District 477

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Clerk  
Independent District No. 477

\_\_\_\_\_  
Date

**MILLE LACS COUNTY FAMILY SERVICES COLLABORATIVE  
 CONTRACT FOR INTERAGENCY FAMILY FACILITATOR SERVICES**

**ATTACHMENT A  
 Budget  
 July 1, 2015 thru June 30, 2016**

|                                   |              |
|-----------------------------------|--------------|
| Salary .....                      | \$164,148.00 |
| Benefits .....                    | \$54,160.00  |
| Training .....                    | \$1,000.00   |
| Travel .....                      | \$4,000.00   |
| Phone .....                       | \$750.00     |
| Office supplies .....             | \$1,000.00   |
| Resources/children supplies ..... | \$250.00     |
| <hr/>                             |              |
| Total .....                       | \$225,308.00 |

Princeton School District Annual Portion (33%) ..... \$74,351.64

**Princeton School Quarterly payment ..... \$18,587.91**

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed and intend to be bound by it.

**FOR MILLE LACS COUNTY**

Beth Crook  
Director, Mille Lacs County Community  
and Veteran's Services

9/1/2015  
Date

[Signature]  
Chairperson, Mille Lacs County  
Commissioners

9-1-2015  
Date

**INDEPENDENT SCHOOL DISTRICT NO. 447, PRINCETON**

\_\_\_\_\_  
School Board Chair  
Independent District 477

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Clerk  
Independent District No. 477

\_\_\_\_\_  
Date



**SITE**

**FAIRVIEW**

**Princeton High School**



Northland Blvd

Smith Sys Rd

Northland Dr

Old Arena Dr

Old County Road 78 S

Old Arena Dr

12th Street S

16th Ave

S 10th St

45

169

29

S 6th

8th Ave S

10th Ave S

323rd Ave

6th

# Princeton Schools

**Mission**

Princeton is an innovative leader in instruction, developing in EVERY learner the ability to succeed in an ever-changing world.

**Vision**

Princeton will equip every student to be career and college ready through personalized instruction, community partnerships and collaboration.

## Core Values



**Citizenship:** Fostering in students the understanding of the rights, duties, and responsibilities essential to a democratic society.

**Collaborative Leadership:** Working together interdependently, learning from each other, and taking responsibility for our individual and collective actions.

**Connections:** Engaging in our shared purpose with our stakeholders: staff, students, families, community, organizations, and school board.

**Excellence:** Making continuous and deliberate steps toward ongoing achievement.

**Innovation:** Insisting upon intentional, courageous, and continuous improvement through analysis and action.

**Integrity:** Aligning our actions with our values and beliefs.

**Learning:** Pledging to create meaningful, and challenging growth that results in student success.

**Respect:** Listening to, accepting, and valuing each individual in the school district and community.

## **Superintendent Evaluation Timeline** **August 26, 2015**

### **Week of September 7**

Evaluation forms are sent to:

- Administrators
- District Office Staff
- Learning and Living Committee

### **Week of September 21**

School Board Members are sent the following:

- Evidence document from the Superintendent
- Summary of evaluations
- Performance evaluation and return envelope

### **Weeks of September 28 through October 9**

- Interviews with individual Board members, to discuss District Strategic Plan goals.

### **October 9**

School Board members must have completed the performance evaluation and mailed it to the School Board Chair.

### **October 21**

7:00 PM Regular School Board Meeting

- Final agenda item will be to move into a Closed Session for the Superintendent's Evaluation.
- Closed session of the School Board for the Evaluation of the Superintendent.
- At the end of the closed session, there will be a motion to adjourn the Closed Session and go back into the Regular Meeting.
- Board Chair asks for a motion to adjourn the Regular Meeting.

### **November 3**

8:05 PM Regular School Board Meeting

Immediately after the regular school board meeting: Special School Board Meeting

- Summarize the outcome of the Superintendent's Evaluation.
- Motion to approve the summary of the evaluation.
- Report on School District Goals for the year.

### **November 17**

8:05 Regular School Board Meeting

- Superintendent presents the School District Goals under action.

Revised 8.27.15

**STAFF DEVELOPMENT**

**I. I. PURPOSE**

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

**I. II. ADVISORY STAFF DEVELOPMENT COMMITTEE**

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan.

1. 1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.

1. 2. The committee shall follow regulations per Minnesota Statute 122A.60 regarding effective staff development activities, contents of staff development plan, staff development outcomes and staff development report.

**I. III. STAFF DEVELOPMENT FUNDING & REPORTING**

A. A. The School District will reserve an amount equal to at least two percent of its basic revenue for per Minnesota Statute 122A.61: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts.

A. B. By October 15 of each year, the Staff Development Advisory Committee shall write and submit a report of staff development activities and expenditures for the previous year in the form and manner determined by the commissioner.

Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)  
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses;  
Expiration and Renewal)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts;  
Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the  
First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Adopted: April 12, 1988  
Revised: June 27, 1989  
Revised: March 26, 1996  
Revised: August 28, 2001  
Revised: January 27, 2004  
Revised: November 10, 2008  
Revised: December 21, 2010  
Revised: April 15, 2014  
Reviewed: August 18, 2015



**PRINCETON PUBLIC SCHOOLS**  
**SCHOOL DISTRICT POLICY**  
**ON PICKETING**

Independent School District No. 477, Princeton, Minnesota, has a right and obligation to protect school grounds and to continue to conduct school business during an employee strike; public employees have a legal right to strike; that the following policy regulating picketing be adopted:

1. The proper and lawful access to and egress from School District property and facilities shall remain free from interference, or disruption or the imminent threat thereof.
2. No picketer while on private or public grounds adjacent to any School District building in which School District business is being conducted shall act in a manner threatening to the safety of persons or creating an interference that substantially disturbs the conduct of business.
3. Persons involved in picketing activities shall not obstruct or unreasonably interfere with the normal access to an egress from School District property and facilities; no picketing or activities collateral to or arising out of the picketing activities will be permitted in School District facilities while School District business is being conducted.
4. No person, while engaged in picketing activities on public or private grounds adjacent to any building in which a school or any class thereof is in session, shall willfully make or assist in the making of any noise or diversion which disturbs or imminently threatens to disturb the pace and good order of such session or class thereof.

Adopted: January 2, 1992

Revised: August 11, 1998

Revised (Renumbered): May 22, 2007

Revised: January 12, 2010

Reviewed: August 18, 2015

## PRINCETON PUBLIC SCHOOLS

### STUDENT DISCIPLINE

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

#### 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 or property immediately adjacent to school grounds; 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, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. 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. 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;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;

9. 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;
10. 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;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. 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;
17. 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;
18. 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;
19. Violation of any local, state or federal law as appropriate;
20. 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;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;

22. 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;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. 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;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. 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;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. 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. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. 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 employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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

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

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

- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth 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.

1. The Princeton School District shall follow the Minnesota Pupil Fair Dismissal Act in all cases requiring student removal from a class.
2. Teachers may refer a student for removal to the building principal who will determine the length of time the student shall remain out of the classroom.
3. Teachers and Principals shall use the Building Discipline Referral Form for reporting incidents requiring removal.
4. Building shall modify these procedures to adjust for age of students.

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

1. Student shall be sent to the office of the respective building.
2. Students shall walk to the office.
3. Students may be accompanied to the office at the discretion of the referring staff member. The office shall be responsible for providing an escort.
4. The principal or assistant principal of the building shall have control and responsibility for the student after removal from class.

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

1. The student shall return to class after serving the assigned amount of time.
2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.

F. Procedures for Notification.

1. The student shall return to class after serving the assigned amount of time.
2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.

G. Disabled Students; Special Provisions.

1. In the case of Special Education Students the District shall follow the provisions of the State and Federal Laws in accord with the Individuals with Disabilities Education Act. (IDEA).

2. If circumstances warrant a Special Education Referral such referral shall be made by the classroom teacher, the building Student Assistance Team or the Parents.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
  2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
  3. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
- J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student’s Behavior.
- K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

**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 child with a disability may be suspended. When a child 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, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child 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 child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) 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. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.

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

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend 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. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **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)  
 MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
 MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)  
*Cross References:* Princeton Policy 413 (Harassment and Violence)  
 Princeton Policy 501 (School Weapons)  
 Princeton Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
 Princeton Policy 503 (Student Attendance)  
 Princeton Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
 Princeton Policy 514 (Bullying Prohibition Policy)  
 Princeton Policy 524 (Internet Acceptable Use and Safety Policy)  
 Princeton Policy 525 (Violence Prevention)  
 Princeton Policy 526 (Hazing Prohibition)  
 Princeton Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
 Princeton Policy 610 (Field Trips)  
 Princeton Policy 709 (Student Transportation Safety Policy)

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Reviewed: October 8, 2013

**Revised: August 18, 2015**

**PRINCETON PUBLIC SCHOOLS**  
**STUDENT FUNDRAISING**

**I. PURPOSE**

The purpose of this policy is to address fundraising for the district including student fundraising.

**II. GENERAL STATEMENT OF POLICY**

The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

Fundraising during the school day is not allowed.

**III. DEFINITIONS**

A. School fundraisers are approved fundraisers conducted by students, staff, or parent groups. These fundraisers fall under the provisions of Section IV.

B. Non-School fundraisers are fundraisers conducted by groups outside the jurisdiction of the schools.

**IV. SCHOOL FUNDRAISING**

A. All school fundraising must be approved in advance by the appropriate administrator, Superintendent and School Board. The purpose of each fundraiser must be identified and approved in advance. A form shall be available in each district building for this approval.

B. School fundraising shall not be conducted for the purpose of hiring licensed or support staff.

C. School fundraising shall not be conducted for the purpose of maintenance projects.

D. Individual student participation is optional. Students shall not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip. Staff shall not use their positions of influence to pressure students to participate nor shall students who do not participate in any way be penalized.

E. Whenever possible, local businesses will be given opportunities to provide fundraising services or products.

F. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a

responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.

G. Door-to-door sales are discouraged, but if approved, students may be allowed to sell according to the following guidelines:

1. K-8: Allowed only if parent or guardian is with student
2. 9-12: Allowed only if two or more students work together

H. The school district will provide alternative ways for people to donate money to schools without purchasing fundraiser products (see #3 on fundraising approval form).

I. Information explaining the district's fundraising policy will be summarized in fundraising materials and the full policy will be available on the school district website or from the school offices.

J. The superintendent or designee will submit to the school board annually (after Auditor's report is completed) a report detailing fundraising activities, the amount earned, and how the funds were utilized.

K. Beginning in 2007-08 school year, fundraising items consumed on school property must follow USDA guidelines.

## **V. NON-SCHOOL FUNDRAISING**

A. Non-school groups who conduct fundraising to benefit school programs independently will be treated in accordance with policy #706 (Acceptance of Gifts).

B. Any employee of the school district involved in fundraising with a non-school group must maintain a clear separation between the group and the school by:

- Communicating to students and parents that the fundraiser is a non-school effort;
- Clearly stating to students that their participation is optional and that there is no penalty for not participating;
- Meeting the provisions of the "Distribution of Materials" policies 505 and 904;
- Ensuring that no fundraising costs are incurred by the district.

C. Non-school groups may conduct fundraisers to support school activities on school property if they meet the following conditions:

- It is made clear that the fundraiser is not a school-affiliated event. A disclaimer stating such must be included on printed materials.
- Pre-approval of the fundraising activity is received from the appropriate administrator and Superintendent.
- The purpose of the fundraiser has been approved by the appropriate administrator and Superintendent and is clearly communicated to all participants.
- No cost associated with the fundraiser is incurred by the district.

- The group is a non-profit organization.

***Legal References:*** Minn. Stat. § 123B.36 (Authorized Fees)

***Cross References:*** **505** Distribution of Nonschool Sponsored Materials on School Premises  
by Students and Employees  
**506** Student Discipline  
**533** Wellness  
**706** Acceptance of Gifts  
**904** Distribution of Materials on School District Property by Nonschool  
Persons

Adopted: February 26, 2002

Revised: September 26, 2006

Revised: July 17, 2007

Revised: October 13, 2009

Reviewed: August, 18, 2015

## FUNDRAISING APPROVAL FORM

|  |   |                       |   |     |    |
|--|---|-----------------------|---|-----|----|
| <b>Date of fundraiser:</b>   | <b>Projected profit:</b>  | <b>Amount earned:</b> |   |     |    |
| <b>Group or organization proposing the fundraiser:</b>   |   |                       | <b>Item(s) being sold:</b>  |     |    |
| <b>Company/organization supplying items to be sold:</b>  |   |                       |   |     |    |
| <b>The money raised will be used for:</b>  |   |                       |   |     |    |
| <p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>   |   |                       | <p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>  |     |    |
|  |   |                       | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table> | Yes | No |
| Yes  | No  |                       |   |     |    |
| 1.   | Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.  |                       |   |     |    |
| 2.   | The charity involved has been selected by the student body as one in which they wish to participate (if applicable).  |                       |   |     |    |
| 3.   | Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.   |                       |   |     |    |
| 4.   | The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.  |                       |   |     |    |
| 5.   | Information is going home with the students to the parents explaining the district's fundraising policy.  |                       |   |     |    |
| 6.   | I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.  |                       |   |     |    |
| 7.   | The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.   |                       |   |     |    |
| 8.   | Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul> |                       |   |     |    |
| <p>I have reviewed Policy #511 Fundraising and agree to its provisions:</p> <p><b>Date:</b> _____ <b>Teacher/Sponsor Signature:</b> _____</p> <p>As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ <b>APPROVED</b> _____ <b>NOT APPROVED</b></p> <p><b>Date:</b> _____ <b>Administrator Signature:</b> _____</p> <p><b>Date:</b> _____ <b>Superintendent Signature:</b> _____</p> <p><b>Date:</b> _____ <b>School Board Chair Signature:</b> _____</p> |   |                       |   |     |    |

## **PRINCETON PUBLIC SCHOOLS**

### **SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES**

#### **I. PURPOSE**

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

#### **II. GENERAL STATEMENT OF POLICY**

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
  - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
  - 2. Official school publications may be distributed at reasonable times and locations.

#### **III. DEFINITIONS**

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Official school publications" means school newspapers, yearbooks or material produced in communications, journalism or other writing classes as a part of the curriculum.

- C. “Obscene to minors” means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
  2. is libelous or slanderous;
  3. advertises or promotes any product or service not permitted for minors by law;
  4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
  5. expresses or advocates sexual, racial or religious harassment or violence or prejudice;
  6. is distributed or displayed in violation of time, place and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
1. assuring that participants learn whatever lessons the activity is designed to teach;
  2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
  3. assuring that the views of the individual speaker are not erroneously attributed to the school;
  4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
  5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
  6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F.2d 747 (8th Cir. 1987)  
*Morse v. Frederick*, 551 U.S. 393, 127 S.Ct 2618, 168 L.Ed.2d 290 (2007)

**Cross References:** **904** (Distribution of Materials on School District Property by Nonschool Persons)  
**505** (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
**506** (Student Discipline)

Adopted: October 10, 2006  
Reviewed: October 13, 2009

Revised: August 18, 2015

**PRINCETON PUBLIC SCHOOLS**

**STUDENT PROMOTION (ACCELERATION) / RETENTION**

**GRADES K-8**

**Promotion (Acceleration)**

**I. PURPOSE**

It is the policy of Independent School District #477 that students shall generally be promoted with their age groups. Should consideration be given for accelerating a student, the following characteristics shall be studied: level of academic success, achievement testing data, learning potential, age, physical size, self esteem, maturity, emotional stability, attendance, physical health, grade level expectations, teacher recommendations and feedback from the student and parent/guardian.

- A. The person requesting acceleration consideration should present their request in the form of a letter to the building principal.
- B. The principal will gather information related to the student in regard to the characteristics listed.
  - 1. The principal will analyze the characteristics in relation to the following:
    - a. Relative to the material to be mastered.
    - b. Compared to others in current room/group.
    - c. Compared to others in the grade level of acceleration request.
    - d. Student's NWEA MAP testing and/or other assessment level compared to current grade and requested acceleration grade.
- C. Decision to accelerate:
  - 1. The principal shall consult with the teachers and parents/guardian. The principal shall be responsible for the final decision. The principal will provide a written explanation to the person that made the request to accelerate the student as to whether the student will be accelerated or remain at the current grade level. The written decision shall become a part of the student's permanent file.

## Retention

### I. PURPOSE

It is the policy of Independent School District #477 that students shall generally be promoted with their age groups. Should consideration be given for retaining a student in a single grade, the following characteristics shall be studied: level of achievement, learning potential, age, physical size, self esteem, maturity, attendance, physical health, grade level expectations and feedback from the student and parent/guardian. **The Superintendent's decision shall be final.**

### II. GOALS

- A. Maintain academic accountability or achievement.
- B. Protect due process rights of students.
- C. Establish an early identification and treatment plan for poorly achieving students.
- D. Provide a student support system which will include the principal, all appropriate staff members, counselor and parents/guardians.
- E. Provide program adjustment plans to help poorly achieving students gain needed skills without retention.
- F. Provide a monitoring system to follow students who progress with an intervention plan and/or who have been retained.
- G. Inform parents of the intervention.
- H. Describe procedures for initiation of this policy in the school handbook.

Independent School District #477  
Princeton, Minnesota 55371

Adopted: March 26, 1985 (~~HKE~~)  
Revised: March 22, 2005 (513)  
**Revised: August 18, 2015**

**Princeton Public Schools****BULLYING PROHIBITION POLICY****I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

**II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such acts are act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-

sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. 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.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that

might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of

the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or

circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as

it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this

policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 124D.10 (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: January 27, 2004  
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Revised: March 22, 2011  
Revised: October 21, 2014  
**Reviewed: August 18, 2015**

**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 the school district, 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. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). 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. What constitutes “education records.” 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. What does not constitute an education record. 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 [*designate title and actual name of individual*].

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 *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* 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), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. 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 individual 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.

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

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, written copies of 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.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

### **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 responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. 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.

***[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]***

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 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 *[designate title and actual name of individual]*.
- 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:*** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 520 (Student Surveys)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: April 23, 1996  
Revised: January 14, 1997  
Revised: August 10, 2004  
Revised: April 13, 2010  
Revised: April 15, 2014  
Reviewed: August 18, 2015

**Princeton Public Schools****STUDENT MEDICATION****I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
    - b. the inhaler is properly labeled for that student; and
    - c. the parent has not requested school personnel to administer the medication to the student.

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

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

6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
  
7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.
  
8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- a. possess epinephrine auto-injectors; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

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

- K. "Parent" for students 18 years old or older is the student.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

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

Adopted: November 10, 1988

Revised: June 22, 1999  
Revised: October 11, 2005  
Revised: October 21, 2014  
Reviewed: August 18, 2015

**PRINCETON PUBLIC SCHOOLS****STUDENT RECRUITING****I. PURPOSE**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

**III. DEFINITION**

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

**IV. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school

or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or at a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

***Legal References:*** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minnesota State High School League Bylaws

***Cross References:*** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)

Princeton Public Schools  
Princeton, MN 55371

Adopted: October 10, 2006  
Reviewed: August 18, 2015

## PRINCETON PUBLIC SCHOOLS

### DNR-DNI ORDERS

#### I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

#### II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI Orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI Orders, shall be advised of and shall be given a copy of this policy.

**Legal References:** 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

**Cross References:**

Princeton Public Schools  
Princeton, MN

Adopted: October 10, 2006  
Reviewed: August 18, 2015

**PRINCETON PUBLIC SCHOOLS****STUDENT SURVEYS****I. PURPOSE**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

**II. GENERAL STATEMENT OF POLICY**

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

**III. STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the

data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

#### **IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
  
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - 1. political affiliations or beliefs of the student or the student's parent;
  - 2. mental and psychological problems of the student or the student's family;
  - 3. sex behavior or attitudes;
  - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
  - 5. critical appraisals of other individuals with whom respondents have close family relationships;
  - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
  - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
  
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
  - 1. The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) “Personal information” means individually identifiable

information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
  - (a) college or other postsecondary education recruitment or military;
  - (b) book clubs, magazines, and programs providing access to low cost literary products;
  - (c) curriculum and instructional materials used by elementary and secondary schools;
  - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
  - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school

district.

- a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
- b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
  - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
  - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
  - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

D. The school district shall give parents and students notice of their rights under this section.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. 1232h (Protection of Pupil Rights)  
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273 (2002)  
*C.N. v. Ridgewood Bd. Of Educ.*, 430 F.3d. 159 (3<sup>rd</sup> Cir. 2005)  
*Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Independent School District #477  
Princeton, Minnesota 55371

Adopted: November 14, 2006  
Revised: August 18, 2015

**PRINCETON PUBLIC SCHOOLS****STUDENT DISABILITY NONDISCRIMINATION****I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. COORDINATOR**

Persons who have questions or comments, should contact the Director of Teaching & Learning, 706 1<sup>st</sup> St. Princeton, MN 55371 phone 763-389-7278. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

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

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

Adopted: May 11, 2004  
Revised: August 10, 2010  
Revised: October 21, 2014  
Reviewed: August 18, 2015

RESOLUTION TO DISSOLVE THE OAK LAND COOPERATIVE CENTER WHEREAS, Independent School District No. 477, Princeton Public Schools (“School District”), is a member of the Oak Land Cooperative Center (“Cooperative”) pursuant to a Joint Agreement of the member districts, By Laws adopted by the Cooperative Governing Board and applicable Minnesota Statutes; and WHEREAS the Cooperative can no longer exist as more than one member district is required pursuant to Minnesota Statutes §§471.59 and 123A.22. NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 477, as follows: 1. The School District hereby agrees to the dissolution of the Cooperative effective June 30, 2016 pursuant to Paragraph 9 of the Joint Agreement, Section VIII of the Cooperative’s By Laws and Minnesota Statute § 123A.22, Subds. 8 and 9. 2. The School Board shall provide written notice of dissolution to the Governing Board of the Cooperative by transmitting a copy of this resolution to the members of the Governing Board. 3. The majority of the member districts have withdrawn from the Cooperative effective September 1, 2016; therefore as a direct and necessary consequence the Cooperative will cease to exist, and the dissolution provisions of the Joint Agreement (Paragraph 9) and By Laws (Article VIII) shall apply to the distribution of assets to the member districts, “on the basis of the resident student population of each district, the number of years of participation by each district and the proportionate contributions made pursuant to this agreement by the districts” to that end, the Governing Board hereby authorizes and directs its agents to take the following actions: a. Not later than December 31, 2015, engage a neutral commercial real estate broker to market and effect the sale of the Cooperative’s real estate, Bridge Street Learning Community, located at 22970 Butterfield Drive NW, St. Francis, MN 55070 and Oak Land East located at 626 Main Street North, Cambridge, MN 55009 (collectively, “the Property”), in a manner reasonably calculated to achieve an objective of completing the sale of the Property on or about June 30, 2016, or as soon thereafter as is practicable. Any listing and sale of the Property shall be based on a commercially reasonable purchase agreement subject to approval by the members of the Cooperative. b. Not later than March 1, 2016, cause to be prepared by a neutral qualified professional a preliminary accounting of all the Cooperative’s assets and liabilities as they are reasonably expected to exist on June 30, 2016. Page | 82 c. On or about July 1, 2016, cause to be prepared by a neutral qualified professional a preliminary accounting of all the Cooperative’s assets and liabilities as they exist on June 30, 2016, or as soon thereafter as the sale of the Property can be effectuated. d. Assess the past five years of each member’s resident student population (FY10-FY15) to deduce the average number of member district student enrollment percentages over a five year period. e. Assess the proportionate contributions made by each member district since the initiation of the Cooperative to deduce a percentage of total contribution for each member district. f. Average the percentages of member district resident student populations with the percentage of total contribution to determine one percentage for each member district for distribution purposes. g. The Cooperative shall cause a distribution of funds then existing as of June 30, 2016 (or as soon thereafter as the Property sales are final) to the member districts based on the proportionate share of the percentage of each member district as determined above. Motion to adopt Resolution of Dissolution Regarding Oak Land Cooperative made by: \_\_\_\_\_ Seconded by:

\_\_\_\_\_

Roll Call Vote:  
 Deb Ulm: \_\_\_\_\_  
 Jeremy Miller: \_\_\_\_\_  
 Eric Minks: \_\_\_\_\_  
 Chuck Nagle: \_\_\_\_\_  
 Chad Young: \_\_\_\_\_  
 Craig Johnson: \_\_\_\_\_  
 Howard Vaillancourt: \_\_\_\_\_

Whereupon said resolution was declared duly passed and adopted.

**STATE OF MINNESOTA  
INDEPENDENT SCHOOL DISTRICT NO. 477  
BEFORE THE SCHOOL BOARD**

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In the Matter of the Residency  
of School Board Members

AFFIDAVIT OF **[INSERT NAME]**

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STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF MILLE LACS )

I, **[INSERT NAME]**, state as follows:

1. I swear to state the truth, the whole truth, and nothing but the truth in this Affidavit.
2. I am a member of the School Board of Independent School District No. 477 (“District”), which is otherwise known as Princeton Public Schools.
3. I am making this Affidavit based on personal knowledge for the purpose of confirming my status as a resident of the District.
4. I understand that I must be a resident of the District in order to be on the School Board.
5. I have reviewed Minnesota Statutes section 123B.09, subdivision 3. I acknowledge this statute states that a vacancy on a school board occurs when a member ceases to be a resident of the district.
6. I have reviewed Minnesota Statutes section 200.031(a). I acknowledge this statute generally defines the term “residence” to mean the place where the individual’s home is located, from which the individual has no present intention of moving, and to which, whenever the individual is absent, the individual intends to return.
7. My residence is located at the following address: **[INSERT STREET ADDRESS]**, Princeton, MN 55371. This is the place where my home is located, from which I have no present intention of moving, and to which, whenever I am absent, I intend to return.

8. The address listed in Paragraph 7 of this Affidavit is the address that I used when filing my federal and state tax returns for 2014; it is the address I plan to use when filing my federal and state tax returns for 2015; and it is the address I currently use for receiving mail that I consider to be important.

9. I understand that the School Board has an obligation to verify my residence and that the statements in this Affidavit are subject to further investigation.

10. Upon request from the Superintendent, I will produce for the Superintendent's inspection at least three pieces of reliable evidence confirming my residence is in Princeton, Minnesota. Examples of reliable evidence include, but are not limited to, a valid driver's license, utility bills in my name, mortgage documents or a rental agreement in my name, and other bills in my name.

11. Minnesota Statutes section 609.43 states that a public officer "who does any of the following . . . may be sentenced to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both: . . . in the capacity of such officer . . . makes a return, certificate, official report, or other like document having knowledge it is false in any material respect." I acknowledge that I am a public officer; that this Affidavit is an official report or other like document; and that I am making this Affidavit in my capacity as a public officer.

12. I understand that I may be prosecuted for additional criminal offenses, such as perjury, if I make a false or statement, declaration, or representation in this Affidavit regarding my residence.

13. By signing this Affidavit, I verify, swear, and affirm under oath that the statements in this Affidavit are true and correct.

FURTHER YOUR AFFIANT SAYETH NOT.

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[INSERT NAME]

Subscribed and sworn to before  
me this \_\_\_\_ day of August, 2015.

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Notary Public

Member \_\_\_\_\_ introduced the following Resolution and moved its adoption:

**RESOLUTION REQUIRING AFFIDAVIT OF RESIDENCY**

WHEREAS, Minnesota Statutes section 123B.09, subdivision 3, states that a vacancy on the school board occurs when a member ceases to be a resident of the district;

WHEREAS, questions have surfaced about whether a member of the School Board of Independent School District No. 477 (“District”) continues to be a resident of the District;

WHEREAS, the School Board is obligated to take reasonable measures to confirm that its members reside in the District; and

WHEREAS, Minnesota Statutes section 200.031(a) generally defines the term “residence” to mean the place where an individual’s home is located, from which the individual has no present intention of moving, and to which, whenever the individual is absent, the individual intends to return;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 477 as follows:

1. All members of the Board who currently reside in the District are required to complete the Affidavit of Residency that is attached to this Resolution. The affidavit must be completed immediately after this resolution is adopted. A notary is present to notarize the affidavits.
2. If any member of the Board does not currently reside in the District, the member must notify the Board of that fact immediately after this Resolution is adopted. If any member of the Board provides such notice, the Board will give the member an opportunity to explain his or her residency status and, if appropriate, an opportunity to resign effective immediately. Failing to resign, such a member may be subject to removal proceedings and all penalties provided under law, which may include, but are not necessarily limited to, the penalties provided under Minnesota Statutes section 609.43.
3. In relevant part, Minnesota Statutes section 609.43 states:

A public officer or employee who does any of the following, for which no other sentence is specifically provided by law, may be sentenced to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both:

\* \* \* \* \*

(2) in the capacity of such officer or employee, does an act knowing it is in excess of lawful authority or knowing it is forbidden by law to be done in that capacity;  
or

\* \* \* \* \*

(4) in the capacity of such officer or employee, makes a return, certificate, official report, or other like document having knowledge it is false in any material respect.

4. The Board considers all members of the School Board to be public officers for purposes of Minnesota Statutes section 609.43, and the Board considers the affidavit required under this Resolution to be an official report or other like document for purposes of section 609.43.

The motion for the adoption of this Resolution was duly seconded by Member \_\_\_\_\_, and upon a roll call vote being taken, the following members voted in favor of the motion:

And the following members voted against the motion:

Whereupon the Resolution was declared duly passed and adopted.

RASW: 40674